

## DECK PERMIT REQUIREMENTS

The following information must be submitted to the Building Department before a building permit can be processed and approved. A more detailed description of items 1-4 is listed below.

1. Building Permit Application form.
2. Survey or Site Plan [two copies].
3. Building Plans [two copies].
4. Miscellaneous as required.

After a preliminary review additional information may be required. Allow 5-10 working days for processing.

1. **Building Permit Application:** Complete and sign a building permit application form. Forms are available at the Building Department.
2. **Survey or Site Plan:** Provide an updated plan of the property showing all property lines, existing buildings [with dimensions] and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. a registered survey may be required.
3. **Building Plans [two sets]:**
  - A. Section drawing [side, cutaway drawing] showing the footing width and thickness, post size, joist size, beam size, decking, height above grade, guardrail, cantilevers [overhang], anchoring, flashing, connectors and hanger types, include grade and species of lumber.
  - B. Floor Plans of the deck showing the length and width of the deck, beam location, post spacing, joist spacing, stair location and type of lumber [pressure treated, redwood, cedar etc.].

#### 4. Miscellaneous:

**Permit Fees:** Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.

## General Information

### Required Inspections:

1. Footing inspection [before concrete is poured].
2. Framing/Final

**Footings/Posts:** Footing must be a minimum 42" below grade. The base of the footing must be wide enough to transfer the weight of the deck to the soil to determine minimum footings (s). Posts must be pressure treated, redwood, cedar, concrete or other approved material.

**Framing:** The joists and beams must be sized to support a 40 lb. per square foot live load.

**Guard:** Residential decks 30" or more about the adjacent grade must be protected by a guard with a minimum height of 36". Open guardrails shall have intermediate rails or ornamental pattern such that a 4" (four inch) sphere cannot pass through.

**Stairs/Residential:** The minimum width of the stairway is 36" inches in width. The maximum rise on the stairs is 8". The minimum run of the treads is 9". A handrail is required on all stairs with four or more risers. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch sphere.

**Handrails:** A handrail is required on one side of a stairs with four or more risers. The handrail must be 34" to 38" high, be contiguous and uninterrupted the full length of the stairs. The handgrip portion of the handrail shall not be less than 1-1/4" no more than 2-5/8" in diameter. The ends of the handrail shall be returned or terminate in a newal post or safety terminal.

**Special Design Note:** Some designs may not be appropriate if a future porch, addition or hot tub is intended to be installed on the deck. Footings, beams and joists should be sized for all future loads.

**Electrical:** wiring must be inspected and approved by a State Electrical Inspector. To request an inspection or to answer electrical questions call: Randy Edel at telephone number (507) 334-3748. Call between 7:00 am and 8:30 am, Monday through Friday.

**Excavations:** Before excavating call Gopher State One, forty-eight hours in advance at (651) 454-3450 or Greater Minnesota; 1-8009-252-1166 to verify the location of underground utilities, etc.

If you have any questions, please contact the Planning and Zoning Department Monday – Friday, 8:00 am to 4:30 pm at:

**Office of Planning & Zoning  
2428-115<sup>th</sup> Avenue  
Princeton, Minnesota 55371**

**Outstate: 1-800-851-3383  
Metro Area: 763-389-3487**

# BUILDING PERMIT APPLICATION

PERMIT #
TOWNSHIP

**TOWNSHIP ZONING OFFICE**  
 2428-115<sup>TH</sup> AVENUE  
 PRINCETON, MINNESOTA 55371  
 OFFICE (763) 389 3487 1-800-851-3383  
 FAX (763) 389-9587

PIN #
FIRE #

GENERAL INFORMATION TO BE COMPLETED BY APPLICANT						
PROPERTY ADDRESS						
LEGAL DESCRIPTION						
SEC	TWP	RANGE	LOT	BLOCK	SUBDIVISION OR QTR/QTR	ACRES
NOTE: IF PROPERTY IS A METES AND BOUNDS DESCRIPTION ATTACH COPY OF EXACT LEGAL						
PROPERTY OWNER NAME			ADDRESS-CITY, STATE, ZIP			(TEL. NO.)
						HM.
CONTRACTOR NAME			ADDRESS		STATE LICENSE NO.	(TEL. NO.)
ARCHITECT/DESIGNER			ADDRESS		(TEL. NO.)	
TYPE OF WORK						
<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE						
TYPE OF STRUCTURE						
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> ACCESSORY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER						
USE OF BUILDING						
TYPE OF WORK						
<input type="checkbox"/> WOOD FRAME <input type="checkbox"/> MASONRY <input type="checkbox"/> METAL <input type="checkbox"/> POLE TYPE <input type="checkbox"/> PRE FAB <input type="checkbox"/> OTHER						
TOTAL SQUARE FEET			ESTIMATED VALUE OF WORK		TYPE OF HEATING SYSTEM	
			\$			

I HEREBY APPLY FOR A BUILDING PERMIT AND ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES AND WITH THE MINNESOTA BUILDING CODES; THAT I UNDERSTAND THIS IS NOT A PERMIT BUT ONLY AN APPLICATION FOR A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT; THAT THE WORK WILL BE ACCORDANCE WITH THE APPROVED PLAN.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY					
ZONING ADMINISTRATOR					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					
					DATE
SUBJECT TO EXISTING REGULATIONS AND THE FOLLOWING MINIMUM SETBACKS:					
ROAD ROW	CENTERLINE ROAD	SIDE YARD	REAR YARD	LAKE/RIVER	BLUFFLINE
DISTRICT	COMMENTS				

