

RESIDENTIAL Building Permit Application Guide

2015 Michigan Residential Code

This Guide is for design professionals, builders, plan reviewers and building inspectors. Its intent is to promote consistency in the preparation and review of construction documents, streamline the approval process, and foster code-compliant construction.

The Guide itemizes the most typical building code requirements necessary for the issuance of a building permit, cross-referenced to the 2015 Michigan Residential Code. Not every item in the Guide applies to all projects, the Building Official may request additional information.

Used during the design and documentation process, the Guide can identify which code stipulations must show on the construction documents, as well as those outside the scope of the work. Attendant code-section numbers provide quick access to the applicable MRC paragraph or table.

The Guide may be submitted as part of the building permit application by filling out the top portion. Submitting a project-specific list will allow the plan reviewer a fast understanding of the proposed work, speed up the review process and result in fewer questions and permit denials

DATE SUBMITTED -

PROJECT NAME -

PROJECT ADDRESS-

JOB NUMBER/TRACKING NUMBER-

CHECKLIST COMPLETED BY-

REPRESENTING -Walled Lake

BUILDING PERMIT APPLICATION DATA

Contact the local building department for the required number of sets and/or additional information.

Applicable/ Provided	Not Applicable	
		Contact Information: Name, address, business phone, cell phone, Email - R105.3
		Michigan license number of builder - PA230 125.1510(2)
		Use and occupancy of proposed work - R105.3; 3
		Legal description of property - R105.3; 2
		Subdivision and lot number - R105.3; 2
		Certified topographical survey - R105.3; 7
		Soils report from an approved agency - R401.4
		Zoning approval - R106.1.1
		Flood elevation and lowest floor elevation if work is in a flood area - R106.1.3
		Gross square footage/net square footage of project - R109.16.1
		Project calculated area is in excess of 3,500 sq. ft. - R106.1

		Name and license number of registered design professional
		Address and phone number of registered design professional
		Original signature of registered design professional, seal and date
		Identify work using engineered solutions in lieu of prescriptive standards - R301.1.3
		Name and license number of registered design professional
		Original signature of registered design professional, seal and date
		Submit engineering calculations
		Identify special inspections - R106.1
		Construction documents - Drawings and Specifications
Applicable/ Provided	Not Applicable	
		Site plan with north arrow - R106.1; 106.2; 401.3; 403.3.3
		Structures and existing site improvements to be demolished
		Proposed new structures and existing structures and improvements to remain
		Front, rear and side dimensions from all structures to property lines
		Proposed new site grades; existing site grades
		Finished grade planes at exterior walls
		Location of sewers, septic, water supply, wells, gas lines and electrical service
		Location of decks
		Easements, wet lands
		Natural features of site Including trees to comply with Ordinance 86-27
		Retaining walls, embankments
		Floor and basement plans
		Minimum footing sizes - R403.1
		Walls, partitions, size and type of columns, beams, all dimensioned - R106.1.1
		Materials, thicknesses, R-values for roof and wall insulation - R408.31063
		Materials, R-values for crawl space, under-slab insulation - N1102.2.7
		Foundation drainage system and connection to sewer - R405.1
		Crawl space ventilated - R408.1
		Combustion air for furnace room, boiler room - M1701.1
		Finish grade at exterior walls - R403.3.3
		Exterior platform(s) at egress door(s) - R311.3
		Fire separation(s) - R302.1
		Decks - R507.1
		Stairs
		Rise, run, floor opening(s) head clearance clearly dimensioned - R311.7
		Treads, risers and winders dimensioned - R311.7.5
		Landings dimensioned - R311.7.6
		Ramps dimensioned - R311.8
		Handrails - R311.7.8
		Guardrails - R312.1

		illumination - R303.7; 303.8
		Roof plan
		Roofing materials, roof slopes - Table R905.1.1(1)
		Insulation: material, thickness, R-value - R408.31063a
		Flashing - R903.2
		Cants, saddles, crickets - R903.2.2
		Ventilation - R806.1
		Drainage - R801.3
		Attic
		Attic Loads - Table R301.5
		Egress window, dimensions and height off floor - R310.1
		Limited storage in attic, not habitable - Table R310.5
		No storage in attic, not habitable - R301.5
		Access - R807.1
		Elevations, north, south, east and west - R106.1.1
		Windows, doors and exterior materials clearly noted
		Maximum building height

