

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
		Prescriptive 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
		Description 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
		Minimum 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
		Elevations, north, south, east and west - R106.1.1	70
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		Interior finishes	77
		Ceiling heights	78
		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
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		Trusses: Layout and bracing; erection bracing - R502.11	91
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		Precast concrete certified by Mich. registered design professional - R106.1	93
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Thank you for helping to streamline the plan review and building permit process			137