GARAGE PERMIT REQUIREMENTS

The following information must be submitted to the building department before a 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 a building permit application form. Forms are available at the Department of Building Safety.

2. **Survey or Site Plan:** Provide an updated plan of the property showing all property lines, road right of ways, easements, existing buildings [with dimensions] and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines. A registered survey may be required when deemed necessary..

3. **Building Plans:**

   A. Elevation Drawings [exterior views] of front, rear and sides of finished building. Indicate the height from finished grade to the top of the sidewalls and peak.

   B. Section drawing [side, cutaway drawing] showing the details of the footings, foundation, beam sizes, wall and roof construction.

   C. Floor Plans of the garage floor showing the length and width of the garage, interior walls, plumbing and heating equipment, use of garage [car storage etc.], window/door locations and header sizes.

4. **Miscellaneous:**

Septic System Compliance Certificate: If the property is located in the Shoreland District or if the garage has plumbing fixtures that increase the water usage a Certificate of Compliance is required. The Certificate of compliance must be prepared by a Licensed Inspector or Designer I. A building permit will not be issued until a Certificate of Compliance or permit for the repair or replacement of the septic system has been received.

Grading and/or Filling Permits may be required if significant parcel or topographical alterations are proposed. Natural aesthetics of any parcel must be preserved where possible.

Zoning: A zoning application may be required if a variance, conditional use permit or special evaluation is

required. If the garage is for a use other than accessory storage to a dwelling contact the Building Official for additional requirements.

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

Inspections Required:

1. Footing inspection (before concrete is poured)
2. Framing
3. Electrical wiring rough-in and final
4. Final
5. Additional inspections may be required if plumbing or mechanical systems are installed

Footings: Detached garages may be placed on an approved floating slab.

Firewall: Garages attached to dwellings require a fire separation on the garage side of the common wall. The separation is required from the floor to the roof sheathing and common soffits. The separation material is typically one layer of ½" gypsum board (or equivalent). If the firewall terminates at the ceiling, the ceiling shall have gypsum board installed and the walls supporting the ceiling shall have gypsum board applied. The doors or openings in the wall must be 1 3/8" solid wood or have a 20-minute fire label.

Gas and Electric Utilities: Contact your local supplier for specific requirements.

Excavations: Before excavating call Gopher State One 48hours in advance at 651-454-0002, Greater Minnesota call 1-800-252-1166 to verify the location of underground utilities, etc.

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

Jim Braun, Zoning Administrator
Office of Planning & Zoning
2428-115th Avenue
Princeton, Minnesota 55371-6200

Metro: 763-389-3487
Toll Free: 1-800-851-3383
Cellular: 612-282-9496
Fax: 763-389-9587

BUILDING PERMIT APPLICATION

PERMIT #
TOWNSHIP

TOWNSHIP ZONING OFFICE
2428-115TH 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
☐ NEW ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ MOVE ☐ REMOVE

TYPE OF STRUCTURE
☐ SINGLE FAMILY ☐ ACCESSORY ☐ COMMERCIAL ☐ OTHER

USE OF BUILDING

TYPE OF WORK
☐ WOOD FRAME ☐ MASONRY ☐ METAL ☐ POLE TYPE ☐ PRE FAB ☐ OTHER

TOTAL SQUARE FEET	ESTIMATED VALUE OF WORK $	TYPE OF HEATING SYSTEM

I HEREBY APPLY FOR A BUILDING PERMIT AND ACKNOWLEDGE THAT THE INFORMATIONABOVE 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
☐ APPROVED ☐ 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
☐ APPROVED ☐ DENIED

BUILDING OFFICIAL VALUATION

USE	OCCUPANCY
TYPE OF CONST.	TOTAL SQ. FT.

