



Building Code Board of Appeals Application
For Chapter 14 – Housing Code

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

Request for _____ Days of Additional Time.

Request for Variance.

Request for Financial Hardship Variance.
(Requires financial review by CDBG Financial Analyst)

Request to Waive the Application Fee.
(Requires financial review by CDBG Financial Analyst)

Property Address

Inspector Name

_____ # of Structures on Parcel

_____ # of Units in Structure

Owner/Agent Name

Owner/Agent Telephone Number

Owner/Agent Address

Owner/Agent City/State/Zip Code

REASON FOR REQUEST OR VARIANCE (Please attach additional sheets if necessary)

I/We have received the code violation letter issued by the Community Development Department Inspection Division for the above-referenced property and wish to file an appeal for consideration.

Owner/Agent Signature

Date

\$ 100.00 per structure (includes first unit), \$ 10.00 per additional unit Application Fee Required With Application Receipt # _____

Do Not Write Below – For Office Use Only

Must be completed if the owner is requesting a Financial Hardship Variance or to waive the application fee:

Date of financial review: _____ Does owner meet hardship qualifications: Yes No

Financial Analyst Signature: _____ Date: _____

Building Code Board of Appeals Meeting Date: _____

Inspector Summary Requested: _____ Received: _____

Owner/Agent Notified of Hearing: _____ Present at Hearing: _____

Board Action: _____
