

Shiawassee County Community Development Department
201 N. Shiawassee St., Surbeck Building, Third Floor
Corunna, MI 48817
Ph: (989) 743-2396 Email: comdev@shiawassee.net
<https://www.shiawassee.net/Community-Development/>

NEW HOME CHECKLIST

ZONING PERMITS

- _____ **1.) Completed Zoning Permit Application.**
 - a. Proof of ownership if purchased within the last year.
 - b. Certificate of Land Division approval or Tax Payment History.
 - c. Copy of the proposed home floor plan to verify square footage requirements.*
- _____ **2.) Completed Address Request Form.**
 - a. Approved Driveway Permit (with signature) from the Shiawassee County Road Commission.
- _____ **3.) Plot Plan**, which must be legible and include property dimensions; side & rear setbacks from property lines & front setbacks from the centerline of the road, distances of the proposed structure(s) from other structures on the property, overhead wires, drains, and all other significant features of the land.
- _____ **4.) Septic Permit** submitted to the Shiawassee County Office of Environmental Health.
- _____ **5.) Well Permit** submitted to the Shiawassee County Office of Environmental Health.
- _____ **6.) Soil Erosion and Sedimentation Review** application submitted to Shiawassee County Office of Environmental Health.

BUILDING PERMITS - *Contractors must be registered with the Building Department*

- _____ **1.) Completed Building Permit Application.**
- _____ **2.) Two (2) complete sets of building & foundation plans/specifications**, including a cross section.
- _____ **3.) Completed Truss Drawings** with Application.
- _____ **4.) Provide Michigan Energy Code compliance form.**

PERMITS WILL NOT BE ISSUED WITHOUT REQUIRED DOCUMENTATION

*Vernon Township only

Shiawassee County Community Development Department
201 N. Shiawassee St., Surbeck Building, Third Floor
Corunna, MI 48817
P: (989) 743-2396 F: (989) 743-2393 Email: comdev@shiawassee.net

ADDRESS REQUEST FORM

Fee: \$20.00 **Receipt #: _____**

Date Requested: _____ Date Issued: _____

Applicant: _____ Owner: _____

Applicant's Current Mailing Address:

Address City/State/Zip Code

Daytime Ph. Number: _____ Alternate Ph. Number _____

Location of site needing address: _____
Twp. Road Name

Tax Roll #: _____ Section/Lot #: _____

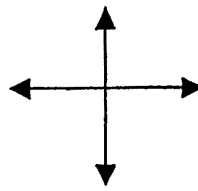
THE TAX ROLL NUMBER IS IMPORTANT IN LOCATING THE PROPERTY. IT MUST BE INCLUDED ON EACH APPLICATION. THE APPLICATION WILL NOT BE ACCEPTED WITHOUT THE TAX ROLL NUMBER.

Instructions:

- 1) Sketch parcel with location of approved driveway in relation to property lines in feet.
- 2) Make all observation for diagram when facing the property in question
- 3) As you face your property indicate the compass direction on your sketch.
(North, South, East, West)
- 4) Indicate the crossroads in both directions.
- 5) Proof of Ownership if purchased within the last year.

