

**CITY OF ST. CHARLES  
830 WHITEWATER AVENUE  
ST. CHARLES, MN 55972**

**HOME ADDITIONS – PERMIT PROCESS**

**I. BUILDING PERMIT APPLICATION**

The Applicant must complete all of Section A of the Building Permit Application. The Applicant must also include:

- a) A site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b) Two (2) complete sets of plans must be submitted.
- c) Building permit review and issuance normally takes 7-10 working days.
- d) Applicant is required to pay the Building Permit Fee when the Permit is received prior to construction. The Building Permit Fee is based on valuation established from State of Minnesota data sheets.
- e) All contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications. If the structure is to be built by the owner, the owner must sign the attached form certifying that the owner is acting as his or her own agent.

**II. SETBACK REQUIREMENTS**

New home additions must meet the following setback standards in order to receive approval of your Building Permit Application. If your new home does not meet these minimum standards you will need to meet with the City Administrator to discuss the possibility of requesting a variance from the St. Charles Planning & Zoning Commission.

- a) Front setback: 25 feet
- b) Rear setback: 25 feet
- c) Side setback: 10 feet
- d) Corner setback: 25 feet

### **III. INSPECTIONS**

The owner/builder is responsible for arranging or calling for all inspections. For a typical new home addition, the following inspections would be required:

- a) Footing/foundation (made before the concrete is poured)
- b) Poured foundation walls
- c) Framing
- d) Heating (mechanical rough-in)
- e) Plumbing rough-ins- below ground and above ground
- f) Insulation
- g) Fireplace- if applicable
- h) Final

Call Construction Management Services at (800) 940-2547 or (507) 282-8206 for all inspections

### **IV. GENERAL INFORMATION**

- a) All structures except storage buildings less than 120 sq. ft. require a building permit. Storage buildings less than 120 sq. ft. must still comply with all applicable zoning regulations.
- b) Electrical permits must be arranged through the Minnesota State Electrical Inspector at (507) 765-5455.
- c) The plumbing plans for all commercial /industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department; however, they often defer these to the local building inspector. A state plumbing inspection number must be secured through the Health Department prior to scheduling an inspection if done locally.
- d) Minnesota accessibility requirements and the energy code must be met on all structures. The accessibility requirements apply to all buildings except one and two family housing units and some multi-family structures. Compliance with the American's with Disabilities Act (ADA) is mandatory only on new construction or major remodeling. All others (i.e. existing buildings, historically registered structures) should consult with the ADA guidelines for further requirements. Under the present ADA guidelines for further requirements, churches are exempt.

### **V. QUESTIONS**

Please contact City Administrator at (507) 932-3020.

## BUILDING PERMIT PROCESS

(Revised 1-24-15)

1. Applicant shall submit application to the responsible jurisdiction.  
Applicant shall include:
  - a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
  - b. Legal description and address of property.
  - c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
  - d. On-site and well information if building is not municipal water and/or sanitary sewer.
2. Building permit review and issuance normally takes 10 to 14 working days.
3. Applicant pays all fees when he/she picks up the permit(s) before construction.
4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:
  - a. Footing/foundation. This is made prior the concrete being poured.
  - b. Poured foundation walls
  - c. **Back Fill and Water Proofing**
  - d. Plumbing Rough-in – below ground
  - e. **Radon – Before any foam is placed**
  - f. Mechanical Rough-in – heat/vent – in-floor & underground heat
  - g. Framing – Truss specifications to be on site.
  - h. Plumbing Rough-in - above ground
  - i. Heat & Ventilation Rough-in
  - j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
  - k. Insulation
  - l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)
5. Certificate of Occupancy shall be issued upon completion of all approved work.

### GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.

- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
  1. Chapter 1300 – Minnesota Building Code Administration
  2. Chapter 1301 - Building Official Certification
  3. Chapter 1302 - State Building Code Construction Approvals
  4. Chapter 1303 - Special Provisions
  5. Chapter 1305 – Minnesota Building Code
  6. Chapter 1306 - Special Fire Protection Systems
  7. Chapter 1307 – Elevators and Related Devices
  8. Chapter 1309 - Minnesota Residential Code - 2012
  9. Chapter 1311 – MN Conservation Code for Existing Buildings
  10. Chapter 1315 - Minnesota Electrical Code
  11. Chapter 1325 - Solar Energy Systems
  12. Chapter 1335 - Floodproofing Regulations
  13. Chapter 1341 - Minnesota Accessibility Code
  14. Chapter 1346 - Minnesota Mechanical Code
  15. Chapter 1350 - Manufactured Homes
  16. Chapter 1360 - Prefabricated Structures
  17. Chapter 1361 – Industrialized/Modular Buildings
  18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
  19. Chapter 4715 - Minnesota Plumbing Code
  20. Chapter 1322 and 1323 - Minnesota Energy Codes
  21. Chapter 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS  
CONSTRUCTION MANAGEMENT SERVICES  
507-282-8206**



