



City of Rockford, Illinois  
Community & Economic Development  
Department  
Construction and Development Services  
425 East State Street, Rockford, IL 61104  
Phone: (779) 348-7158 Fax: (815) 967-4243  
Web: [www.rockfordil.gov](http://www.rockfordil.gov)

#### **RESIDENTIAL BUILDING PERMIT INSTRUCTIONS ATTENTION**

- The City will waive all plan review, building permit/inspection and all water main connection and water meter connection fees for new residential construction in the City of Rockford that obtains a permit after September 1, 2023 and before December 31, 2024, begins construction and diligently pursues construction.
- **Said waivers shall not be eligible for new construction projects that have a development agreement or cost participation on the project with the City or if the construction project is eligible for State or Federal Programs.**

Please review the following before applying for a residential building permit:

1. The One- and Two-Family Dwellings and Their Accessory Structures application is limited to use for detached one family dwellings, or detached two-family dwellings (2 units together in a duplex building).
2. Structures to be constructed, altered, moved or enlarged which use this application shall meet the provisions of the currently adopted Residential Code for One and Two-Family Dwellings and the Illinois Plumbing Code.
3. Structures shall not be more than three stories in height.
4. If the application is for two-family dwellings of other than wood frame construction or more than two stories plus a basement in height, then State law requires construction documents prepared by an Illinois Licensed Design Professional (Architect or Structural and Professional Engineer) to be submitted with this application. All structures containing 3 or more dwellings are required to be submitted using the commercial/industrial/multi-family permit application.
5. In order to expedite the review of new, One and Two-Family permit applications; the applicant will be required to provide a copy of the recorded plat of subdivision with the application. In addition, the applicant will be required to provide a site plan drawn to scale, indicating location of existing and proposed structures, decks, patios, stoops and porches, lot lines, required front, side and rear yard setbacks, existing easements and the location and dimensions of the proposed driveway and public walks. The site plan must also indicate the minimum height of the lowest opening in the foundation above the curb. This minimum shall be at least 1 foot. If the lowest opening is less than 1 foot above the curb or is below the curb, then the site plan must demonstrate that the yard can be graded to drain away from the opening and that such grading will not be detrimental to the neighboring property.
6. For new homes and additions, the Energy Code Checklist for Residential Construction must be completed. Any other documentation required by the form must be submitted as well.
7. The 2021 International Energy Conservation Code (IECC) Took Effect in Illinois on January 1, 2024 including amendments. You may also visit the State's website: [www.ildeco.net/energycode](http://www.ildeco.net/energycode)

Please visit our website [www.rockfordil.gov](http://www.rockfordil.gov) for more information on the permitting process or call the following:

- Questions regarding the building permit may be directed to the Construction & development Services at 779-348-7158.
- Questions regarding zoning, proper location on the lot or use of the property may be directed to Planning and Zoning at 779-348-7163
- Questions regarding the drainage, driveway and water service requirements may be directed to the Public Works Department at 779-348-7174

If your construction project does not meet the guidelines for the **One- and Two-Family Dwellings and Their Accessory Structures Permit**, you may need to use the **Commercial/Industrial/Multifamily Permit Application** and complete the process for applying for a commercial building permit. Building Staff can help with determining which form you need to use.

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## RESIDENTIAL BUILDING PERMIT APPLICATION

One and Two Family Dwellings and their Accessory Structures

### 1. PROJECT & OWNER INFORMATION

Project Address		Zip	
Owner's Name		Phone	Email
Owner's Address		City	State and Zip

### 2. CONSTRUCTION INFORMATION

A. Occupancy	B. Type of Improvement (check all that apply)		
<input type="checkbox"/> One Family	<input checked="" type="checkbox"/> New Building (see section C) <input type="checkbox"/> Addition		
<input type="checkbox"/> Two Family	<input type="checkbox"/> Repair	<input type="checkbox"/> Interior Demo.	<input type="checkbox"/> Foundation Only <input type="checkbox"/> Remodel/ Alteration <input type="checkbox"/> Change of Use
	<input type="checkbox"/> Change of Ownership		

C. **Permit Waiver...said waivers shall not be eligible for new construction projects that have a development agreement or cost participation on the project with the city or if the construction project is eligible for State or Federal Programs.**

**Do you have a development agreement or cost participation on the project with the city or is the construction project eligible for State or Federal Programs?  Yes  No**

D. Detailed description of Work being performed:

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### E. Building Height & Floor Areas **\*\*ONLY IF APPLICABLE\*\***

	EXISTING	REMODEL/ ALTERATION	NEW/ ADDITION	TOTAL SQ FT
<input type="checkbox"/> Finished Basement				
<input type="checkbox"/> Unfinished Basement				
First Floor				
Second Floor				
Third Floor				
<b>TOTAL LIVING AREA</b>				