Applicable/ Provided	Not Applicable	
		Interior finishes
		Ceiling heights
		Structural
		Braced wall lines shown on plans - R106.1.3
		Bracing method
		Location and length of panels
		Attachmet at sill
		Attachment at head
		Footing material, depth, width, reinforcement - R403.1 Need to indicate on plans location of foundation grounded electord
		Foundation wall material, thickness, reinforcement - R402
		Foundation pads, material, size, reinforcement - Table R403.1.1
		Basement floor, concrete thickness and reinforcing - R506
		Wall anchorage to foundation - R403.1.6
		Wall anchorage to roof - R602.10.6.2
		Tensile strength of lumber, lumber species, pressure treating - Table R502.3.1(1)
		Size and spacing of roof framing, bracing, roof/wall connectors - Table R802
		Material and thickness of wall and roof sheathing - R503.2.1(1)
		Columns: Dimensions, size, material, connections -R407
		Floor framing: Joist size, spacing, blocking, bridging, subfloor - R502
		Wall stud spacing, sizes, materials, bracing - R602
		Performance data for exterior doors, windows - R612.1
		Indicate fire blocking, stopping -R302.11

			Trusses: Layout and bracing; erection bracing - R502.11
			Truss design by Mich. Registered Design Professional - R106.1.4
			Precast concrete certified by Mich. registered design professional - R106.1
		Energy Efficiency	
			Information on the construction documents - N1101.8
			Insulation materials and R-values
			Fenestration U-factors
			Area-weighted U-factor and SHGC calculations
			Mechanical system design criteris
			Mechanical, waterheating system, equipment types, sizes, efficiencies
			Economizer description
			Equipment and system controls
			Motor horsepowers and controls
			Duct sealing, duct and pipe insulation, locations
			Light fixture schedule and wattages
			Air sealing details
			Exposed foundation insulation protected - N1103.13.1
			Eave baffels provided - N1102.2.3
			Slab-on-grade insulation - N1102.2.9
			Duct, air handlers, filter boxes sealed - N1103.2.2
			Heating, cooling equipment sized per ACCA Manuals S and J - N1105.3
			Annual energy cost meets Standard Referenced Design - N1105.3
			Compliance report - N1106.6.2
		Building Details	
			Typical wall section
			Roof to wall connection
			Gable end wall bracing
Applicable/ Provided	Not Applicable		
			Draftstopping, fire blocking
			Vapor barrier: Roof, walls, under slabs
			Flashing - R903.2
			Window heads, sills
			Door heads
			Roof to walls
			Wall bases
			Under sill plate
			Thru-wall poenings
			Chimney
			Fireplaces: Cross section, materials, dimensions
			Factory-built fireplaces conform to UL 127
			Exterior deck anchorage to house, diagonal bracing

		Plumbing - R306.1; 307.1
		Show sinks, tubs lavs, water closets, hose bibs, floor drains
		Heating-Cooling
		System is less than 375,000BTU
		Show furnaces / boilers, thermostats
		System is less than 400 amps and 3,500 sf
		Ground fault interruptors
		Carbon monoxide detectors
		Smoke detectors
		Arc-fault circuit interuptors
		Products, equipment
		Site address - R319.1
		Emergency escape weindows - R310.1
		Windows fall prevention devices - R312.2
		Window product rating - N1101.12.3; Table N1102.1.1
		Signatures
		Original signature of the applicant or applicant's authorized agent - R105.3; 6
		Original signature(s) of registered design professional(s) including seal(s) and date(s)