BUILDING OFFICIAL			BUILDING PERMIT .....		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			\$		
BUILDING OFFICIAL VALUATION			PLAN REVIEW FEE .....		
USE			STATE SURCHARGE .....		
OCCUPANCY			SEWER PERMIT .....		
TYPE OF CONST.			PENALTY .....		
TOTAL SQ. FT.			OTHER .....		
NO STORIES		SPRINKLER REQUIRED		TOTAL .....	
		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$	
OCC. LOAD					
COMMENTS:					

Permit Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

## Property Owner Waiver Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.*

I 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. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I 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 Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. 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 Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

\_\_\_\_\_  
*Signature or Property Owner*

\_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Date*

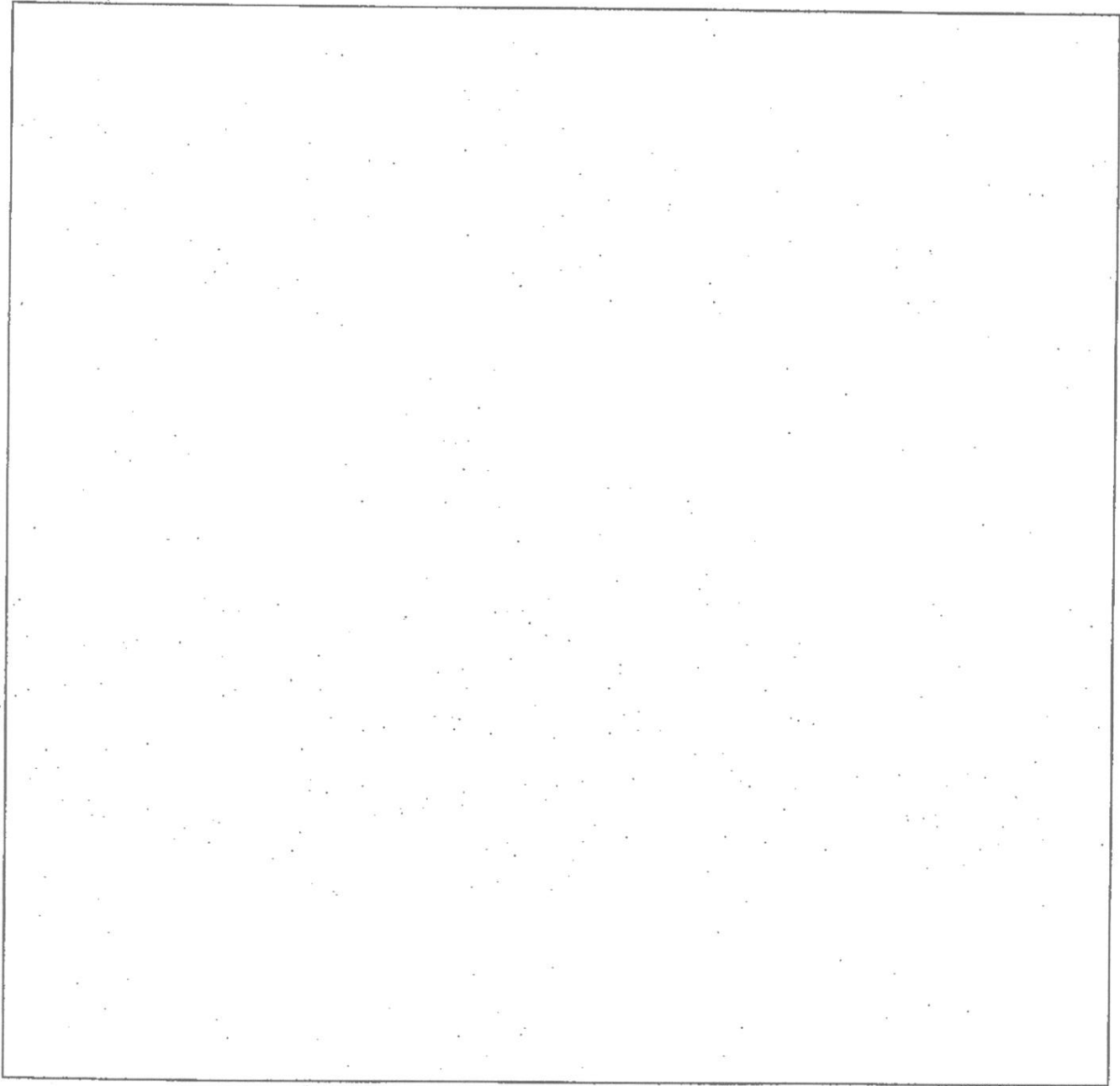
**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.

## SITE PLAN

- Property Lines
- North Arrow

- Scale of Drawing: 1 square = \_\_\_\_  
\_\_\_\_\_ feet



**Check box when complete:**

- Soils information
- Lakes, streams and wetlands
- Existing land uses onsite and neighboring properties
- Areas subject to flooding
- Existing and proposed structures, building footprints and setbacks
- Traffic generation
- Landscape plan including existing vegetation
- Roads labeled, access to lot/driveway
- Sewage treatment plans
- Storm water and Erosion Control plans
- Working and abandoned wells