



PERMITTING SYSTEM CHANGES

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In November 2020, the City of Jackson upgraded its permitting system to an online cloud based system. All applications can now be done online. Payments can be made online by credit card and ACH. Inspections can be requested online. This document outlines the process and policy changes that were made during this transition.

Major Changes to Permitting:

- Transition to Master Permit
 - ✓ The building permit application is now a master permit application. This means that all MEP's (mechanical, electrical, and plumbing) trades will be permitted along with the master permit and NOT through separate application.
 - ✓ There is one applicant who manages the entire project.
 - ✓ All inspections will be logged to the master permit for transparency and more effective management.
- Transition to separate Commercial and Residential Building Permit Applications
 - ✓ There are now separate Commercial and Residential Permit Applications.
 - ✓ The Residential Building Permit Application is used for permit applications governed by the International Residential Code which typically is limited to 1 and 2 family residential structures.
 - ✓ The Commercial Building Permit Application is used for permit applications governed by the International Building Code or International Existing Building Code family. This includes most projects except 1 or 2 family residential structures.
- Trade Applications (mechanical, electrical, and plumbing)
 - ✓ Trade applications are used for single trade permitting where there is not a master commercial or residential building permit application.
 - ✓ Trade permits are now based on valuation instead of fixtures for the purpose of calculating fees. The minimum permit fee is now \$50.00.
- Fee Changes
 - ✓ A new fee schedule was adopted in September 2020 and has been implemented in the new system.
 - ✓ The new fee schedule is substantially simplified. It has eliminated all the filing fees, bond fees, state fees, and city fees that were previously used.
 - ✓ The new fee schedule has removed charges for things that should be included in the cost of the permit like certificate of occupancies.
 - ✓ The cost is close to the same on lower value permits as the previous fee schedule. Permits exceeding \$500,000 in value will experience a higher permit cost.
 - ✓ Trade permits are now based on valuation instead of fixtures for the purpose of calculating fees. The minimum permit fee is now \$50.00
- Residential Affidavit
 - ✓ A residential affidavit was added for permits applied for by an eligible homeowner to perform work on their own residence without a contractor or trade license.
 - ✓ This affidavit certifies that they will not subcontract the work they are permitting. This is to serve as a deterrent to work being performed by an unlicensed trade person through a permit pulled by the homeowner.
- Occupancy Inspection
 - ✓ The Code of Compliance is now known as Occupancy Inspection Permit. This is now required for all new occupancies and will include compliance with the adopted property maintenance code.