**BUILDING PERMIT APPLICATION**  
City of St. Charles · 830 Whitewater Ave.  
(P) 507-932-3020 (F) 507-932-5301

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Permit #: \_\_\_\_\_

**APPLICANT – COMPLETE INFORMATION BELOW**

Project Address: \_\_\_\_\_ PID #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

General Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Proposed Use [Check All That Apply]:**

\_\_\_\_\_ Dwelling \_\_\_\_\_ Commercial/Industrial \_\_\_\_\_ Home Addition \_\_\_\_\_ Garage \_\_\_\_\_ Finish Basement

\_\_\_\_\_ Windows \_\_\_\_\_ Shed \_\_\_\_\_ Deck \_\_\_\_\_ Porch \_\_\_\_\_ Fireplace \_\_\_\_\_ Reroof \_\_\_\_\_ Siding

\_\_\_\_\_ Furnace \_\_\_\_\_ A/C \_\_\_\_\_ Water Heater \_\_\_\_\_ Other \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

\_\_\_\_\_ Project Dimensions: \_\_\_\_\_

Use and Occupancy: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Estimated Project Value: \$ \_\_\_\_\_

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 has 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. **REFUND POLICY:** Upon request of cancellation of building permits, refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

**ZONING:** Have there been any prior requests or zoning issues with this property? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name [please print]: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY**

**PLANNING:** Zoning District: \_\_\_\_\_ Minimum Setbacks Required: Front \_\_\_\_\_ Side \_\_\_\_\_

Rear \_\_\_\_\_ Road Right-of-Way \_\_\_\_\_ Other: \_\_\_\_\_

**Subject to the following conditions:**

\_\_\_\_\_ Call PW Supt. for setback inspection (Kyle @ 507-259-7449) \_\_\_\_\_ Call CMS for all applicable inspections

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING INSPECTOR USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES**

Building Permit: \_\_\_\_\_ Plan Review: \_\_\_\_\_ St. Surcharge: \_\_\_\_\_

Plumbing Permit: \_\_\_\_\_ Plan Review: \_\_\_\_\_ St. Surcharge: \_\_\_\_\_

Mechanical Permit: \_\_\_\_\_ Plan Review: \_\_\_\_\_ St. Surcharge: \_\_\_\_\_

Sewer/Water Inspect. \_\_\_\_\_ Sanitary Distr. \_\_\_\_\_ Water mtr/copp: \_\_\_\_\_

Water Hookup: \_\_\_\_\_ Sewer Hookup: \_\_\_\_\_ Sump Pump Insp. \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_ Other: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

I, \_\_\_\_\_, (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at \_\_\_\_\_ is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City/Township of \_\_\_\_\_ may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of \_\_\_\_\_ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

**Name (signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: [www.doli.state.mn.us/contractor](http://www.doli.state.mn.us/contractor)

(k:b&s/2008/misc/forms/selfwaiver\_rev1-08)