Garage:  Attached  
 Detached  Carport

Detached Accessory Structure:  
 Shed  Pool

Deck:  Attached  Detached

**Grade at Entrance to Top of Highest Roof:**  FT Attributes: # Bedrooms: # Bathrooms: Full: Partial:

### 3. CONSTRUCTION VALUATION

Total Cost (ALL Trades)  
 (Labor, Materials, Overhead & Profit)

\$

**4. CONTRACTORS****A. General Contractor**

Contact Person	Company		
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Address	City	State	Zip
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Phone	Email
-------	-------

**B. Architect/ Engineer (if applicable)**

Contact Person	Company		
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Phone	Email
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**C. Roofing Contractor (State License Required)**

Phone#

Lic #

**D. Which sub-contractors are you paying for?**  Yes, check all that apply(see below)  Not paying for sub-contractors

ELECTRICAL(City of Rockford License)  PLUMBING(State License)  MECHANICAL(GAS PIPING)(City of Rockford License)

MECHANICAL(HVAC)(City of Rockford License)  MECHANICAL FIREPLACE(City of Rockford Issued license)

**Please note that although you are paying for their permit(s), THESE PERMITS ARE NOT YET ISSUED. In order for them to be issued, your sub-contractor(s) needs to fill out the appropriate application with their license number, valuation of the work being completed by them & a full detailed scope of work. Thank you.**

**5. APPLICANT'S CERTIFICATE**

As Owner or the Owner's authorized agent of the property for which this application is being filed, I hereby certify:

1. The description of use and information contained on this application is correct and;
2. The structure will not be occupied or used until a Certificate of Occupancy (if required) is issued by the Building Department and;
3. The project will comply with all conditions of approval requirement of applicable City Ordinances and pay all fees required by such ordinances and;
4. No error or omission in either documents or application, whether said documents or application have been approved by the Code Official or not, shall permit or relieve the applicant from constructing the work in any manner other than provided for in the Ordinances of this City relating thereto.
5. The City of Rockford has notified me of Part 61 of Title 40 of the Code of Federal Regulations (NESHAP) and I agree as a condition of this permit to file any required NESHAP notification from with the Illinois Environmental Agency, as required by Section 61.145(b). (Asbestos Regulations)
6. If other than the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent.
7. A completed copy of the 2021 Energy Code Checklist will be submitted upon Project Dox invite.

**Applicant is other than owner**

Contractor  Architect/Engineer  Contract Buyer  Other:

**Provide legal address, phone and signature of applicant to affirm the above statements**

Applicant	Title		
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Company	Phone	Email	
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Address	City	State	Zip
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<b>Signature</b>	By entering my name below, I acknowledge and represent that I have reviewed and understand the Applicant's Certificate and that all of the information provided is true and accurate.	Date
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X

# Energy Code Checklist for Residential Construction

(This form is required for New Residential Buildings, Additions, Alterations, Repairs and other Permits as Applicable)  
 Effective Jan. 1, 2016, the State of Illinois requires that all construction follow the Energy Efficient Building Act. This law requires the 2021 International Energy Conservation Code (IECC) be the energy code for all construction in Illinois. Code sections listed from the 2021 IECC-Residential Provisions.

Project			Permit #:	
Address:				
Applicant Name:	Signature:		Checked By:	
Phone #:	Email:		Date:	
Project Type: (check one)	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation	Method:

## Required Documentation with Permit Submittal:

1. Energy Compliance Documentation – Choose ONE method. All methods must meet mandatory requirements.

**Prescriptive Compliance Option** - The Prescriptive Compliance Option requires compliance with Sections R401 through R404.

**Total Building Performance Option** -The Total Building Performance Option requires compliance with Section R405.

**Energy Rating Index Option** - The Energy Rating Index (ERI) Option requires compliance with Section R406.

**Additional energy efficiency (Mandatory)** - This section establishes additional requirements applicable to all compliance approaches to achieve additional energy efficiency per Section R401.2.5. Please see Page 3.

2. **Mandatory Requirements** – All projects must meet the ***mandatory*** requirements of the IECC.