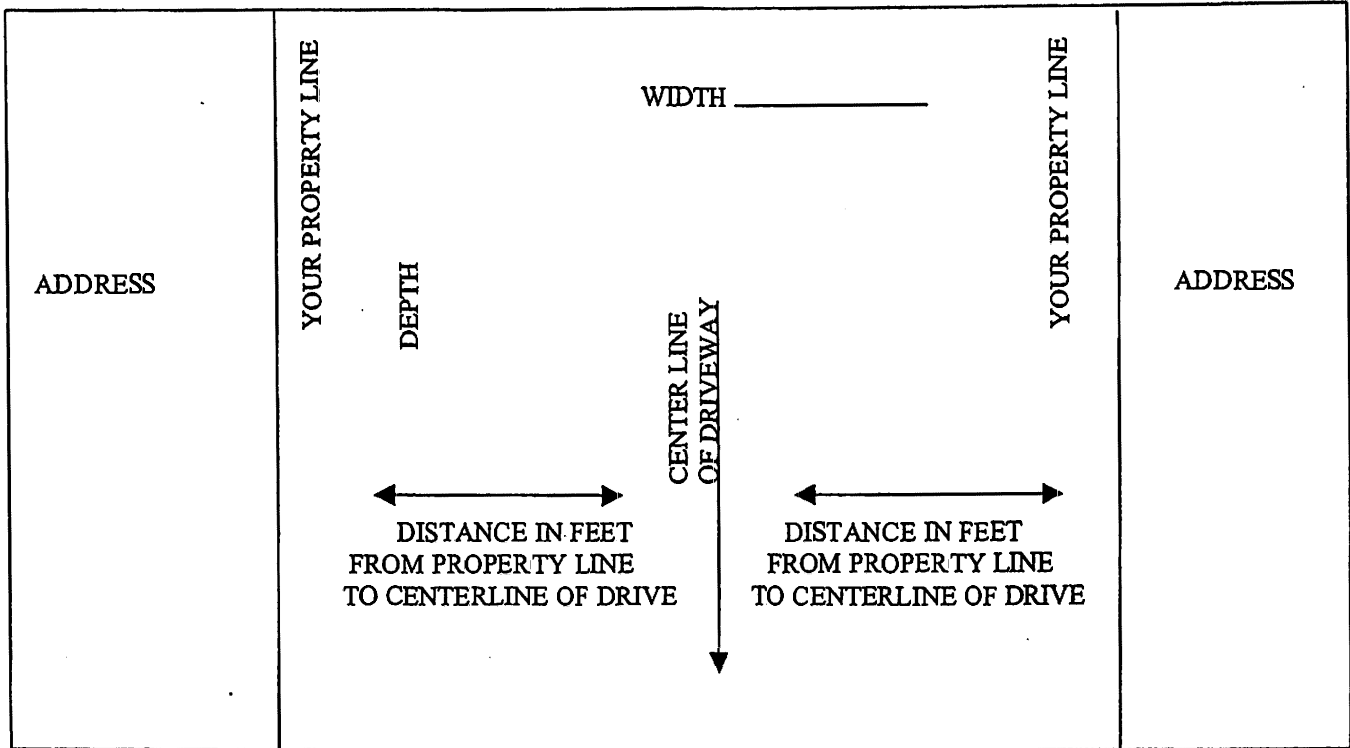
Drawing Space on the Reverse Side. Please Print Clearly.

SKETCH NEED NOT BE TO SCALE BUT
BE SURE MEASUREMENTS ARE ACCURATE



(E, N, S, W.)

