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Windows, Doors & Siding Permits



Did You Know?

- As “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits
- If you plan to do your own work, including all of the trade work then you may apply for the permit
- Frequent practices of unlicensed contractors is to secure an “owner-builder” building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally
- It would benefit you to hire a licensed contractor to perform the trade work
- Permits are valid for work to begin within six months

Why Do I Need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor’s experience and act as a system of checks and balances resulting in a safer project.

It’s the Law

Permits are required by ordinance. Work without a permit may be subject to removal or other costly remedies.

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.

What do I need in order to apply for a building permit?

The following must be submitted:

<input type="checkbox"/>	Permit Application	Page 1
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What is specifically required for these types of permits?

A Building permit is required for any window, exterior egress door, or siding replacement. Use the standard "Building Permit" application form with the following exceptions:

- Installation of combination storm/screen windows
- Sash replacements
- Window pane replacement, repair, or re-glazing

Windows & Doors

- ⇒ Drip Cap, drain pan, caulking, and sealing tape are required unless specifically eliminated in manufacturer's installation requirements.
- ⇒ If rough openings are to be changed ask the Building Official if additional inspection will be required.
- ⇒ Do not change the direction of door swing or size of opening if door is primary means of egress.

Siding Replacement

House wrap or minimum of 1 layer #15 felt is required under vinyl or aluminum siding as a water resistive barrier; unless specifically eliminated by manufacturer's installation requirements.

2. Brick siding, shakes, cedar, etc., may have different requirements for underlayment and manufacturer's installation instructions must be followed.
3. Home ventilation may have to be added. Discuss with Building department before construction begins.
4. Install all siding per manufacturer's installation requirements.

Inspections

Generally two required inspections: For windows and doors, a rough inspection may be required. For residing, a water barrier installation and sealing inspection, and a final inspection for either project after job completion.

Inspection Compliance

Arrange for inspection during installation. If installation is to be done after regular business hours or on the weekend, photos may be required. Discuss with Building Official when applying for permit.

Smoke and Carbon Monoxide alarms may also be required, to comply with the Michigan Residential Building Code.

Tips For Hiring Contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids
- ◆ Get 3 references, and ask to see a project
- ◆ Get it in writing - but before you sign the contract, make sure you completely understand
- ◆ Don't make final payment until you have a Certificate of Completion (CC) and you are satisfied
- ◆ **Have the contractor apply for the required permits**

