



**Administrative Appeal Application**  
**For Additional Time To Complete Repairs**  
**For Chapter 14 – Housing Code**

**City of Jackson**  
161 W. Michigan Avenue  
Jackson, MI 49201  
(517) 788-4012  
www.cityofjackson.org

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Inspector Name

\_\_\_\_\_  
Owner/Agent Name

\_\_\_\_\_  
Owner/Agent Telephone Number

\_\_\_\_\_  
Owner/Agent Address

\_\_\_\_\_  
Owner/Agent City/State/Zip Code

I am requesting an additional \_\_\_\_\_ days to complete the repairs of the code violations cited against the above-referenced property. I understand an extension will be approved or denied by the Building Official based on the work completed to date. I am requesting this extension for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

**Do Not Write Below – For Office Use Only**

Inspector Recommendation:       Approve       Deny

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Date

Administrative Appeal:     Approved     Denied

Time Granted: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Official Signature

\_\_\_\_\_  
Date