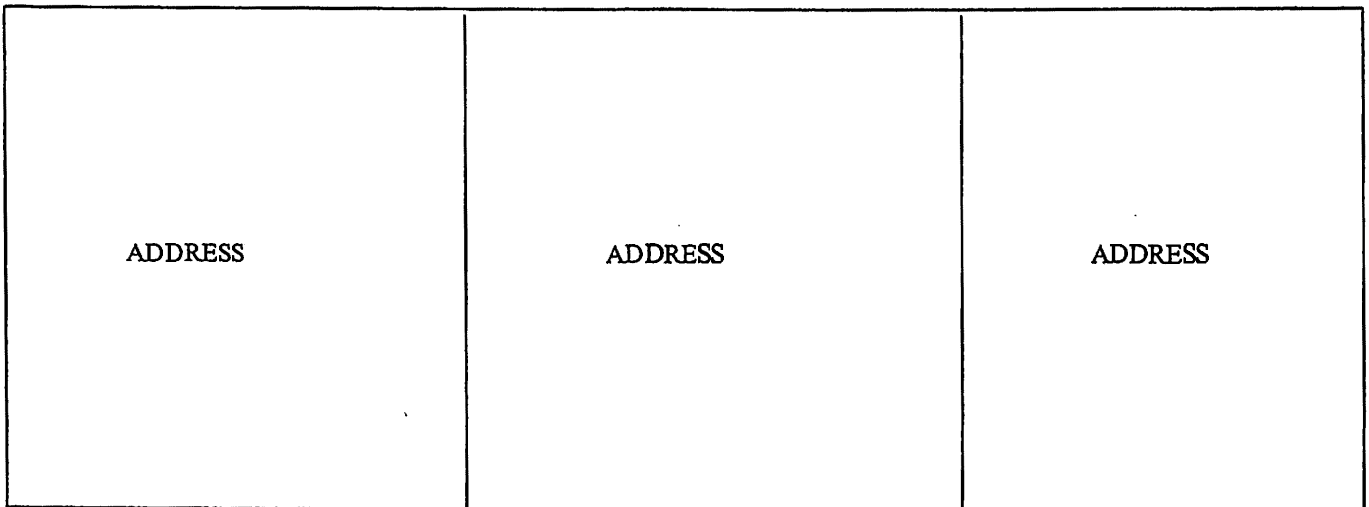
DRIVEWAY MUST BE A MINIMUM OF 15 FEET OFF SIDE LOT LINES



CROSS ROAD/STREET

ROAD / STREET NAME _____

CROSS ROAD/STREET



Application for a Zoning Permit

Shiawassee County Community Development Department
 Surbeck Building, 3rd Floor
 201 N. Shiawassee Street, Corunna MI 48817
 Phone: (989) 743-2396 Fax: (989) 743-2393
 Email: comdev@shiawassee.net

App. Date: _____ Receipt # _____ Fee: \$ _____ Permit # _____

Review Date: _____ Approved _____ Denied By: _____

Property Address/Location	Applicant (if not Owner)
Address/Street: _____ Nearest Cross Road: _____ Township: _____ Parcel Number: _____ Zoning District: _____	Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax/Email: _____

Owner Information	If New Construction or Addition
Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax/Email: _____	Please Attach All That Apply: Land Division Certificate Survey Proof of Ownership Septic Permit # _____ Well Permit # _____ Driveway Permit Soil Erosion Permit New Address

Type of Request	Yes	No	For All Applications
Principal Structure			Did you attach a "Site Plan Drawing"?
Accessory Structure			Are you making grade (earth) changes?
Agricultural			Are you creating a pond?
Temporary Structure/Use			Is your project within 500ft. of surface water?
Demolition Permit			Is your project exclusively for agricultural use?
Sign			Is this site currently violating the Ordinance?
Home Occupation	For Sign Permits Only		
Pond and/or Grading	Type of Business: _____		
Deck or Porch	Total display area in square feet: _____		
Pool	Proposed setback from Right-of-Way: _____		
Private Kennel	Sign height: _____ Sign purpose: _____		
Outdoor Solid Fuel Furnace	Type: Pole Ground Wall Other		
Shared Driveway	Height and width of wall: _____		
Buildable Lot Study	Attach sign drawing showing copy		
Hazardous Material Storage			
Other:			

Describe Proposed Building or Land Use:

AFFIDAVIT OF COMPLIANCE

I am the owner of, or the authorized agent of the owner, of the lot (parcel of land) described and shown on the attached site plan. I am familiar with the Shiawassee County Zoning Ordinance, including the related laws listed in Section 16.5.3. I hereby attest based upon my knowledge and belief that this request is complete, in compliance with, and warrants approval under the Shiawassee County Zoning Ordinance of 1999, as amended.

Signature of Applicant

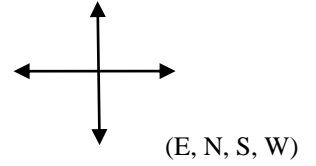
Date

SHIAWASSEE COUNTY ZONING SITE PLAN GRID

NAME _____ PROJECT ADDRESS _____

LOT SIZE: _____ or NUMBER OF ACRES _____

(SEE REVERSE SIDE FOR INSTRUCTOINS)



CENTER LINE OF ROAD

SITE PLAN REQUIREMENTS

1. List Setbacks from all lot lines accurately.
2. Indicate all buildings on site and the distance between them.
3. Show location of all utility lines and distance from current building site.
4. Show location of the Well, Septic Tank and Drain Field.
5. Show location of the Reserve Drain Field.
6. Accurately locate Driveway and give distance from closest lot line
7. Indicate any unique features of the property, such as drains, ditches or streams, etc. and the distance from the building site.