Mandatory Requirements	Compliance
a) Certificate (R401.3) Permanent certificate posted on/near elec. panel with energy values.	<input type="checkbox"/> Will Comply (Provided by City)
b) Building Thermal Envelope (R402.4.1) Seal building envelope from air infiltration.	<input type="checkbox"/> Will Comply
c) Air Sealing and Insulation Testing/Insp. (R402.4.1.2) Verify sealing and insulation. Blower Door Test Required for NEW BUILDINGS ONLY - 3 air changes per hour or less.	<input type="checkbox"/> Visual Inspection <input type="checkbox"/> Blower Door (Provide Report)
d) Fireplaces (R402.4.2) Wood-burning have tight flue damper and outdoor combustion air.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
e) Fenestration Air Leakage (R402.4.3) Windows, sliding glass doors, skylights	<input type="checkbox"/> ≤ 0.3 cfm/sf (Check Label) <input type="checkbox"/> N/A
f) Fenestration Air Leakage (R402.4.3) Exterior swinging doors.	<input type="checkbox"/> ≤ 0.5 cfm/sf (Check Label) <input type="checkbox"/> N/A
g) Recessed Lighting (R402.4.5) IC-rated and air tight when in thermal envelope.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
h) Heating/Cooling System Controls (R403.1.1) Programmable thermostat for furnace.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
i) Duct Sealing (R403.3.4) All ducts sealed with approved material(s).	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
j) Building Cavities (R403.3.7) Building framing cavities shall not be used as ducts both S&R.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
k) Mechanical System Piping Insulation (R403.4) R-3 minimum for > 105°F or < 55°F.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
l) Circulating Hot Water System (R403.5.1) Piping insulated R-3 min. and on/off switch.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
m) Mechanical Ventilation (R403.6) See State of Illinois Amendments for requirements.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
n) Equipment Sizing (R403.7) Heating/Cooling equipment sized per ACCA Manuals S & J.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
o) Hot Water Pipe Insulation (R403.5.2) R-3 Insulation on piping ≥ 3/4" in normal diameter. 2. Piping serving more than one dwelling unit. 3. Piping located outside the conditioned space. 4. Piping from the water heater to a distribution manifold. 5. Piping located under a floor slab. 6. Buried piping. 7. Supply and return piping in recirculation systems other than demand recirculation systems.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
p) Lighting Equipment (R404.1) Min. 90% of lamps in permanent light fixtures = high efficacy	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A

3. **Building Wall Section** – Required for all new buildings and additions. Additional documents may be required by the Building Official. Minimum (1) section required. For interior alterations include documents to illustrate code compliance as necessary. Use City of Rockford BUILDING WALL SECTION sheet to help with this requirement.
4. **Floor Plan** – Required for all new buildings and additions. Floor plan must indicate thermal envelope, conditioned/unconditioned spaces and heating system location.
5. **Prescriptive Requirements** – COMPLETE THIS TABLE, if Prescriptive Method is chosen. Letters correspond to #3 above in regards to the City of Rockford BUILDING WALL SECTION sheet.

Building Components	Prescriptive Standard	Proposed/ Actual Value	Remarks
<b>Insulation (R402.2.1.3) Prescriptive Standard is Minimum R-Value</b>			
A. Ceilings with Attic Spaces (R402.2.1)	R-49 / R-38		R-49 for standard truss, can be reduced to R-38 with Raised Heel/Energy Truss
B. Ceilings without Attic Spaces (R402.2.2)	R-30		Limited to 500 sf OR 20% of the total insulated ceiling area, whichever is less
C. Wood Frame Wall (Table R402.1.2)	R-20 + 5 or R-13+10ci or 0 + 15		R-20 for interiors cavity or R-13 for interiors cavity + R-10 continuous insulated sheathing
D. Floors Over Unconditioned Space (R402.2.7)	R-30		Floor insulation shall maintain permanent contact with subfloor decking
E. Basement Walls (R402.2.8.1)	R-15ci or 19 or 13 + 5ci		R-15 continuous insulation on the interior or exterior or R-19 for interior wall cavity
F. Slab-on-Grade Floors (R402.2.9)	R-10ci		Insulation depth shall be the depth 4 feet when slab is less than 12" below grade
G. Crawl Space Walls (R402.2.10)	R-15ci or 19 or 13 + 5ci		R-15 continuous insulation on the interior or exterior or R-19 for interior wall cavity
<b>Fenestrations (R402.3) Prescriptive Standard is Maximum U-Factor</b>			
H. Windows, Sliding Glass Doors, and Swinging Doors with >50% glazing	U-0.30		An area weighted average may be used to satisfy the U-factor requirements but must include all windows, skylights, glass doors and opaque doors. Provide documentation if this is used.
J. Skylights	U-0.55		

(The above table is based on wood frame construction and common building practices, if not addressed in the table above, please attach separate documentation to illustrate code compliance. See code book for sunrooms. Values are based on Climate Zone 5A in the 2021 IECC).

