



**Building Permit Application**  
**for Roofing, Siding, Decks, Windows**  
 Applicant to complete all items in **Sections I, II, and III**

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

2012 Michigan Building / 2009 Residential Code  
 2012 Michigan Rehabilitation Code

Authority: 1972 PA 230

**I. Project Information**

Job Location Address		
Name of City and County in which job is located City of Jackson, County of Jackson		Cross Streets _____ and _____
Zoning District: _____	Number of Units: _____	Property Use:

**II. Identification**

**A. Owner or Lessee**

Name	Address		
City	State	ZIP Code	Telephone Number (include area code)

**B. Contractor**

Name	Address		
City	State	ZIP Code	Telephone Number (include area code)
Builders License Number	Expiration Date	Cell Phone Number (include area code)	
Federal Employer ID Number (or reason for exemption)	E-mail address		
Workers Compensation Insurance Carrier (or reason for exemption)	MESOC Employer Number (or reason for exemption)		

**III. Type of Improvement, Description and Fee**

Commercial  
 Residential

**A. Type of Improvement**

1. <input type="checkbox"/> Roofing – strip & reroof	\$150.00	<b>Estimated Construction Value: \$</b> _____
2. <input type="checkbox"/> Siding	\$150.00	
3. <input type="checkbox"/> Decks (include drawing)	\$160.00	<b>Estimated Square Footage:</b> _____
4. <input type="checkbox"/> Replacement Windows	\$100.00	
5. <input type="checkbox"/> Disapproved/Additional Inspections	\$ 55.00	
6. <input type="checkbox"/> Request to Extend Permit	\$ 50.00	<b>Permit Fee: \$</b> _____
7. <input type="checkbox"/> Investigation Fee	\$110.00	

**B. Description of Where Roofing/Siding is Being Installed or The Deck is Being Built**

--

**IV. Applicant Signature**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Property in Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No	HDC Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Approval letter attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Approved by (decks only): \_\_\_\_\_ Date \_\_\_\_\_  
 Chief Building Official

## Application Guidelines

1. Complete all applicable information in each section. The application must be signed and dated by the applicant. Provide a Project Contact Name and phone number on the bottom of the page.
2. Permits must be posted in a conspicuous, visible location.
3. An applicant must request an inspection as far in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible (see Inspection Guidelines below).

## Permit Guidelines

1. **Homeowner Permit:** A permit will be issued to the owner of a home that they occupy or are about to occupy or of a rental unit that they own.
2. **Building Permit:** A permit will be issued to registered building contractors.
3. **Contractors or homeowners who begin work before receiving a written permit** may pay a \$110.00 investigation fee or will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.
4. **Fraudulent applications will result in the revocation of associated permit.** The applicant and individual(s) performing roofing or siding work fraudulently will be issued a "Violation and Notice of Hearing" to appear before the Administrative Hearings Bureau. Violations of permitting laws are subject to fines of up to \$500.00 per occurrence and costs incurred.

## Inspection Guidelines

1. **Roofing:** Two inspections are required for roofing permits: 1) when decking, ice protection and underlayment is installed; and 2) when complete. **If decking, ice protection and underlayment is concealed before inspection, the person responsible for concealing the decking, ice protection and underlayment shall be responsible for all costs resulting from uncovering and replacing the covering material.**
2. **Siding:** Two inspections are required for siding permits: 1) when weather resistive sheathing paper is installed; and 2) when siding is installed and complete. **If weather resistive sheathing paper is concealed before inspection, the person responsible for concealing the weather resistive sheathing paper shall be responsible for all costs resulting from uncovering and replacing the covering material.**
3. **Decks:** Two inspections are required for deck permits: 1) footings; and 2) when complete. **If footings are concealed before inspection, the person responsible for concealing the footings shall be responsible for all costs resulting from uncovering and replacing decking material.**

## Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Permits are non-transferable.
3. Permit fees are non-refundable after work begins.
4. Re-inspections of **disapproved inspections** will be charged a "Disapproved/Additional Inspection" fee and must be paid before reinspection.
5. Expired permits may be extended. Applicants must complete a "Request to Extend A Permit" form and pay a \$50.00 fee to extend a permit.
6. The permit applicant upon request, may be permitted to pay the \$110.00 investigation fee one time per State Licensing cycle, in lieu of an Administrative Hearings Bureau Notice To Appear, for all work that is started before securing a permit provided the required permit is secured by 5:00 pm on the next business day following the date of the Notice and Order to Appear.