SAMPLE

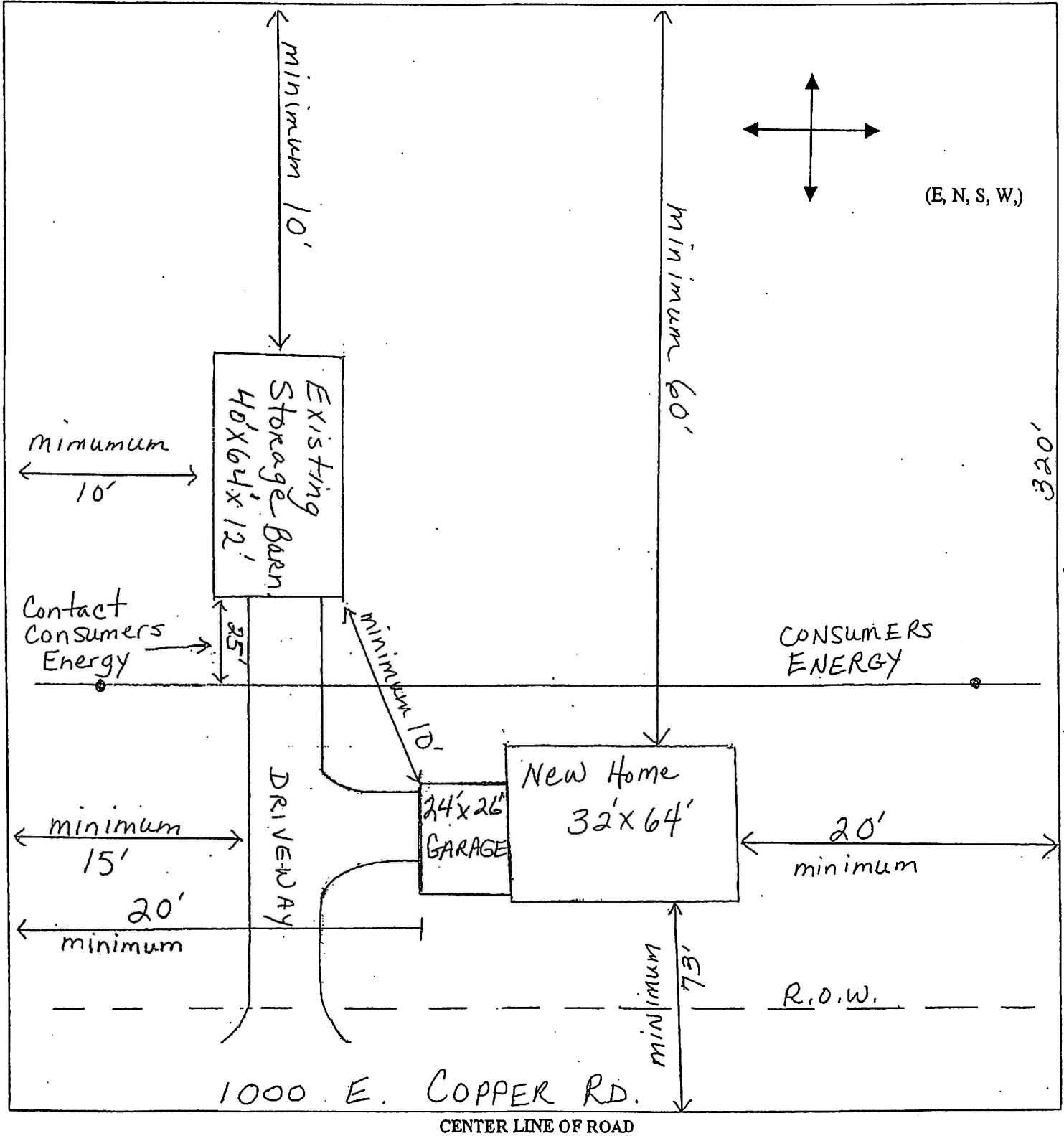
SHIAWASSEE COUNTY ZONING SITE PLAN GRID

NAME John Doe PROJECT ADDRESS 1000 E. COPPER RD.