## 6. Other Prescriptive Requirements:

Other Prescriptive Requirements if applicable	Compliance
Duct Insulation (R403.3.1) S&R ducts outside of thermal envelope $\geq$ R-8 for ducts $\geq$ 3" diameter and $\geq$ R-6 for ducts < 3" diameter.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
Duct Tightness Test (R403.3.5) Required if furnace or any duct is outside of the thermal envelope.	<input type="checkbox"/> Rough-in <input type="checkbox"/> Final <input type="checkbox"/> N/A
Duct Leak Test (403.3.6) For all ducts 4 cfm/100sqft outside the building envelope, 8cfm/100sqft inside building envelope.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
Eave Baffle (R402.2.3) For air-permeable insulations in vented attics, a baffle shall be installed adjacent to soffit and eave vents.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
Attic Hatches (R402.2.4) Access doors to attic must be weather-stripped and insulated.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
Gasketed Electrical Boxes (402.4.6) Boxes installed in the building envelope.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
IL State EV Charging Act (765 ILCS 1085) EV Capable Charging Space - $\frac{3}{4}$ " conduit within 3' of EV parking space and min 40am space in the electrical panel.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A

### Notes:

- i. For further clarification of the above items, please refer to the 2021 International Energy Conservation Code (IECC).
- ii. The City of Rockford has other useful material related to the energy code, please visit us at [www.rockfordil.gov](http://www.rockfordil.gov)
- iii. Visit the State of Illinois Energy Code page for amendments and other info at [www.ildceo.net/energycode](http://www.ildceo.net/energycode)
- iv. For free, up-to-date energy references, energy training and energy code info, visit [www.energycodes.gov](http://www.energycodes.gov)

## City of Rockford Energy Code Checklist (2021 IECC)

**R401.2.5 Additional energy efficiency** - This section establishes additional requirements applicable to all compliance approaches to achieve additional energy efficiency:

1. For buildings complying with Section R401.2.1 (**Prescriptive Compliance Option**), one of the additional efficiency package options shall be installed according to Section R408.2:

- R408.2.1 Enhanced envelope performance option.
- R408.2.2 More efficient HVAC equipment performance option.
- R408.2.3 Reduced energy use in service water-heating option.
- R408.2.4 More efficient duct thermal distribution system option.
- R408.2.5 Improved air sealing and efficient ventilation system option.

2. For buildings complying with Section R401.2.2 (**Total Building Performance Option**), the building shall meet one of the following:

- One of the additional efficiency package options in Section R408.2 shall be installed without including such measures in the proposed design under Section R405
  - R408.2.1 Enhanced envelope performance option.
  - R408.2.2 More efficient HVAC equipment performance option.
  - R408.2.3 Reduced energy use in service water-heating option.
  - R408.2.4 More efficient duct thermal distribution system option.
  - R408.2.5 Improved air sealing and efficient ventilation system option.

OR

- The proposed design of the building under Section R405.3 shall have an annual energy cost that is less than or equal to 95 percent of the annual energy cost of the standard reference design.
  - R405.3.1 Compliance software tools. Documentation verifying that the methods and accuracy of the compliance software tools conform to the provisions of this section shall be provided to the code official.
  - R405.3.2 Compliance report. Compliance software tools shall generate a report that documents that the proposed design complies with Section R405.3.
    - Compliance report for permit application
    - Compliance report for certificate of occupancy

For buildings complying with the **Energy Rating Index Alternative** Section R401.2.3, the Energy Rating Index value shall be at least 5 percent less than the Energy Rating Index target specified in Table R406.5.

**R406.5 ERI-based compliance.** Compliance based on an ERI analysis requires that the *rated proposed design* and confirmed built dwelling be shown to have an ERI less than or equal to the appropriate value indicated in Table R406.5 when compared to the *ERI reference design*.

TABLE R406.5  
MAXIMUM ENERGY RATING INDEX

CLIMATE ZONE	ENERGY RATING INDEX
0-1	52
2	52
3	51
4	54
5	55
6	54
7	53
8	53



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## DRIVEWAY / CURBCUT / SIDEWALK PERMIT APPLICATION

**PERMIT FEE : \$75.00** (One & Two Family Prop.) **\$100** (3+ Family, Commercial, Industrial Prop. + \$10 per/ft. curb cut)

### Project Details

Check all that apply:  DRIVEWAY  CURBCUT  SIDEWALK  APPROACH

Project Address:

Scope of Work:

Driveway is: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	Sidewalk Installed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Length of New Sidewalk:	Impervious Surface Percent:
Existing Width at Street:	Proposed Width at Street:	Existing Width at ROW:	Proposed Width at ROW:

### Property Owner Information

Name:	Phone:	Email/ Fax:	
Address:	City:	State:	Zip:

### Contractor Information

Name:	Phone:	Email/ Fax:	
Address:	City:	State:	Zip:

**CONTRACTOR MUST HAVE PROOF OF INSURANCE AND BOND ON FILE WITH THE CITY OF ROCKFORD TO PERFORM WORK WITHIN THE RIGHT-OF-WAY. PERMIT WILL NOT BE ISSUED UNTIL REQUIREMENTS ARE MET.**

The above applicant requests permission to excavate and/or occupy the public right-of-way in the City of Rockford and agrees to indemnify, hold harmless, and defend the City of Rockford, its officers, agents, and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I hereby agree to perform the work in accordance with the provisions, specifications and requirements of all of the following:

