

Dalton Township's
Residential Building Permit Checklist

NO PERMITS WILL BE ISSUED UNTIL ALL REQUIREMENTS ARE MET.

Please use the following as a checklist of requirements.

Requirements for a new house Building Permit

- 1) Proof of ownership (**copy of deed, unless information is on file with Dalton Township**)
- 2) Parcel Number (**on deed**)
- 3) Well & Septic Permits (**Muskegon County Health Department**).
- 4) Driveway Permit (**Muskegon County Road Commission**).
- 5) Soil Erosion Control Permit (on or near a lake or river)
- 6) Zoning Approval
- 7) Address of Building Site (**Obtained by Zoning Dept.**).
- 8) Building Plans – 2 sets; must include the following:
 - a) Egress window locations
 - b) Foundation detail
 - c) Insulation detail
 - d) Wall detail
- 9) Truss Information (truss prints are required onsite for the rough inspection)
- 10) Michigan Energy Code Compliance.
- 11) Five day minimum waiting period before permit issuance.

No concrete will be poured until a permit is issued. Any work started before a permit is obtained, an Administrative/investigation fee shall be paid before the permit is issued.

Required Inspections

- 1) Footing: After forms are in place
- 2) Bonding: Before footing concrete is poured. **All** new house foundations require electrical bonding (E3608.1.2)
- 3) Rough In: After the trade inspections have approved their rough-ins. Truss prints are required on site.
- 4) Insulation: Before drywall is hung.
- 5) Final: After air leakage test is completed **and** after trade inspections are finalized.

Certificate of Occupancy Requirements

- 1) All final inspection reports are turned in.
- 2) Air leakage test (Blower Door) results are turned in.
- 3) Manual S and Manual J Calcs are turned in.

N1102.4.1.1	<p>Air Leakage - The components of the building thermal envelope as listed in Table N1102.4.1.1 shall be installed in accordance with manufacturer's installation instructions and the following criteria:</p> <p style="text-align: center;">TABLE N1102.4.1.1 (R402.4.1.1) AIR BARRIER AND INSULATION INSTALLATION</p>	
COMPONENT	CRITERIA	
Air barrier and thermal barrier	<p>A continuous air barrier shall be installed in the building envelope. The exterior thermal envelope shall contain a continuous air barrier.</p> <p>Breaks or joints in the air barrier shall be sealed.</p> <p>Air-permeable insulation shall not be used as a sealing material.</p>	
Ceiling/attic	<p>The air barrier in any dropped ceiling/soffit shall be aligned with the insulation and any gaps in the air barrier sealed.</p> <p>Access openings, drop down stair, or knee wall doors to unconditioned attic spaces shall be sealed.</p>	
Walls	<p>Corners and headers shall be insulated and the junction of the foundation and sill plate shall be sealed.</p> <p>The junction of the top plate and top of exterior walls shall be sealed. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the air barrier. Knee walls shall be sealed.</p>	
Windows, skylights and doors	<p>The space between window/door jambs and framing, and skylights and framing shall be sealed.</p>	
Rim joists	<p>Rim joists shall be insulated and include the air barrier.</p>	
Floors (including above-garage and cantilevered floors)	<p>Insulation shall be installed to maintain permanent contact with underside of subfloor decking.</p> <p>The air barrier shall be installed at any exposed edge of insulation</p>	
Crawl space walls	<p>Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawlspace walls.</p> <p>Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped.</p>	
Shafts, penetrations	<p>Duct shafts, utility penetrations, and flue shafts opening to exterior or unconditioned space shall be sealed.</p>	
Narrow cavities	<p>Batts in narrow cavities shall be cut to fit, or narrow cavities shall be filled by insulation that readily conforms to the available cavity space.</p>	
Garage separation	<p>Air sealing shall be provided between the garage and conditioned spaces.</p>	
Recessed lighting	<p>Recessed light fixtures installed in the building thermal envelope shall be air tight, IC rated, and sealed to the drywall.</p>	
Plumbing and wiring	<p>Batt insulation shall be cut neatly to fit around wiring and plumbing in exterior walls, or insulation that readily conforms to available space shall extend behind piping and wiring.</p>	
Shower/tub on exterior wall	<p>Exterior walls adjacent to showers and tubs shall be insulated and the air barrier installed separating them from the showers and tubs.</p>	
Electrical/phone box on ext. walls	<p>The air barrier shall be installed behind electrical or communication boxes or air-sealed boxes shall be installed.</p>	
HVAC register boots	<p>HVAC register boots that penetrate building thermal envelope shall be sealed to the subfloor or drywall.</p>	
Fireplace	<p>An air barrier shall be installed on fireplace walls.</p>	

Prescriptive Compliance Method

If using the prescriptive compliance method, the prescribe values listed in the table below are the minimum insulation requirements. Indicate the proposed values of insulation for each component of the proposed structure. Please note that such components shall meet or exceed the performance of the prescribed values.

Component Description	Prescribed Value	Proposed Value	Comment
Window U-Factor	0.32		
^b Skylight U-Factor	0.55		
Ceiling R-Value	38		
Wood Frame R-Value	20 or 13+5		
^h Mass Wall R-Value	13/17		
Floor R-Value (if the basement or crawl space is not insulated)	30		
^c Basement Wall R-Value	10/13		
^e Slab R-Value/Depth	10/2 feet		
^d Crawl Space Wall R-Value	15/19		
Ducts outside building thermal envelope (i.e. attic spaces) R-Value	8		
Ducts within building but outside conditioned space (i.e. crawls spaces) R-Value	6		
Ducts within building envelope assembly, insulation placed between duct and unconditioned space R-value	8		
High-efficacy lamps in permanently installed light fixtures - Percentage	75%		
Attic access doors - Doors shall be weather-stripped and insulated to level of ceiling insulation. A wood frame or equivalent retainer is required around the access when loose fill insulation is used.			

- **Typical House**