LOT SIZE 200 x 320 or NUMBER OF ACRES _____

(SEE REVERSE SIDE FOR INSTRUCTOINS)

200'



1000 E. COPPER RD.

CENTER LINE OF ROAD

BUILDING PERMIT APPLICATION

This application shall become incorporated as a part of the permit issued and only authorizes the items of work as herein applied for.

Shiawassee County
Community Development
Inspection Department
201 N. Shiawassee St.
Corunna, MI 48817
(989) 743-2396

Email: comdev@shiawassee.net

OFFICE USE ONLY

PERMIT # _____
DATE _____
CHECK # _____
RECEIPT # _____

Job Site Address:		Township:		Property Tax ID #:	
Property Owner:			Email:		Phone:
Owners Mailing Address, City, State, Zip:					
Contractor:		Email:		License #:	
Contractor Address, City, State, Zip:					Exp. Date:
Contractor Address, City, State, Zip:				Phone:	
Workers Disability/Comp Ins Co.:			Employer ID #:		MESC #:
Use of Building:					
Class of Work: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Pole Barn <input type="checkbox"/> Basement <input type="checkbox"/> Garage <input type="checkbox"/> Modular <input type="checkbox"/> Mobile home <input type="checkbox"/>					
Method of Compliance: Michigan Residential Code <input type="checkbox"/> Michigan Building Code <input type="checkbox"/> Rehabilitation Code <input type="checkbox"/>					
Describe Work:					
Special Conditions:					

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

***Section 23A of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23A are subjected to civil fines.**

Signature of Contractor or Authorized Agent* (Date)

Signature of Owner (if owner is doing building) (Date)

***I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Application Accepted by:	Plan Reviewed by:	Approved for Issuance by:

FOR OFFICE USE ONLY			
Administration Fee: \$40.00			
Total Valuation		Permit Fee	
Type of Const.	No. of Stories	C of O Required	
Requirements	Required	Received	Not Required
Contractor Registration			
Zoning			
Well/ Water			
Septic/ Sewer			
Flood Plain			
Soil Erosion			
Plans			
Plan Review			
Energy Comp/Blower Door			
Drain			
Driveway/Address			
Comm. Plan Review Fee			
REQUIRED INSPECTIONS			
<input type="checkbox"/> FOOTING	<input type="checkbox"/> ROUGH	<input type="checkbox"/> BACKFILL	
<input type="checkbox"/> INSULATION	<input type="checkbox"/> OTHER	<input type="checkbox"/> FINAL	

**MICHIGAN UNIFORM ENERGY CODE COMPLIANCE FORM
(MUST BE COMPLETED FOR ALL NEW HOMES, ADDITIONS AND RESIDENTIAL ALTERATIONS)**

There are two ways to comply with the ENERGY CODE. Indicate what method has been used to provide documentation of code compliance.

1. Prescriptive method (See table 402.1.1).
2. System Analysis method (See table 2).

**TABLE N1102.1.1 (R402.1.1)
INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT^A**

^AShiawassee County is in Climate Zone 5A

CLIMATE ZONE	FENESTRATION U-FACTOR ^b	SKYLIGHT ^b U-FACTOR	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE ^g	FLOOR R-VALUE	BASEMENT ^c WALL R-VALUE	SLAB ^d R-VALUE & DEPTH	CRAWL SPACE ^e WALL R-VALUE
*5A	0.32	0.55	38	20 or 13+5 ^f	13/17	30 ^e	10/13	10, 2 ft	15/19
6A	0.32	0.55	49	20 or 13+5 ^f	15/20	30 ^e	15/19	10, 4 ft	15/19
7	0.32	0.55	49	20 or 13+5 ^f	19/21	38 ^e	15/19	10, 4 ft	15/19

