



RESIDENTIAL WINDOW REPLACEMENT APPLICATION CHECKLIST

***** WORK MAY NOT BEGIN UNTIL PERMIT IS ISSUED *****

- ☐ Completed and signed Building Permit application with estimated cost of construction.
- ☐ Manufacturer's specifications and installation instructions for proposed windows.
- ☐ Window U-factor ratings to verify energy code compliance.
- ☐ Application fee – To be determined (Refer to Permit Fee Schedule on back of Building Permit Application).
- ☐ Location of all windows indicating distance from finished floor to window openings and distance from tub, shower, doors, etc.

WINDOW REPLACEMENT REQUIREMENTS

All replacement windows must comply with the 2015 Michigan Residential Code and meet the following requirements:

- 1. Energy Code Compliance (N1102):
 - Windows must meet the U-factor and SHGC requirements per Michigan Energy Code.
 - Manufacturers labels or documentation must be provided to verify compliance.
- 2. Safety glazing(R308):
 - Safety glazing is required for windows near doors, stairs, tubs, showers, and other hazardous locations.
 - Tempered or laminated glass must be used where required.
- 3. Window Opening Control Devices (WOCD) (R312.2):
 - Required on operable windows more than 72 inches above grade and with sill heights less than 24 inches.
 - WOCD must limit opening to less than 4 inches but be releasable by emergency escape operations.
- 4. Egress Requirements (R310):
 - Basement and sleeping room windows used for emergency escape must maintain clear opening dimensions.
 - Ensure existing openings are not reduced below code minimums.

DRIVEWAY REQUIREMENTS CONTINUED

- 4. Installation:

- Install windows per manufacturer instructions and flashing requirements (R703.4).
- Proper insulation and air sealing must be provided around the window frame.

When Permit is Ready	<ul style="list-style-type: none">• Once the Building Permit application has been processed and the Building Permit has been issued, the <i>Permit Applicant</i> will be notified that the Building Permit has been approved and is ready for payment.• Permits will not be issued until fees are collected.• Permit fees may be paid by check or cash.• Permits that have no activity within 6 months of the issuance date may be canceled.
Inspections	<ul style="list-style-type: none">• Framing (if applicable): Call once all framing is complete.• Final Inspection: Call after all windows are installed and sealed. <p>Please Note: Inspections must be scheduled in advance by calling 269-659-7230.</p>