**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

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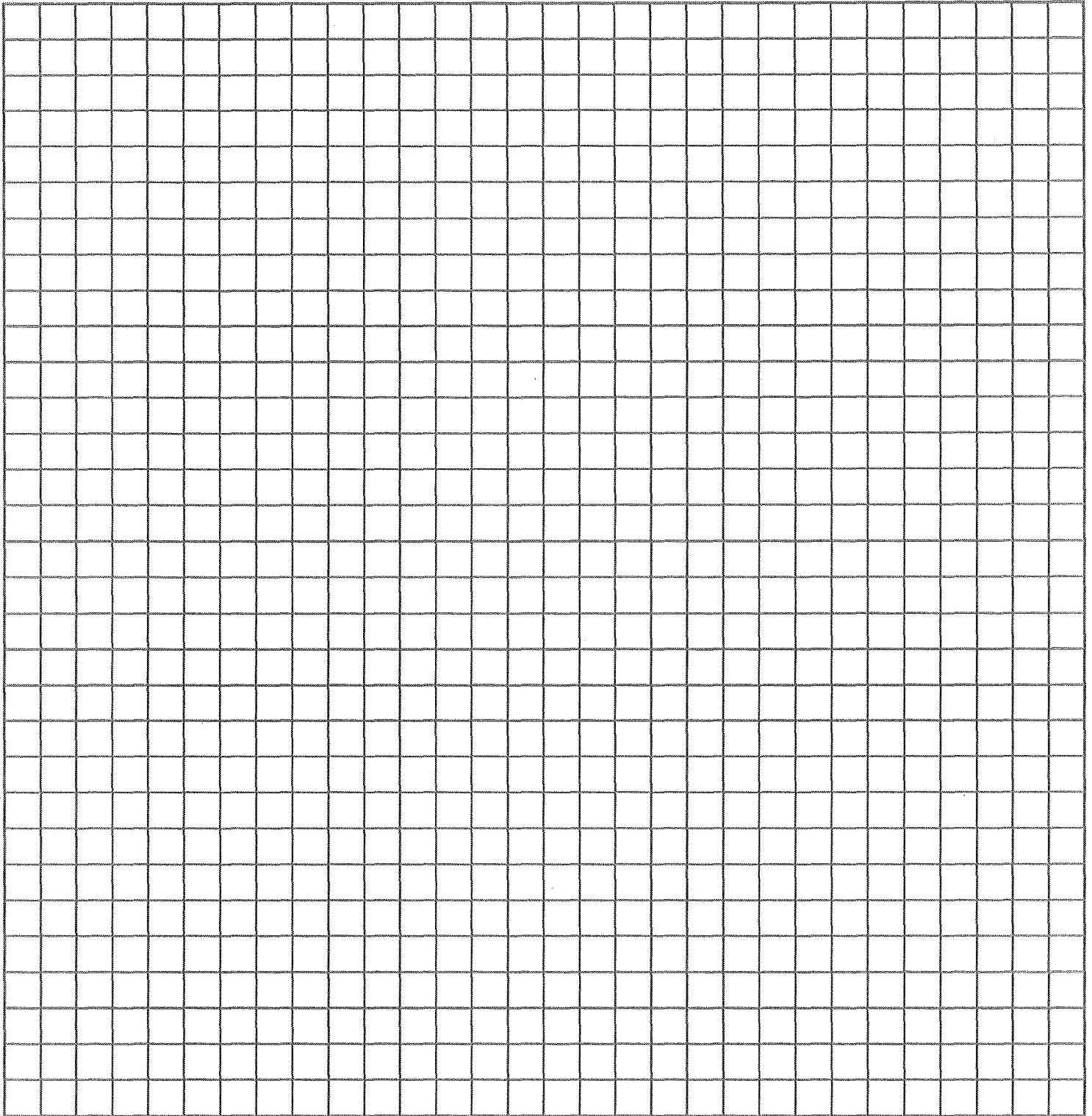
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1 Block = 1/4"