- a. R-values are minimums. U-factors are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the installed R-value of the insulation shall not be less than the R-values specified in the table. b. The fenestration U-factor column excludes skylights.
- c. "15/19" means R-15 continuous insulation on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall. "15/19" may be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
- d. R-5 shall be added to the required slab edge R-values for heated slabs.
- e. Or insulation sufficient to fill the framing cavity, R-19 minimum.
- f. First value is cavity insulation, second is continuous insulation or insulated siding, so "13 5" means R-13 cavity insulation plus R-5 continuous insulation or insulated siding. If structural sheathing covers 40% or less of the exterior, continuous insulation R-value may be reduced by no more than R-3 in the locations where structural sheathing is used to maintain a consistent total sheathing thickness.
- g. The second R-value applies when more than half the insulation is on the interior of the mass wall. R 408.30547d

**TABLE 2 (System Analysis)
COMPLIANCE WITH THE Michigan Energy Code can be accomplished with the use of the following programs:**

1. Michigan Uniform Energy Code – 2015 (Detached 1 and 2 family dwellings).
2. Meeting the design, construction, and certification requirements under the United States EPA **ENERGY STAR HOMES PROGRAM**.
3. Meeting the design and construction guidelines of the **HOME ENERGY RATING SYSTEM (HERS)** with a minimum test score of 85.
4. Achieving an approval using the insulation requirements in **RES check** using software version 4.4.1.

401.3 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel, and shall meet all of the following:

- a. Be affixed or attached so it does not cover or obstruct the visibility of the circuit directory label, service disconnect label, or other required labels.
- b. Be completed by the builder or registered design professional.
- c. List the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces and U-factors for fenestration. If there is more than 1 value for each component, then the certificate shall list the value covering the largest area.
- d. List the types and efficiencies of heating, cooling and service water heating equipment.
- e. If a gas fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, then the certificate shall list "gas-fired unvented room heater," as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces, or electric baseboard heaters. R408.31061

Date: _____

Signature: _____

SHIAWASSEE COUNTY INSPECTION INFORMATION

BEFORE AN INSPECTOR CAN PERFORM THEIR JOB THE PERMIT HOLDER SHALL OBSERVE THE FOLLOWING RULES.

1: THE BUILDING PERMIT OR COPY SHALL BE KEPT ON SITE UNTIL THE COMPLETION OF THE PROJECT.

2: THE SITE ADDRESS SHALL BE PROVIDED IN SUCH A POSITION TO BE PLAINLY VISABLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.

INSPECTIONS:

THERE ARE A NUMBER OF INSPECTIONS REQUIRED IN EACH OF THE FOUR CODES (BUILDING, ELECTRIC, PLUMBING AND MECHANICAL); THEREFORE YOU MUST CALL WHEN YOU ARE READY FOR EACH TYPE OF INSPECTION. ALL WORK SHALL BE INSPECTED FOR EACH TRADE AND AN APPROVAL STICKER POSTED, BEFORE WORK CONTINUES. DO NOT REMOVE ANY STICKERS UNTIL ALL FINAL INSPECTIONS ARE COMPLETE AND APPROVED.

THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS:

BUILDING

FOUNDATION / FOOTING: WHEN EXCAVATION IS COMPLETED, FORMS ARE SET, TRENCHES DUG, REQUIRED REINFORCING STEEL IS IN PLACE AND PRIOR TO PLACING ANY CONCRETE. WOOD FOUNDATIONS: STONE AND FOOTING PLATES ARE IN PLACE.

BACKFILL: WHEN FOUNDATION WALLS ARE DAMPPROOFED/ WATERPROOFED, AN APPROVED DRAINAGE SYSTEM INSTALLED, FOUNDATION ANCHORS INSTALLED PER MANUFACTURERS SPECIFICATIONS AND WALLS BRACED*

ROUGH MASONRY: WHEN THE BASE COURSE FLASHINGS AND WEATHER-RESISTANT SHEATHING PAPER HAVE BEEN INSTALLED AND BEFORE THE INSTALLATION OF ANY MASONRY VENEET (BRICK, STONE, ECT.).