- Chapter 26, as revised, of the City of Rockford, Code of Ordinance and the current version of the City of Rockford Zoning Ordinance.
- **Sec. 26-2.2. - Triple fee penalty; unlawful continuance.**
  - (a) When a permit is required of this Code, and work is started or proceeded with prior to obtaining said permit, the fees specified shall be doubled. For the second offense within a 12-month period, starting or proceeding with work prior to obtaining a permit, the fee shall be tripled. etc.
- Traffic control shall always be provided by the applicant or contractor and will be in accordance with the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, as revised. A traffic control plan and standard details may be required based on the Engineer's or designee's discretion. 48 hour notice required for closure.
- Accessibility requirements shall be in accordance with the Illinois Accessibility Code and a current IDOT Standard shall be submitted with the application when applicable.
- Erosion & sediment control shall be in accordance with all requirements set forth in the current revision of the General NPDES Permit No. ILR10. Stabilization measures must be initiated within seven (7) days after construction activities have temporarily or permanently ceased.
- All other federal, state, and local requirements as they may apply.

(AUTHORIZED REPRESENTATIVE SIGNATURE)

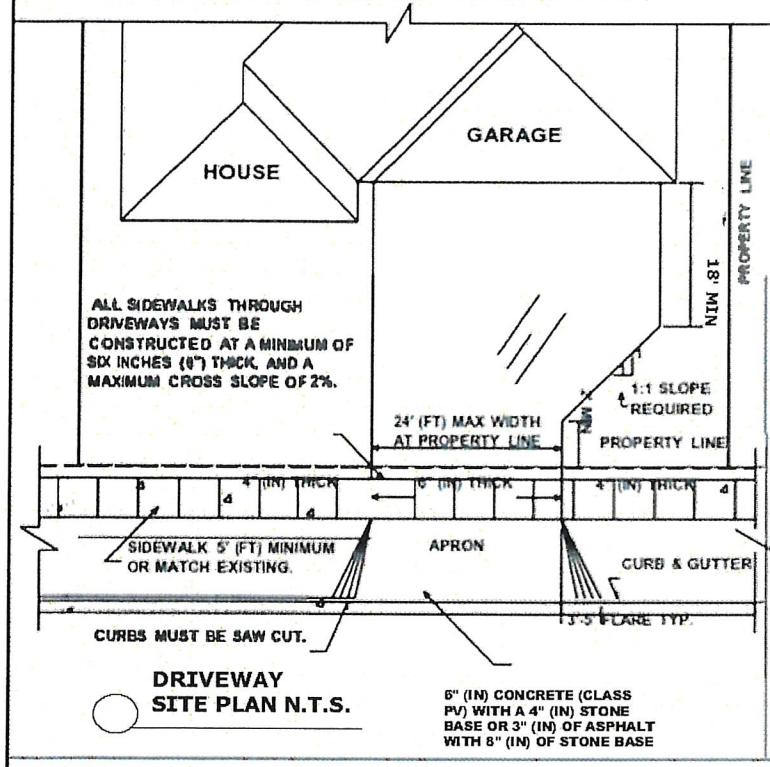
(AUTHORIZED REPRESENTATIVE PRINTED NAME)

### FOR INTERNAL USE ONLY

APPROVED BY: \_\_\_\_\_ START DATE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_  
APPROVAL DATE: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_  
(PAY CODE - 10101000-61407)