**Include the following on the Plot Plan:**

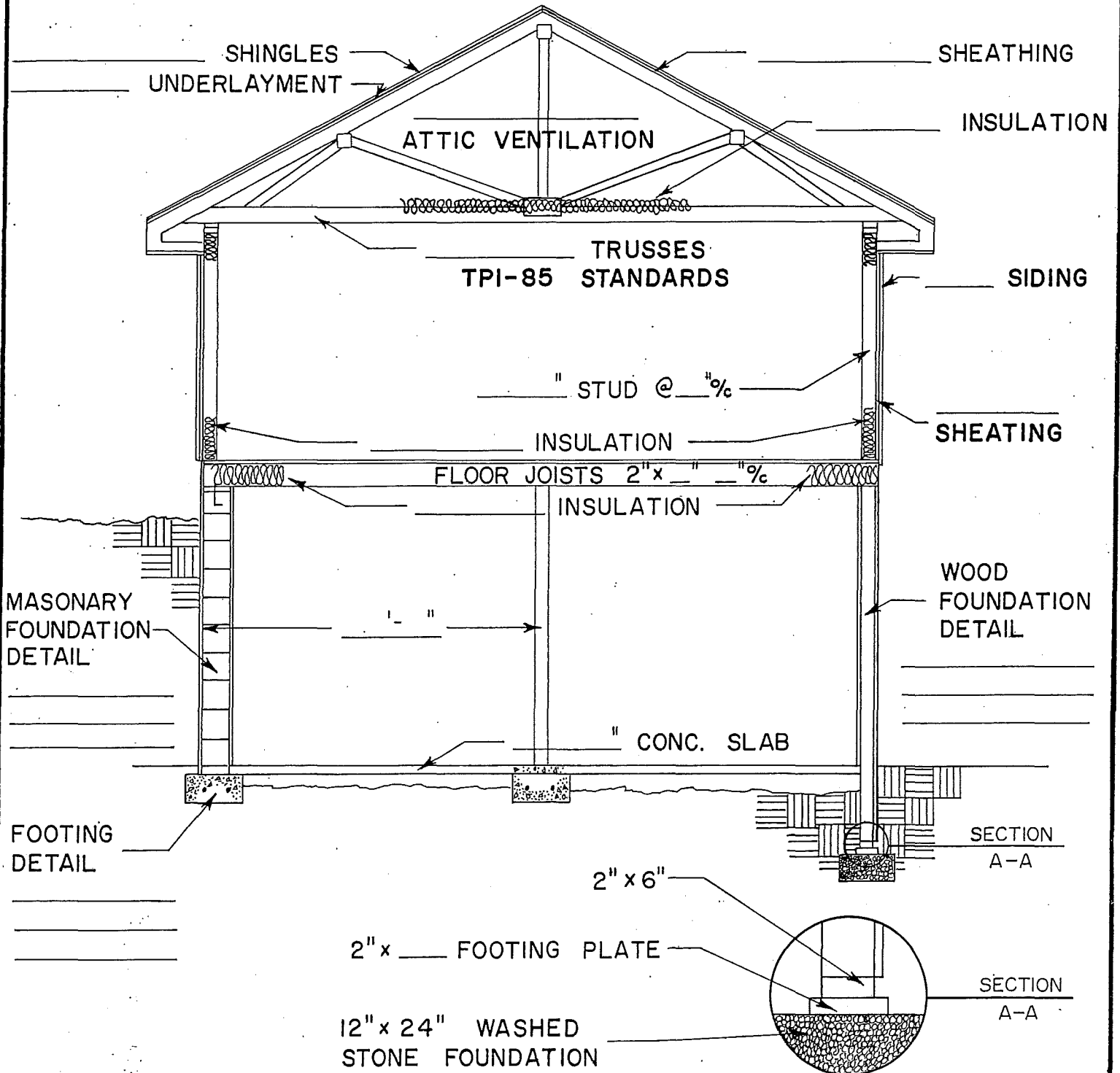
1. Distance in feet from side lot lines.
2. Distance in feet from rear lot line.
3. Distance in feet from front lot line.
4. Height in feet.
5. Size of proposed structure.
6. Distance from other structures.



**WALL SECTION/  
HOUSE ADDITION**

**SUBMIT FLOOR PLAN SHOWING:**

1. Door & window location(s)
2. Direction of trusses
3. Room occupancy



**CROSS-SECTION**

STANDARD PLATE NO. B-101

N1101.8 Certificate Builders Name/ Company	Date: _____ Site Address: _____
	Contractor Name: _____ License Number: _____

<i>Location</i>	<i>Type of Insulation</i>	<i>Installed R-Value</i>	<i>Type</i>	<i>Location</i>	<i>Size</i>
			Makeup Air		
Roof/Ceiling			Combustion Air		
Walls			Water Heating		
Slab-on-Grade				<i>Manufacturer</i>	<i>Model</i>
Floor			Ducts Outside of Conditioned Spaces		
Rim Joist		Interior, Exterior or Integral		<i>Location</i>	<i>R-Value</i>
Foundation Wall		Interior, Exterior or Integral			

	<i>Average U-Factor</i>	<i>SHGC (solar heat gain coefficient)</i>		<i>Passive</i>	<i>Active</i>
Fenestration			Radon Control	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Type</i>	<i>Input Rating</i>	<i>AFUE</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Calculated Heat Loss</i>
Heating System						

	<i>Type</i>	<i>Output Rating</i>	<i>SEER</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Cooling Load/Heat Gain</i>
Cooling System						

	<i>Type</i>	<i>Location</i>	<i>Continuous Ventilation</i>	<i>Total Ventilation</i>
Mechanical Ventilation				