NO STORIES	SPRINKLER REQUIRED ☐ YES ☐ NO	OCC. LOAD

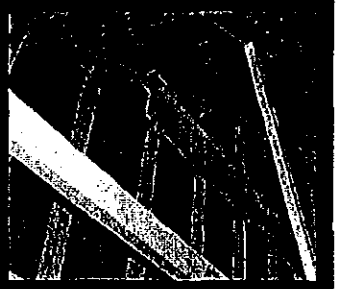
BUILDING PERMIT .....$_____.____
PLAN REVIEW FEE ....._____.____
STATE SURCHARGE ....._____.____
SEWER PERMIT....._____.____
PENALTY....._____.____
OTHER ....._____.____

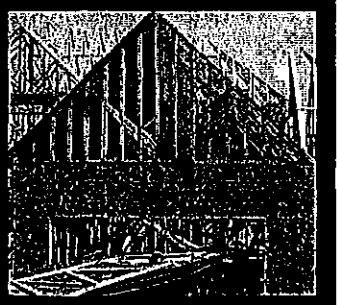
TOTAL.....$_____.____

COMMENTS:

GARAGES

Guidelines for planning the construction of a garage.





Admin Minnesota
DEPARTMENT OF ADMINISTRATION

Building Codes and Standards Division
408 Metro Square Building
121 East 7th Place
St. Paul, MN 55101-2181
651.296.4639
TTY: 800.627.3529
Fax: 651.297.1973

www.buildingcodes.admin.state.mn.us

www.mncodes.org

BCSD-GI012 3-04

PERMITS

Building permits are required for construction of all garages. The Minnesota Building Code differentiates between attached and detached garages and there are some differences in the requirements. Garages must also meet the land use and setback requirements of the City Zoning Code. Zoning questions should be directed to the local Planning and Zoning Department.

PERMIT FEES

Permit fees are established by the municipality. The plan review is done by the building inspector in order to spot potential problems or pitfalls that may arise. The inspector will make notes on the plan for your use. Construction inspections will be done during the project to insure code compliance. The plan review and inspections are done to provide a reasonable degree of review and observation so the project will be successful, safe, and long-lasting. Actual permit costs can be obtained by calling your local Building Inspection Department with your construction costs. Actual permit fees will vary by community. Contact your local code official.

REQUIRED INSPECTIONS

a. Footing / Concrete Slab

To be made after all form work is set up, mesh laid, rods, wired, etc. but PRIOR TO THE POURING OF CONCRETE.

b. Framing

To be made after all framing, blocking, bracing and rough electrical (if any) are in place. (This inspection can be completed at the time of the final inspection if all parts will be visible and accessible at the final inspection.)

c. Final

To be made upon completion of the garage electrical, final, and finish grading.

d. Other Inspections

In addition to the inspections above, the inspector may make or require other inspections to ascertain compliance with the provisions of the code or to assist you with your questions or concerns during the construction process.

PLANS: SITE, FLOOR, and ELEVATION

The following samples show the minimum detail expected so the permit process can proceed smoothly. Plans should include all of the information requested.

Submit TWO copies of all documents.

GARAGES continued

GENERAL BUILDING CODE REQUIREMENTS

a. **Footings** must extend to frost depth for all attached garages. A "floating slab" may be used for the foundation support of detached garages on all soils except peat and muck. Slab perimeter must be sized and/or reinforced to carry all design loads. The minimum slab thickness must be 3 1/2 inches and 6 inch x 6 inch mesh or equivalent is recommended. The minimum concrete strength required is 3000 pounds per square inch. Protect concrete from freezing until cured.

b. **Anchor Bolts or straps:** Foundation plates must be anchored to the foundation with not less than 1/2 inch diameter steel bolts, or approved straps, embedded at least 7 inches into the concrete and spaced not more than 6 feet apart. There must be a minimum of two bolts per piece with one bolt located within 12 inches of each end of each piece. Anchor straps must be installed per the manufacturer.

c. **Sill Plate:** All foundation plates on sills and sleepers on a concrete or masonry slab, which is in direct contact with earth, and sills which rest on concrete or masonry foundations must be of approved treated wood, heartwood of redwood, black locust or cedars having a width not less than that of the wall studs.