ROUGH FRAME: (BEFORE INSULATING OR DRWALL) WHEN THE ROOF, ALL FRAMING, FIRESTOPPING, DRAFTSTOPPING, AND BRACING ARE IN PLACE EXTERIOR WINDOWS AND DOORS SHALL BE INSTALLED. THE ELECTRICAL, PLUMBING AND MECHANICAL ROUGH INSPECTIONS HAVE ALL BEEN APPROVED.

FIRE RATED ASSEMBLY: BEFORE WALLS ARE TAPED AND FINISHED (COMMERCIAL ONLY)

INSULATION INSPECTION: BEFORE DRYWALL OR OTHER INTERIOR WALL COVERING IS IN PLACE

FINAL: WHEN THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY. THE ELECTRICAL, MECHANICALS & PLUMBING FINAL INSPECTIONS HAVE ALL BEEN APPROVED. SITE ADDRESS INSTALLED PER THE 911 ORDINANCES. (4" MINIMUM ON THE STRUCTURE, 3" MINIMUM ON A POST 3¹/₂' - 5' TALL, OR ON A MAILBOX "POST LOCATED ON THE LEFT-HAND SIDE OF THE DRIVEWAY AS YOU ENTER THE PROPERTY AND VISIBLE FROM BOTH SIDES.)

ELECTRICAL

TEMPORARY SERVICE: WHEN TEMPORARY SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE ONE (1) GROUND ROD AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED.

PERMANENT SERVICE: WHEN PERMANENT SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE TWO (2) GROUND RODS SPACED A MINIMUM OF 6 FEET APART AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED.

UNDERGROUND: WHILE TRENCH IS OPEN.

ROUGH IN: WHEN WIRE IS PULLED, BOXES MADE UP (NO FIXTURES INSTALLED) AND SERVICE IS READY TO BE RELEASED. ALL PENETRATIONS THROUGH PLATES, AT 10-FEET INTERVALS IN WALL CAVITIES, AND INTO RETURN AIR RUNS SHALL BE FIRE STOPPED.

FINAL: WHEN ALL FIXTURES ARE SET AND COVER PLATES ARE ON.

MECHANICAL

UNDERGROUND: REQUIRED IF ANYTHING IS TO BE COVERED BY FILL OR CONCRETE.

ROUGH IN: WHEN ALL MECHANICAL SYSTEMS AND RELATED DUCTS/VENTS/FANS ARE INSTALLED AND ALL CUTTING / FRAMING COMPLETED. ALL PENETRATIONS THROUGH PLATES AND AT 10-FEET INTERVALS IN WALL CAVITIES SHALL BE FIRE STOPPED.

FINAL: WHEN ALL EQUIPMENT/FANS/SYSTEMS ARE COMPLETED, HAVE BEEN TESTED AND OPERATING PROPERLY. ALL EXTERIOR GAS PIPES ARE PAINTED.

PLUMBING

UNDERGROUND: WHEN ALL SANITARY DRAIN LINES, WATER LINES, AND SUBSOIL DRAIN TILES ARE INSTALLED THAT WILL BE COVERED AND BEFORE FILL OR CONCRETE IS PLACED.

ROUGH: WHEN ALL WATER LINES, DRAIN LINES (INCLUDING THE BUILDING DRAIN IN THE CRAWL SPACE OR BASEMENT) AND VENTS ARE INSTALLED AND PROPERLY SUPPORTED. ALL PENETRATIONS THROUGH PLATES, AT 10-FEET INTERVALS IN WALL CAVITIES AND INTO RETURN AIR RUNS SHALL BE FIRESTOPPED. ON SITE BUILT SHOWER PANS SHALL BE TESTED WATER TIGHT.

FINAL: WHEN ALL FIXTURES ARE SET AND OPERATING PROPERLY WITH HOT WATER.

INSPECTORS MAY MAKE OR REQUIRE OTHER INSPECTIONS TO ASCERTAIN COMPLIANCE WITH THE CODES.

PLEASE CALL AND LET US KNOW WHEN YOU WILL BE READY FOR AN INSPECTION. IF AN INSPECTION IS REQUESTED AND IS NOT READY, OR THE BUILDING IS LOCKED, A RE-INSPECTION IS REQUIRED AND A FEE WILL BE CHARGED.