**MINNESOTA ENERGY CODE REQUIREMENTS FOR FOUNDATION INSULATION**

EXTERIOR FOUNDATION INSULATION – GENERAL REQUIREMENTS	INTERIOR FOUNDATION INSULATION – GENERAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Must be of water resistant materials manufactured for its intended use.</li> <li>• Must be installed according to the manufacturer’s specifications.</li> <li>• Must comply with ASTM C578 (rigid), C1621 (semi-rigid), C1029 (spray-applied), or C1289 (rigid), as applicable.</li> <li>• Must have a rigid, opaque and weather resistant protective covering to prevent the degradation of the insulation’s thermal performance.               <ul style="list-style-type: none"> <li>○ The protective cover must cover the exposed exterior insulation and extend a minimum of 6-inches below grade.</li> <li>○ The insulation and protective covering must be flashed with corrosion resistant flashing applied in such manner as to prevent entry of water into the wall cavity or penetration of water into the building structural frame components.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Masonry foundation walls must be drained through the masonry block cores to an approved interior drainage system.</li> <li>• If a frame wall is installed it must NOT be in direct contact with the foundation wall, unless the INTERIOR side of the foundation has been WATERPROOFED.</li> <li>• Must meet the requirements for rigid interior insulation, spray-applied interior insulation, semi-rigid interior insulation, or unfaced fiberglass batt interior insulation.</li> <li>• Must comply with the following interior air barrier requirements:               <ul style="list-style-type: none"> <li>○ Air barrier to be installed on warm-in-winter side of thermal insulation.</li> <li>○ Areas of potential leakage in the building thermal envelope shall be caulked, gasketed, weather-stripped, or otherwise sealed with an air barrier material, suitable film or solid material to form an effective barrier between conditioned and unconditioned spaces. The integrity of all air barriers must be maintained. Sealing methods between dissimilar materials must allow for expansion and contraction.</li> </ul> </li> </ul>
BASEMENT FOUNDATIONS AND CRAWL SPACES – GENERAL REQUIREMENTS	SLAB ON GRADE AND BASEMENT WALK OUT FOUNDATIONS – GENERAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Must be installed to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior.</li> <li>• Must be insulated from the top of the foundation wall down to the top of the footing or from the top edge of the interior wall to the top of the slab if insulation is on the interior.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be insulated to an R-10. Adding additional insulation to increase R-value or adding additional vapor retarder to foundation wall assemblies is prohibited, except for the installation of R-13 when using fiberglass batt insulation on the interior.</li> <li>• Insulation must extend to the designed frost line (60-inches here) or to the top of footing, whichever is less.</li> <li>• The top edge of the insulation installed between the exterior wall and the edge of the interior slab can be cut at a 45-degree angle away from the exterior wall.</li> </ul>
LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED:	LOCATIONS WHERE THE AIR BARRIER MUST BE SEALED: (continued)
<ul style="list-style-type: none"> <li>• Walls, floors, ceilings, overhangs, knee-walls, and floor rim joist areas separating conditioned from unconditioned spaces.</li> <li>• At all joints, seams and penetrations of the building thermal envelope.</li> <li>• At all electrical, plumbing, mechanical and other penetrations of the interior air barrier.</li> <li>• At all interconnections in the thermal envelope between concealed vertical and horizontal spaces such as soffits, drop ceilings, cove ceilings and similar locations.</li> </ul>	<ul style="list-style-type: none"> <li>• In concealed spaces between stairs, fireplace framing, partition walls, chases, tubs and showers directly adjacent to the building thermal envelope.</li> <li>• At openings between framing members and window and door frames and jams</li> </ul>