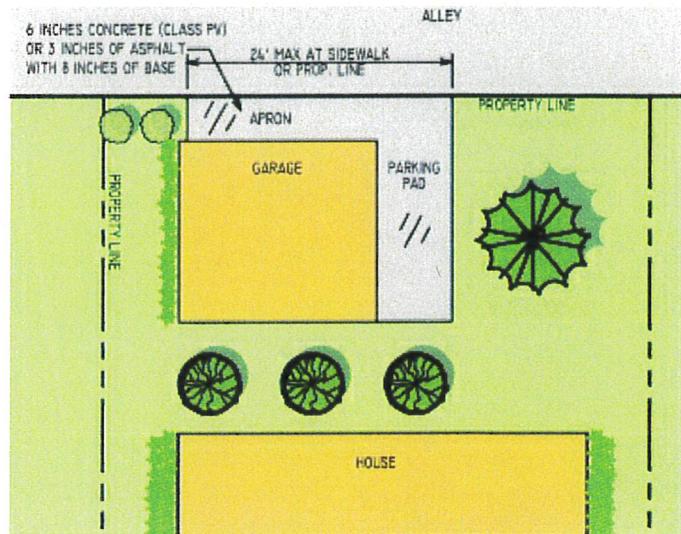
# QUICK REFERENCE GUIDE

## DRIVEWAY: EXAMPLE SITE PLAN

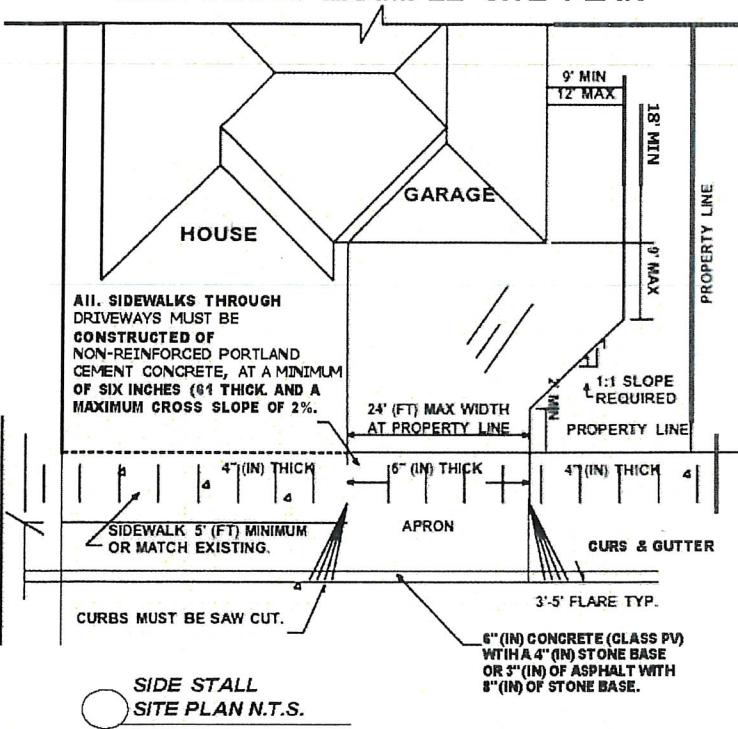


## Approaches from Alleys

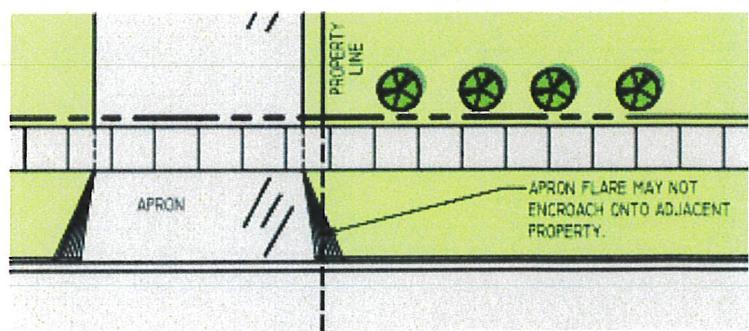
- The same construction standards for Driveways apply to approaches off of alleys
- A permit is required and the same application for driveways, curbcuts, and sidewalks must be used.



## SIDE STALL: EXAMPLE SITE PLAN

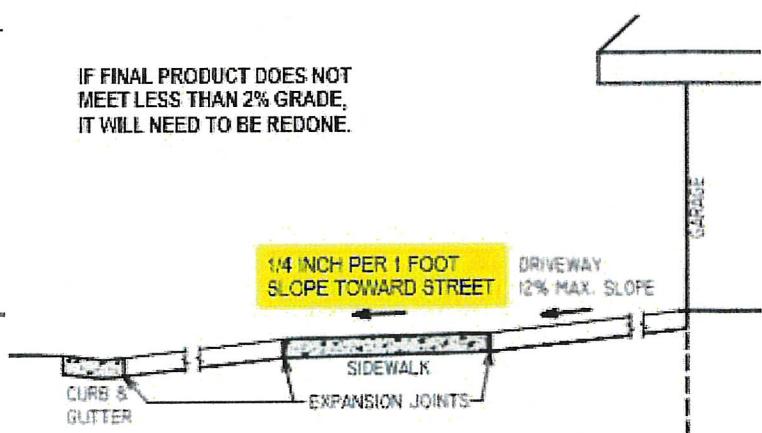


## TYPICAL SITE PLAN - ALLEY



## APRON @ PROPERTY LINE

IF FINAL PRODUCT DOES NOT MEET LESS THAN 2% GRADE, IT WILL NEED TO BE REDONE.



