

RESIDENTIAL Building Permit Application Checklist

2009 Michigan Residential Code

The Michigan Residential Code requires specific information on an application for a building permit. This checklist is provided as a convenient reference to the minimum information required by the MRC. Depending on the size and complexity of the project, additional information may be needed by the building official (R105.3, 7).

Applicants are requested to determine if the information required by the MRC is applicable or not applicable to the project, fill out the checklist and attach a copy to the building permit application. Having the necessary information at the beginning of the plan review will expedite the issuance of a building permit. Thank you for taking time to complete the checklist and helping fast-track the permit process.

Please contact the building department for the number of sets of documents required or for additional information

DATE SUBMITTED

PROJECT NAME

PROJECT ADDRESS

JOB NUMBER/TRACKING NUMBER

CHECKLIST COMPLETED BY

REPRESENTING

BUILDING PERMIT APPLICATION DATA

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 - R106.1.1
		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
		Calculations showing compliance with Michigan Energy Code - R408.30401
		Perscriptive design
		ResCheck
		Simulated performance alternative
		Identify special inspections - R106.1
		Construction documents - Drawings and Specifications

	All drawings to-scale with each scale clearly noted - R106.1	34
	Discription of all proposed materials, products and equipment - R106.1.1	35
	Site plan with north arrow - R106.1; 106.2; 401.3; 403.3.3	36
	Structures and existing site improvements to be demolished	37
	Proposed new structures and existing structures and improvements to remain	38
	Front, rear and side dimensions from all structures to property lines	39
	Proposed new site grades; existing site grades	40
	Finished grade planes at exterior walls	72
	Location of sewers, septic, water supply, wells, gas lines and electrical service	41
	Location of decks	42
	Easements, wet lands	43
	Natural features of site	44
	Retaining walls, embankments	52
	Floor and basement plans	45
	Mininum footing sizes - R403.1	53
	Walls, partitions, size and type of columns, beams, all dimensioned - R106.1.1	46
	Materials, thicknesses, R-values for roof and wall insulation - R408.31063	47
	Materials, R-values for crawl space, under-slab insulation - N1102.2.7	53
	Foundation drainage system and connection to sewer - R405.1	48
	Crawl space ventilated - R408.1	49
	Combustion air for furnace room, boiler room - M1701.1	50
	Finish grade at exterior walls - R403.3.3	79
	Exterior platform(s) at egress door(s) - R311.3	51
	Fire separation(s) - R302.1	52
	Decks - R502.2.2.2	53
	Stairs	54
	Rise, run, floor opening(s) head clearance clearly dimensioned - R311.7	55
	Treads and risers and landings dimensioned - R311.7.4	56
	Winders and dimensions - R311.7.3	59
	Handrails - R311.7.7	57
	Guardrails - R312.1	58
	Illumination - R303.6	65
	Roof plan	60
	Roofing materials and roof slopes - R905	61
	Insulation: material, thickness, R-value - R408.31063a	62
	Flashing - R903.2	65
	Cants, saddles, crickets - R903.2.2	63
	Ventilation - R806.1	64
	Drainage - R801.3	65
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	Attic is habitable - R301.5	67
	Egress window, dimensions and height off floor - R310.1	65
	Limited storage in attic, not habitable - R310.5	68
	No storage in attic, not habitable - R301.5	69
	Access - R807.1	79
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	Windows, doors and exterior materials clearly noted	71
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	Line of finish grades	79

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	Structural	80
	Location of braced wall lines and load paths - R403.1.6; 502.2.1; 602.10.1	81
	Footing material, depth, width, reinforcement - R403.1	82
	Foundation wall material, thickness, reinforcement - R402	83
	Foundation pads, material, size, reinforcement - R403.1.1	84
	Basement floor, concrete thickness and reinforcing - R506	79
	Wall anchorage to foundation - R403.1.6	94
	Wall anchorage to roof - R602.10.6.2	94
	Tensile strength of lumber, lumber species, pressure treating - R502.3.1(1)	85
	Size and spacing of roof framing, bracing, roof/wall connectors - R802	86
	Material and thickness of wall and roof sheathing - R503.2.1(1)	87
	Columns: Dimensions, size, material, connections -R407	88
	Floor framing: Joist size, spacing, blocking, bridging, subfloor - R502	89
	Wall stud spacing, sizes, materials, bracing - R602	90
	Performance data for exterior doors, windows - R612.1	94
	Indicate fire blocking, stopping -R302.11	94
	Trusses: Layout and bracing; erection bracing - R502.11	91
	Truss design by Mich. Registered Design Professional - R106.1.4	92
	Precast concrete certified by Mich. registered design professional - R106.1	93
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	Plumbing - R306.1; 307.1	114
	Show sinks, tubs lavs, water closets, hose bibs, floor drains	115
	Heating-Cooling	117
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		Original signature of the applicant or applicant's authorized agent - R105.3; 6	135
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Thank you for helping to streamline the plan review and building permit process			137