INTEGRAL FOUNDATION INSULATION	RIGID INTERIOR INSULATION	SPRAY-APPLIED INTERIOR INSULATION	SEMI-RIGID INTERIOR INSULATION	UNFACED FIBERGLASS BATT INSULATION
<p>Integral foundation insulation is an engineered poured wall system with a rigid foam core. Each manufacturer will have specific requirements which must be followed.</p>	<ul style="list-style-type: none"> <li>• Must comply with ASTM C578 or C1289.</li> <li>• Dampproofing, waterproofing, or a water repellent must be applied to the exposed above grade foundation walls or a layer of dampproofing or waterproofing must be installed on the <u>entire inside surface</u> of the foundation wall. Water repellent materials must comply with ASTM E514.</li> <li>• Must be in contact with the foundation wall surface.</li> <li>• Vertical edges must be sealed with acoustic sealant.</li> <li>• All interior joint, edges and penetrations must be sealed against air and water vapor penetration.</li> <li>• Horizontally continuous acoustic sealant must be installed between the foundation wall and the insulation at the top of the foundation wall.</li> <li>• Horizontally continuous acoustic sealant must be installed between the basement floor and the bottom insulation edge.</li> <li>• The insulation must not be penetrated by the placement of utilities or by fasteners or connectors used to install a frame wall.</li> </ul>	<p style="text-align: center;"><b>CLOSED CELL POLYURETHANE</b></p> <ul style="list-style-type: none"> <li>• Must comply with ASTM 1029 with a permeance of not greater than 1.</li> <li>• Must be sprayed directly onto the foundation wall surface.</li> <li>• There must be a 1-inch minimum gap between the foundation wall surface and the framing.</li> <li>• The insulation must not be penetrated by the placement of utilities.</li> <li>• All through penetrations must be sealed.</li> </ul> <p style="text-align: center;"><b>½ LB. FREE RISE OPEN CELL FOAM</b></p> <ul style="list-style-type: none"> <li>• Must be sprayed directly onto the foundation wall surface.</li> <li>• There must be a 1-inch minimum gap between the foundation wall surface and any framing.</li> <li>• The insulation must not be penetrated by the placement of utilities.</li> <li>• All through penetrations must be sealed.</li> </ul>	<ul style="list-style-type: none"> <li>• Must comply with ASTM C1621 with a maximum permeance of 1.1 per inch.</li> <li>• Must have a minimum density of 1.3 pcf and must have a fungal resistance per ASTM C1338.</li> <li>• Must be in contact with the foundation wall surface.</li> <li>• Vertical edges must be sealed with acoustic sealant.</li> <li>• All interior joints, edges and penetrations must be sealed against air and water vapor penetration.</li> <li>• Horizontally continuous acoustic sealant must be installed between the foundation wall and the insulation at the top of the foundation wall.</li> <li>• Horizontally continuous acoustic sealant must be installed between the basement floor and the bottom insulation edge.</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproofing must be applied to the <u>entire inside surface</u> of the foundation wall.</li> <li>• The top and bottom plates must be air sealed to the foundation wall surface and the basement floor.</li> <li>• An air barrier material and vapor retarder material with a minimum permeance of at least 1 according to ASTM E96 to be installed in the following manner: <ol style="list-style-type: none"> <li>1) Must be air sealed to the framing with construction adhesive or equivalent at the top and bottom plates and where the adjacent wall is insulated; and</li> <li>2) Must be air sealed to utility boxes and other penetrations; and</li> <li>3) All seams must be overlapped at least 6-inches and sealed with compatible sealing tape or equivalent.</li> </ol> </li> </ul> <p><b>NOTE: This is the only application where exceeding R-10 foundation insulation is permitted. In this application, it is allowable to install up to an R-13 fiberglass batt.</b></p>

**INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT <sup>(a)</sup>**

Northern Climate Zone	Fenestration <sup>(b)</sup> U-Factor	Skylight U-Factor	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value <sup>(f)</sup>	Floor R-Value	Foundation Wall & Rim Joist R-Value	Slab <sup>(c)</sup> R-Value & Depth	Crawl Space Wall R-Value
	<b>0.35</b>	<b>0.60</b>	<b>44</b>	<b>19</b>	<b>15</b>	<b>30 <sup>(d)</sup></b>	<b>10</b>	<b>10, 5 feet</b>	<b>10</b>
Southern Climate Zone	<b>0.35</b>	<b>0.60</b>	<b>38</b>	<b>19 or 13 + 5 <sup>(e)</sup></b>	<b>15</b>	<b>30 <sup>(d)</sup></b>	<b>10</b>	<b>10, 3.5 feet</b>	<b>10</b>

**Footnotes:** (a) R-values are minimums. U-factors are maximums. R-19 shall be permitted to be compressed into a 2 X 6 cavity.

(b) The fenestration U-factor column excludes skylights.

(c) R-5 must be added to the required slab edge R-values for heated slabs.

(d) Or insulation sufficient to fill framing cavity, R-19 minimum.

(e) N/A in Northern Climate

(f) When using log type construction for thermal mass walls, the following will apply: 1) A minimum of a 7-inch diameter log shall be used. 2) The U-value of the fenestration products must be 0.31 overall average, or better.