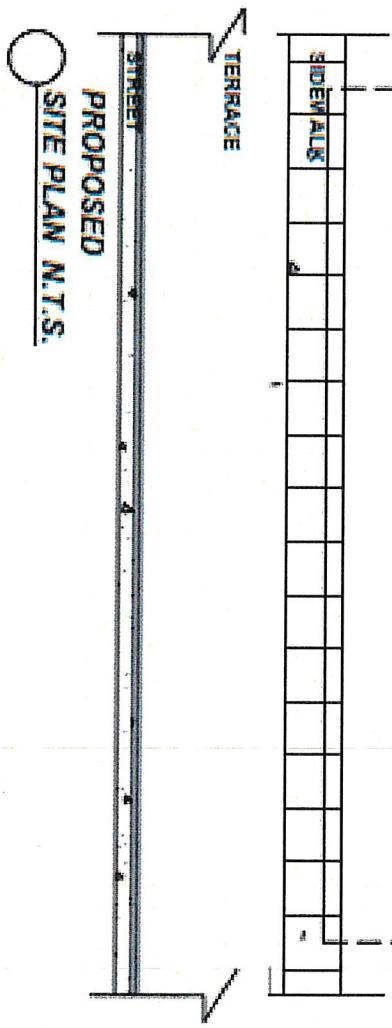
## SIDEWALK/DRIVEWAY CROSS SECTION

**\*\*DRAW YOUR PROPOSED DRIVEWAY SITE PLAN BELOW\*\***



PROPERTY LINE

CIRCLE NORTH ARROW



**NOTES FOR DRAWING SITE PLAN:**

- Show all building structures (house, garage, deck, shed, etc.)
- Provide existing and proposed curb cut length and driveway width.
- If there is not enough space provided please attach a separate site plan.

**CONSTRUCTION NOTES:**

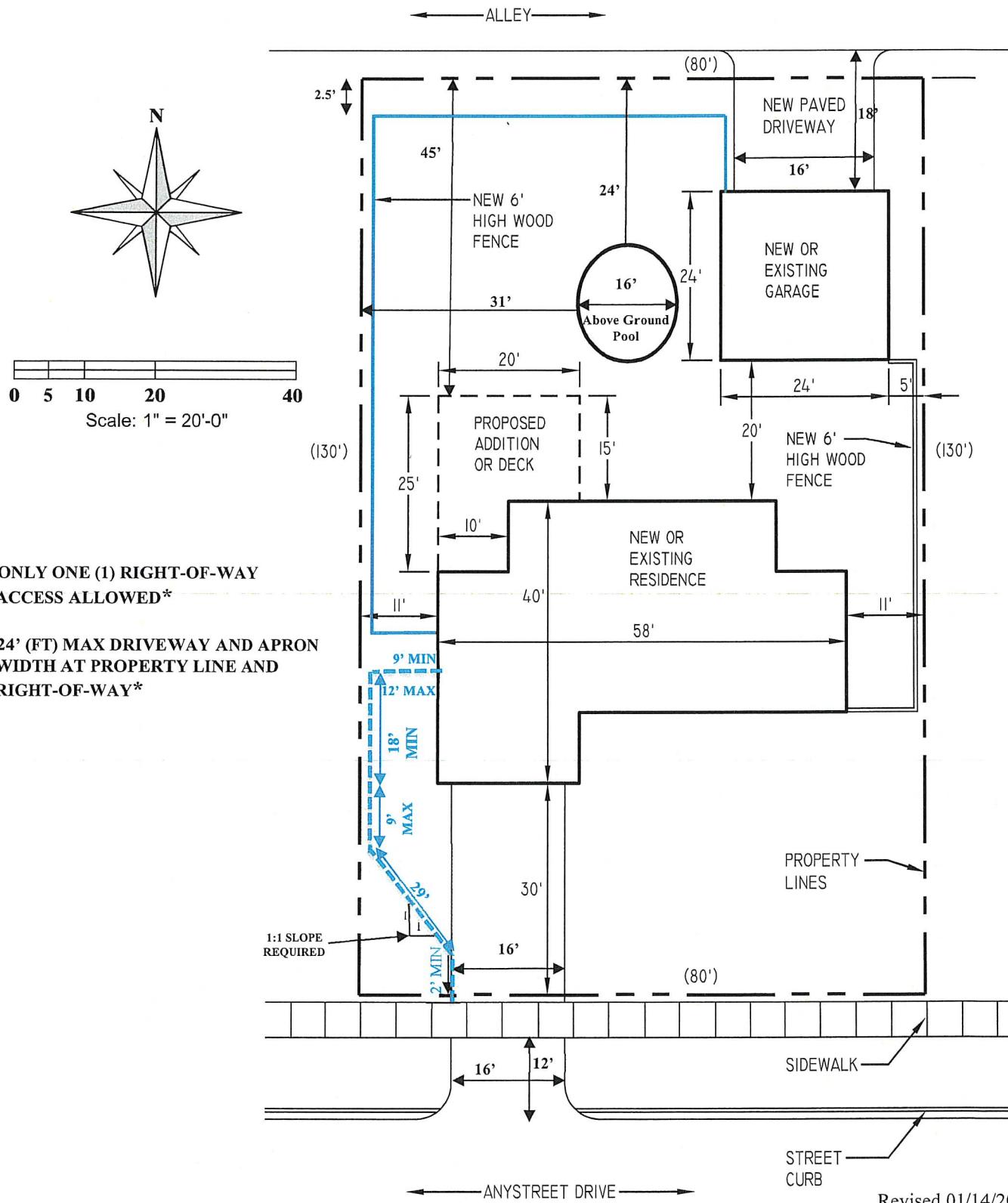
- Expansion joints must be installed on both sides of the approach and sidewalk.
- Sidewalks must have a minimum of a 2" (in) stone base.
- Driveways shall be constructed of an approved material as described in the most recent revision of the Engineering Design Criteria.
- The natural or existing drainage pattern must be maintained. Water will not be permitted to be directed toward an adjacent property.
- All curbs must be saw cut when removed.
- Only ONE access point is allowed per lot unless the street frontage length meets the criteria for a circular driveway.