d. **Wall Framing:** Studs must be placed with their wide dimension perpendicular to the wall, and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is 2 X 4 and spaced not more than 24 inches on center.

e. **Top Plate:** Bearing and exterior wall studs need to be capped with double top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double top plates must be offset at least 24 inches.

f. **Sheathing, Roofing, and Siding:** Approved wall sheathing, siding, roof sheathing and roof covering must be installed according to the manufacturers specifications. Wall sheathing may be required to have a weather-resistive barrier installed over the product prior to application of the siding product.

g. **Wood and Earth Separation:** Wood used in construction located nearer than 6 inches to earth shall be treated wood.

h. **Roof Framing:** Size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, the type of material being used, and the loading characteristics being imposed. Garages must be designed for the appropriate snow load in your area. (Contact your local building inspector). A snowload map is posted at: www.buildingcodes.admin.state.mn.us.

Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1 inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than 2 inches (nominal) thickness and not less in depth than the cut of the rafter.

Rafters must be nailed to the adjacent ceiling joist to form a continuous tie between exterior walls when the joists are parallel to the rafters. Where not parallel, rafters must be tied by a minimum 1 inch by 4 inch (nominal) cross tie spaced a minimum four foot on center. Manufactured trusses are to be installed per the manufacturer.

i. **Separation required.** The garage shall be separated from the residence and its attic area by not less than 1/2 inch (12.7 mm) gypsum board applied on the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 1/2 inch (12.7 mm) gypsum board or equivalent.

GOPHER STATE ONE CALL

Call at least 2 full business days before you dig.
1-651-454-0002 1-800-252-1156 www.gopherstateonecall.org

Contact your local building code official regarding specific code and permit requirements in your municipality or if you have any questions regarding information presented in this brochure.

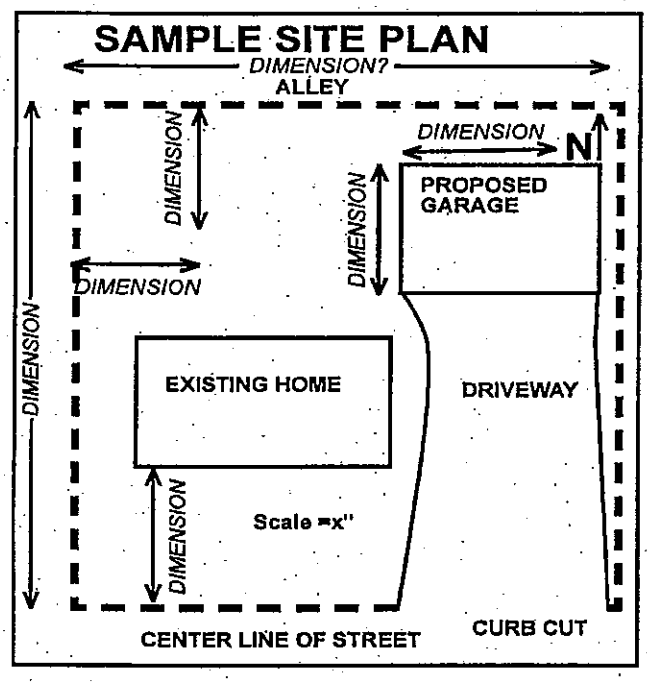
GARAGES continued

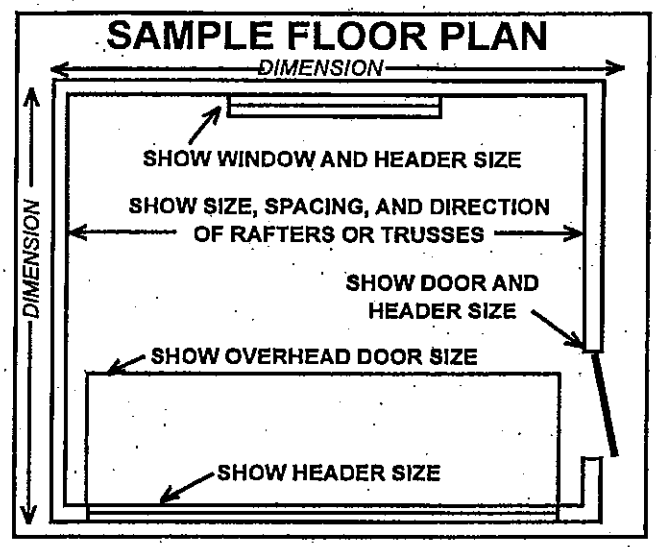
PLANS: SITE, FLOOR, and ELEVATION

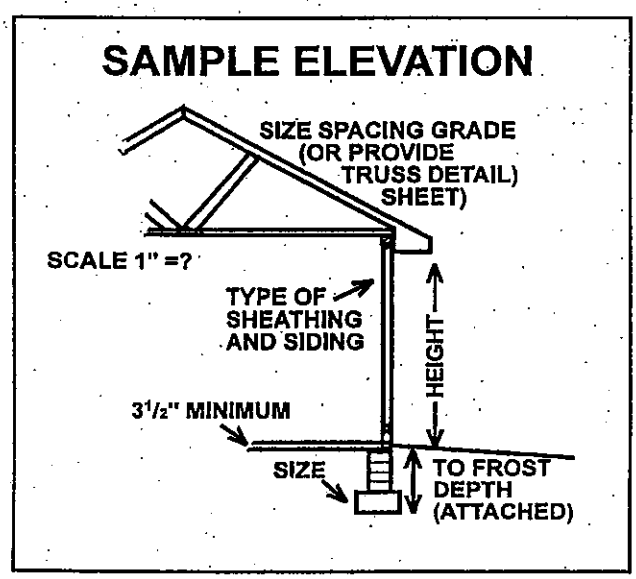
The following samples show the minimum detail expected so the permit process can proceed smoothly. Plans should include all of the information requested. **Submit 2 copies of a survey or site plan** drawn to scale indicating the lot dimensions, the location and size of the existing structure(s), and the location and a size of the proposed structure. Indicate the setbacks from property lines of the existing and proposed structure(s). Including septic system area and wells if applicable.

SITE PLAN

1. Proposed size of garage.
2. Location and size of door and window opening.
3. Size of headers over all doors and window openings.
4. Size, spacing, and direction of rafter (roof) materials.
5. Type (grade and specie) of lumber to be used.







ELEVATION:

1. Height of structure from grade.
2. Size and depth of footings.
3. Wall and roof construction.

STANDARD FLOATING SLAB DETAIL
(MAY BE USED ON DETACHED GARAGES ONLY)

NOTE - SEPARATION TO UNTREATED WOOD (I.E.) SHEATHING/SIDING.

FLOATING SLABS SHOULD BE DESIGNED TO CARRY INTENDED LOADS BASED ON SOIL CONDITIONS. REFER TO TABLE in the 2000 International Residential Code Section R403.1.1.

SITE PLAN

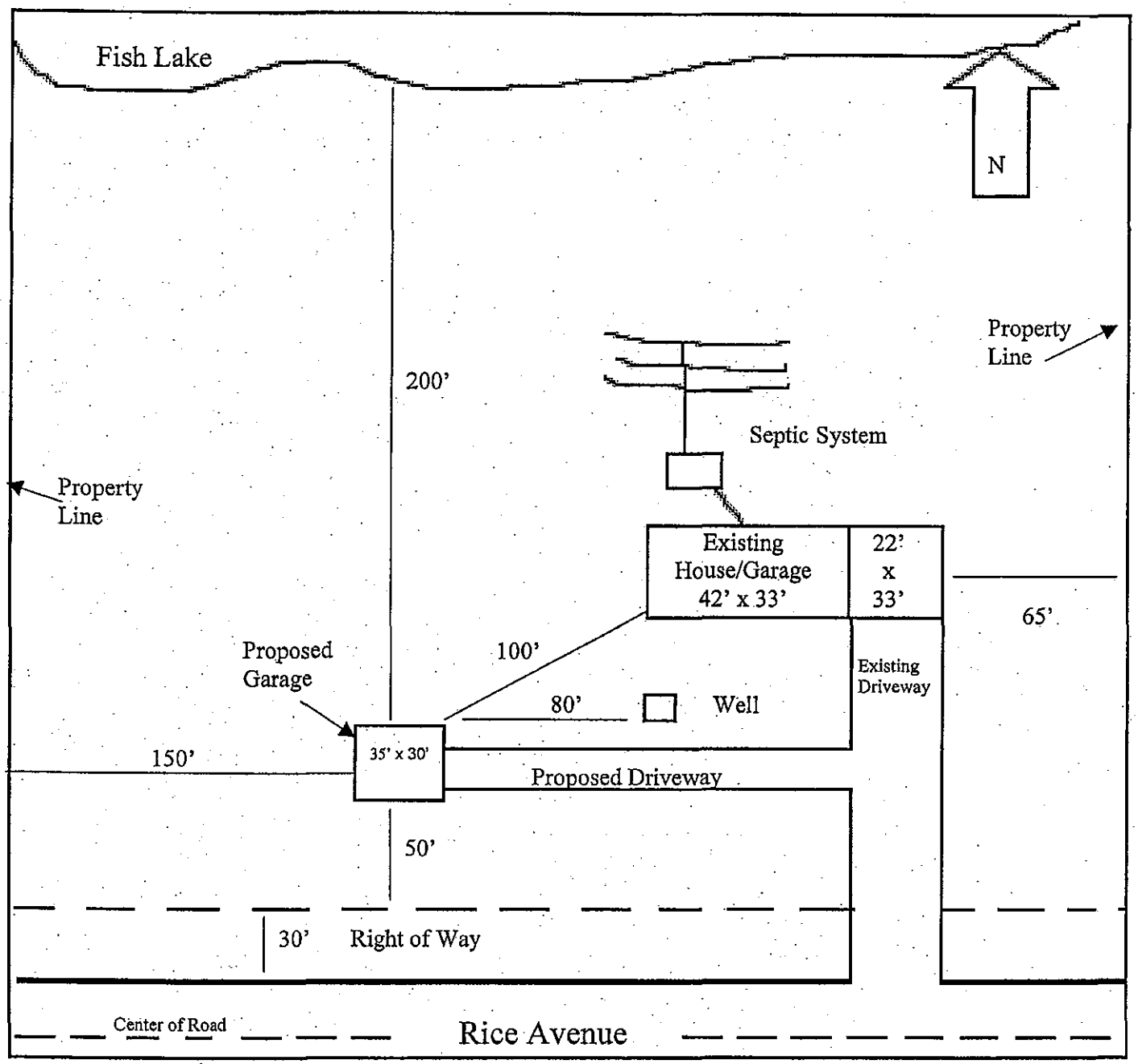
- ☐ Property Lines
- ☐ North Arrow
- ☐ Scale of Drawing: 1 square = ___ _____ feet

Required Information as per Section 505.16 of the Rice County Zoning Ordinance – Can be submitted on separate sheet
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

SAMPLE SITE PLAN

- ☐ Property Lines
- ☐ North Arrow
- ☐ Scale of Drawing: 1 square = ___ _____ feet



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- ☐ Landscape plan including existing vegetation
- ☐ Roads labeled, access to lot/driveway
- ☐ Sewage treatment plans
- ☐ Storm water and Erosion Control plans
- ☐ Working and abandoned wells

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.

PLANNING & ZONING DEPARTMENT

Jim Braun, Zoning Administrator
2428-115th Avenue
Princeton, Minnesota 55371-6200

Metro (763) 389-3487
Out State 1-800-851-3383
Cellular (612) 282-9496
Fax (763) 389-9587

Identify all General Contractors and Sub-Contractors to be performing work on this project:

	Name	*Phone No:*	*License No:*
A.	Architect or Engineer:		
B.	General:		
C.	Excavator:		
D.	Masonry:		
E.	Carpentry:		
F.	Roofing:		
G.	Insulation:		
H.	Sheetrock:		
I.	Plumbing:		
J.	Heating:		
K.	Septic:		
L.	Well Driller:		
M.	Electrical:		

I, the undersigned, do hereby agree, in the case that a permit is granted, that all work shall be done and all materials that are used shall comply with the plans and specifications herewith submitted, and with all ordinances and building codes.

Signature of applicant:_____ Date:_____

State of Minnesota
Board of Electricity

Residential Electrical Inspection

Checklist

Generally, **Minnesota law** requires all electrical work to be performed by licensed, bonded and insured electrical contractors and their employees.

Homeowners, within strict limitations, are exempt from electrical licensing.

*An **owner** is a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction.*
Minnesota Statutes 326.01, Subd. 6e

A separate request for electrical inspection form with the required fees must be submitted to the Board of Electricity at or before commencement of any electrical installation that is required by law to be inspected.

All wiring shall be inspected before it is concealed and the installer shall notify the inspector when the wiring is complete, before the wiring is utilized and the associated space occupied.

When an owner files a Request for Electrical Inspection form and inspection fees with the Board of Electricity or other electrical inspection authority, that person is signing an affidavit that they own and occupy the residence and that they personally and physically will perform all of the electrical work, including the laying out of such work.

It is illegal for an owner to install electrical wiring in mobile home or recreational vehicle parks, or on property that is rented, leased, or occupied by others.

STATE ELECTRICAL INSPECTORS ARE AVAILABLE WEEKDAYS ONLY
Between 7:00 am and 8:30 am

To request an inspection or to answer electrical questions call:
Randy Edel at (507) 334-3748

The following is a portion of the statutes that regulate excavations in Minnesota. Municipalities should contact Gopher State One Call to obtain copies of the display and informational handouts that are required to be displayed. Metro area call: 651.454.0002, Greater Minnesota: 1.800.252.1166 or visit their web site at: www.gopherstateonecall.org

216D.02 Notice to excavator or operator.

Subdivision 1. Display and distribution. Local governmental units that issue permits for an activity involving excavation must continuously display an excavator's and operator's notice at the location where permits are applied for and obtained. An excavator and operator's notice and a copy of sections 216D.03 to 216D.07 must be furnished to each person obtaining a permit for excavation.

Subd. 2. Form. The notification center shall prescribe an excavator and operator's notice. The notice must inform excavators and operators of their obligations to comply with sections 216D.03 to 216D.07. The center shall furnish to local governmental units:

(1) a copy of the notice and sections 216D.03 to 216D.07 in a form suitable for photocopying;

(2) a copy of the display and distribution requirements under subdivision 1; and

(3) the telephone number and mailing address of the notification center.

HIST: 1987 c 353 s 8

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Minnesota State Contractor License Law

Notice to Homeowners:
Be Sure Your Contractor is Licensed

Know Your Rights

The State of Minnesota recently adopted a statewide "*Contractor and Remodeler License Law.*" This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Commerce. Homeowners can call the Commerce Department Licensing Division at 1-800-657-3602, 651-296-2488 or visit the web site @ *www.commerce.state.mn.us* to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

Exceptions to Being Licensed

State law exempts contractors who have gross annual receipts from the construction business of less than $15,000.00. Also exempt are specialty contractors who perform only one specialty skill. .

Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contact signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

Working on Your Own Home

You can obtain permits to do work on your own home. The License Law was written to insure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the
Minnesota Department of Commerce at 800/657-3602 or 651/296-2594