DO NOT TO COVER ANY WORK UNTIL ALL APPROVALS ARE GIVEN.

TO REQUEST INSPECTIONS, CALL OUR REQUEST LINE AT 989-743-2280, OUR OFFICE AT 989-743-2396, OR EMAIL comdev@shiawassee.net

THANK YOU FOR YOUR COOPERATION AND "GOOD LUCK" WITH YOUR PROJECT.

SHIAWASSEE COUNTY COMMUNITY DEVELOPMENT BUILDING DIVISION 201
NORTH SHIAWASSEE ST, THIRD FLOOR, SURBECK BUILDING CORUNNA,
MICHIGAN 48817

FOR ANY QUESTIONS PLEASE CONTACT THE MAIN OFFICE AT: (989) 743-2396

INSPECTION REQUEST INFORMATION

INSPECTION REQUEST LINE: 989-743-2280

**ELECTRICAL INSPECTIONS – PERFORMED MONDAY AND THURSDAY.
BUILDING INSPECTIONS - PERFORMED MONDAY THROUGH THURSDAY.
MECHANICAL & PLUMBING INSPECTIONS – PERFORMED TUESDAYS.
**PLEASE NOTE THAT MECHANICAL AND PLUMBING PERMITS ARE
NOW OBTAINED THROUGH OUR OFFICE.**

FOR THE CONVENIENCE OF OUR CUSTOMERS, SHIAWASSEE COUNTY
INSPECTION REQUESTS CAN BE EMAILED TO comdev@shiawassee.net.

PLEASE HAVE THE FOLLOWING INFORMATION READY:

ADDRESS OF PROJECT

TYPE OF PERMIT

(Building, Electrical, Mechanical, or Plumbing)

TYPE OF INSPECTION

(Underground, Rough, Final, etc.)

CONTACT INFORMATION OF THE PERSON REQUESTING THE
INSPECTION.

HOW TO GAIN ACCESS TO PROJECT

(Key Location, Lock Box Number, Open, etc.)

**ADDITIONAL INSPECTIONS AND REINSPECTIONS ARE
SUBJECT TO ADDITIONAL FEES.**

**TO CONTACT AN INSPECTOR CALL THE MAIN OFFICE
(989) 743-2396**

Certificate of Occupancy Punch List

Address: _____

Permit #: _____

Final Building Permit Date: _____

Final Electrical Permit..... Date: _____

Final Mechanical Permit..... Date: _____

Final Plumbing Permit Date: _____

Final LP Gas Mechanical Permit Date: _____

Verify Blower Door/Energy Compliance Date: _____

Verified Drinkable Water Test..... Date: _____

Truss Drawings Received..... Date: _____

**2015 MICHIGAN RESIDENTIAL CODE
N1102.4.1.2 (R402.4.1.2) TESTING (BLOWER DOOR)**

N110 2.4.1.2 (R402.4.1.2) Testing (prescriptive). The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 4 air changes per hour. Testing shall be conducted with a blower door at a pressure of 0.2 inches w.g. (50 pascals). Where required by the code official, testing shall be conducted by a certified independent third party. Certification programs shall be approved by the state construction code commission. A written report of the results of the test shall be signed by the party conducting the test and provided to the code official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope.

During testing:

1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed, beyond the intended weatherstripping or other infiltration control measures;
2. Dampers including exhaust, intake, makeup air, backdraft and flue dampers shall be closed, but not sealed beyond intended infiltration control measures;
3. Interior doors, if installed at the time of the test, shall be open;
4. Exterior doors for continuous ventilation systems and heat recovery ventilators shall be closed and sealed;
5. Heating and cooling systems, if installed at the time of the test, shall be turned off; and
6. Supply and return registers, if installed at the time of the test, shall be fully open.

**TABLE N1102.4.1.1 (402.4.1.1)
AIR BARRIER AND INSULATION INSTALLATION**

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

a. In addition, inspection of log walls shall be in accordance with the provisions of ICC 400.