## City of Rockford, Illinois

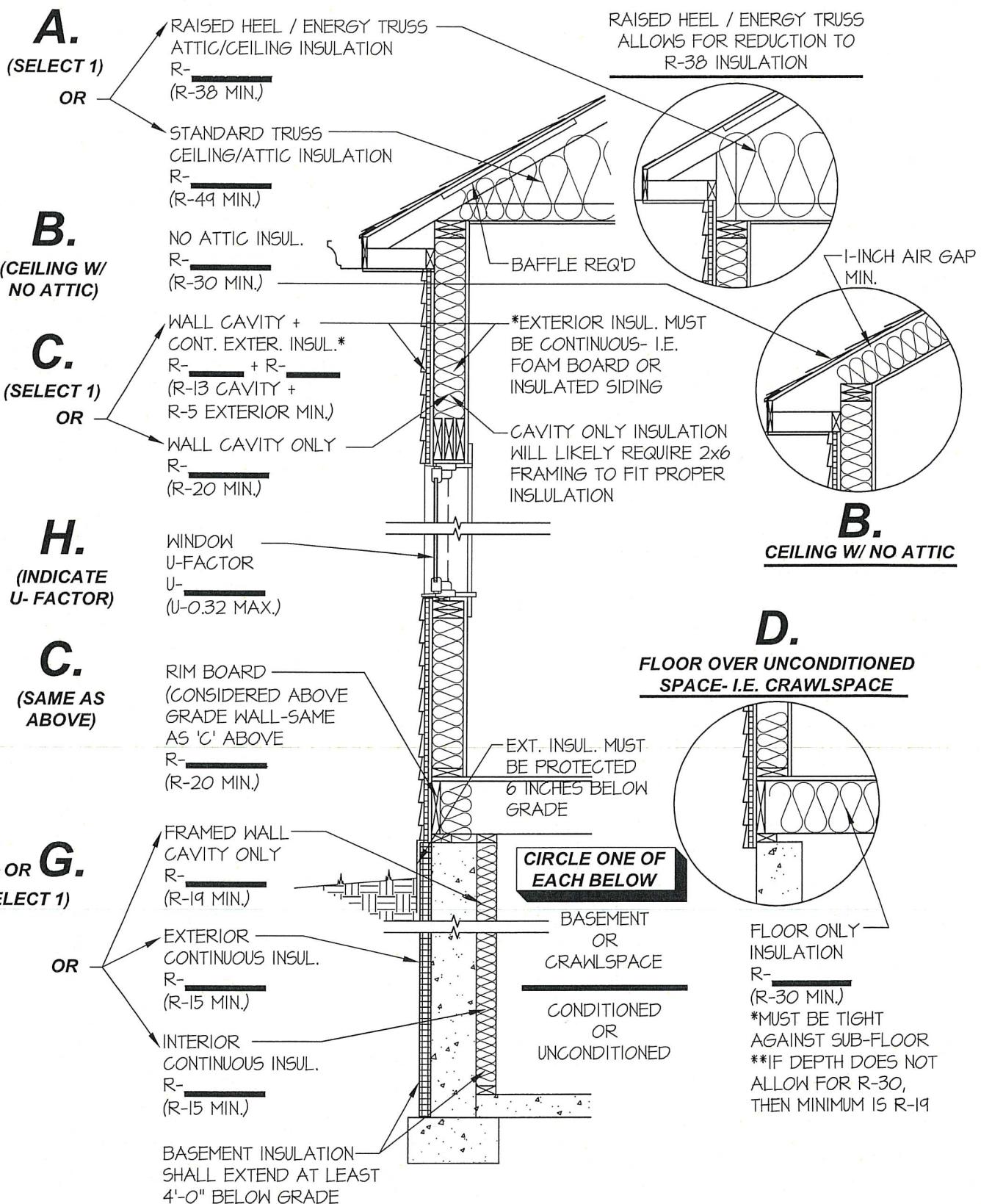
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## Example Site Plan



Revised 01/14/2022 (DM)



**3. Building Wall Section- Fill in with Proposed/Actual Values**  
 Typical Construction - Not to Scale  
 Climate Zone 5A (Rockford) - 2012 IECC

Date Completed:

Completed by: