

REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES

The following information must be submitted to the Zoning Administrator before a building permit can be Processed and approved:

1. Building Permit Application form
2. Survey or Site Plan (two copies)
3. Building Plans (two copies)
4. Septic System Certificate of Compliance?
5. Miscellaneous as required

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required.

1. Building Permit Application: Complete the attached application form

2. Survey or Site Plan: Provide an updated plan of the property showing all property lines, lakes, streams, rivers, bluffs, steep slopes, wetlands, road right of ways, easements, septic tanks- drainfield existing buildings [with dimensions] and project address or map number. Diagram the proposed addition location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. See attached sample site plan, zoning setback and lot size requirements. A registered survey may be required at the discretion of the Planning Department.

3. Building Plans:

- A. Elevation Drawings [exterior views] of front, rear and sides of finished addition. Indicate the height from finished grade to the top of the side walls and peak.
- B. Section drawing [side, cutaway drawing] showing the details of the footings, foundation, floor, wall and roof construction.
- C. Floor Plans of the basement and each floor showing the length and width of the addition, room dimensions and use [bedroom, bathroom etc.], finished and unfinished areas, window and door locations, header sizes, interior walls, stairs and plumbing/heating fixtures.

4. Septic System Certificate of Compliance?:

A Certificate of Compliance is required if the property is located in the shoreland district or if there is a bedroom addition. Certificates of Compliance must be completed by a Licensed Septic Inspector or designer I. If the septic system is not in compliance a building permit will not be issued until a permit is obtained for the repair or replacement of the septic system.

5. Miscellaneous: 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 Permit Application is required if a variance, conditional use permit or special evaluation is required. A handout defining required property line, shoreland and road right of way setbacks is available at the Planning Office.

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

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

PRJ #
FIRE #

GENERAL INFORMATION TO BE COMPLETED BY APPLICANT							
PROPERTY ADDRESS							
LEGAL DESCRIPTION							
SEC	TWP	RANGE	LOT	BLOCK	SUBDIVISION OR QTRQTR	ACRES	
NOTE: IF PROPERTY IS A METES AND BOUNDS DESCRIPTION ATTACH COPY OF EXACT LEGAL							
PROPERTY OWNER NAME				ADDRESS-CITY, STATE, ZIP		(TEL. NO.)	
CONTRACTOR NAME				ADDRESS		STATE LICENSE 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\$..... PLAN REVIEW FEE STATE SURCHARGE SEWER PERMIT PENALTY..... OTHER TOTAL\$.....		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED					
BUILDING OFFICIAL VALUATION					
USE	OCCUPANCY				
TYPE OF CONST.	TOTAL SQ. FT.				
NO STORIES	SPRINKLER REQUIRED	OCC. LOAD			
	<input type="checkbox"/> YES <input type="checkbox"/> NO				
COMMENTS:					

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:

	<i>Name</i>	<i>Phone No:</i>	<i>License No:</i>
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: _____

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

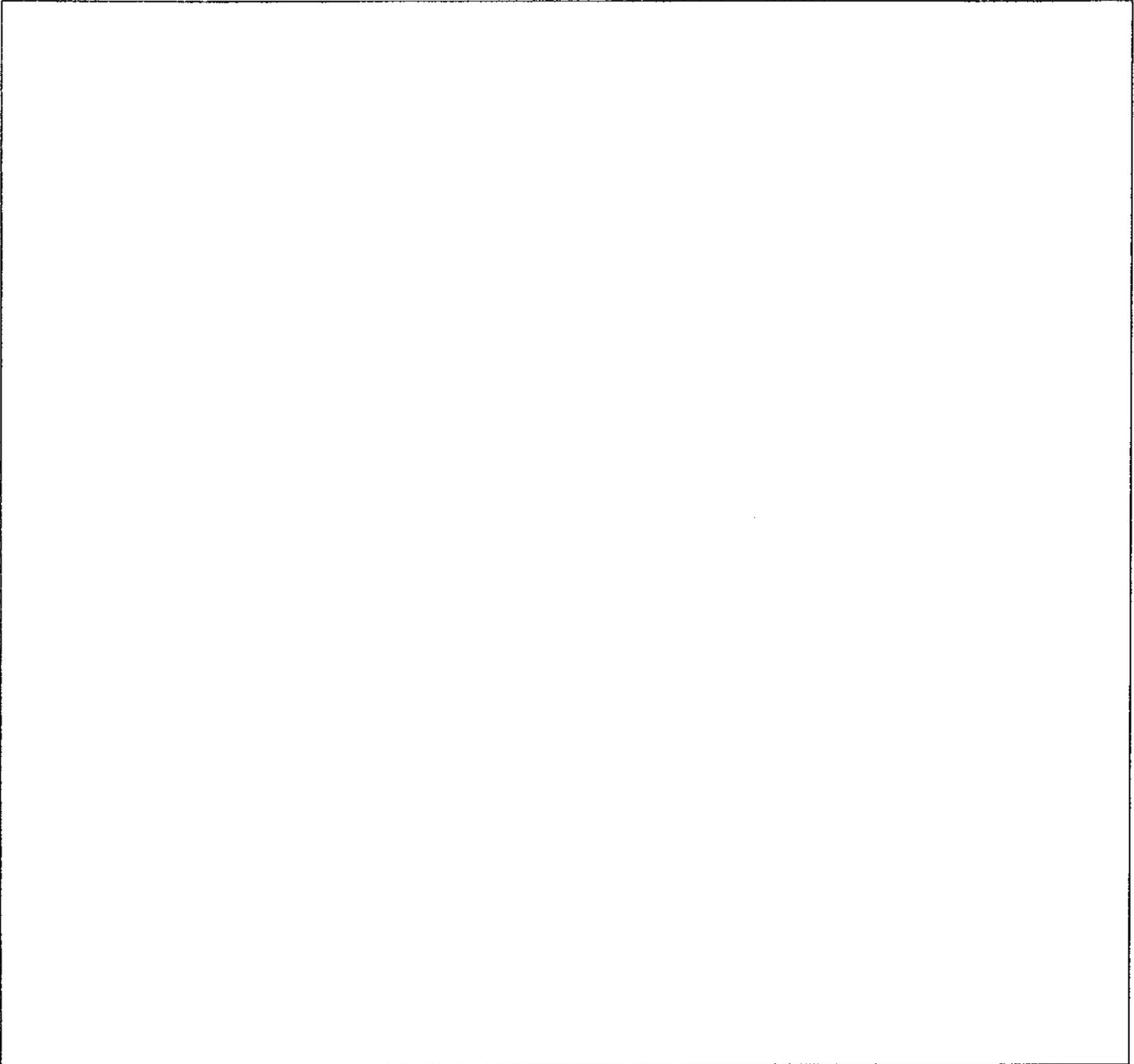
Please return this signed waiver with the Building Permit Application.

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



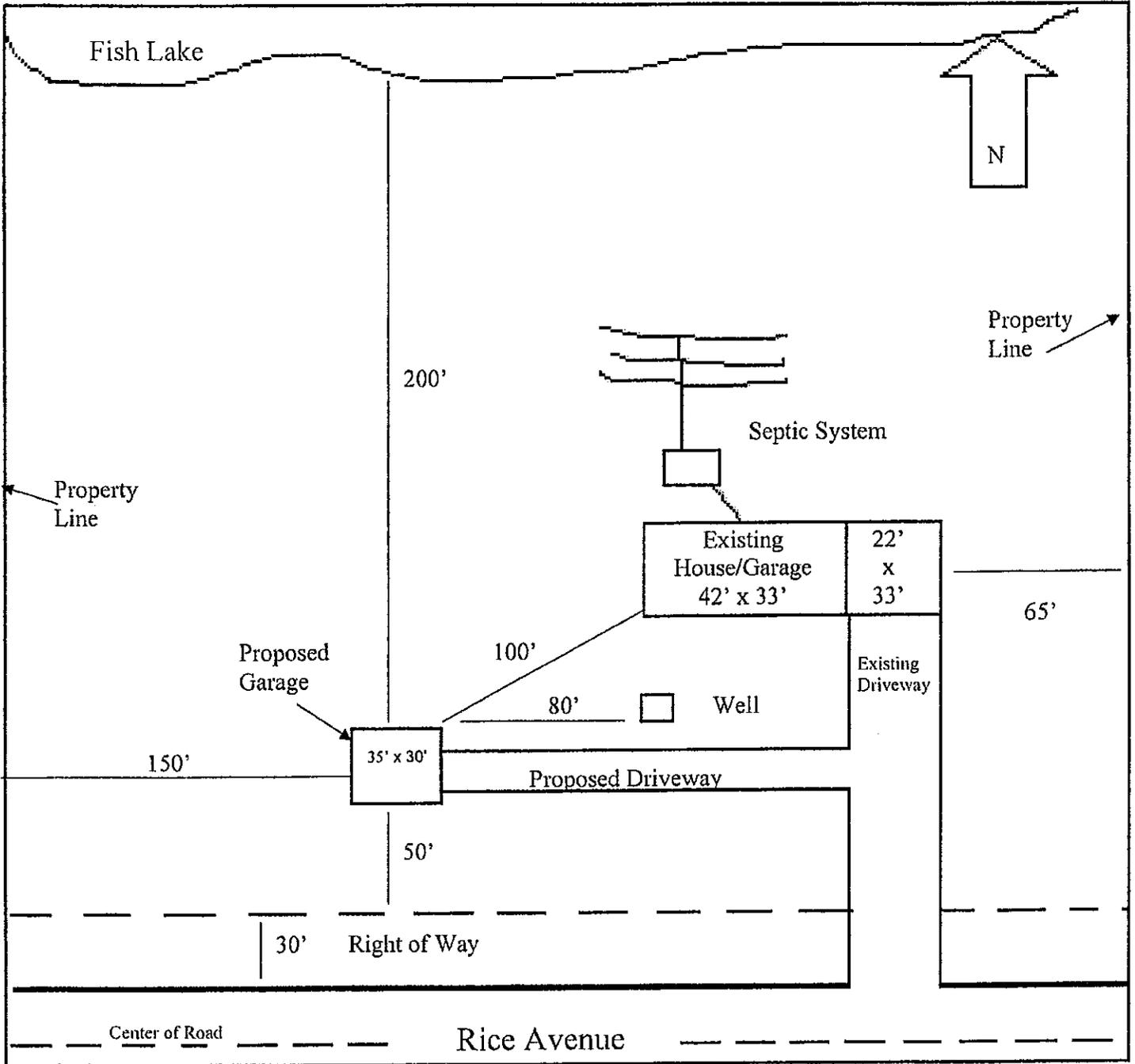
Check box when complete:

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

SAMPLE SITE PLAN

- Property Lines
- North Arrow

Scale of Drawing: 1 square = ____ feet



Check box when complete:

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

PORCHES

Guidelines for planning
the construction
of a porch



PERMITS

Building permits are required for construction of all new three and four-season porches and for conversion of a three season porch to four season.

The Minnesota Building Code requires porches that are to be heated (four season porches) to comply with the state Energy Code in addition to other provisions of the code for construction of heated structures. Porches must also meet the land use requirements of the community's zoning code. Zoning questions should be directed to the local planning and zoning department.

PERMIT FEES

Building 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 may make notes on the plan for your use. Construction inspections will be done assuming the materials you use are installed safely. 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 estimated construction value.

Note: Setbacks from property lines vary depending upon the city and zoning district your home is located in. Some communities have other zoning provisions which may include, lot coverage or screening.

Contact the Building or Planning Department in your community for the requirements in your location. This is an important first step in the planning for any porch project.

Your Building Inspector will need:

1. Application for permit.
2. Site plan or survey.
3. Floor plan.
4. Section.
5. Elevation.
6. Energy calculation work sheet (required if the porch is to be heated.)

REQUIRED INSPECTIONS

1. Footings: After the holes are dug, but **PRIOR TO THE POURING OF CONCRETE!**
2. Framing: To be made after all framing, blocking, and bracing are in place and prior to covering the construction so as to make it inaccessible for inspection. (This inspection can be completed at the time of the final inspection if all parts of the framing will be visible and accessible at the final inspection.)
3. Final: To be made upon completion of the porch and finish grading.
4. Other Inspections: In addition to the three 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.



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](http://www.buildingcodes.admin.state.mn.us)

www.mncodes.org

PORCHES *continued*

GENERAL BUILDING CODE REQUIREMENTS

- a. Footings must be extended to frost depth and located at extremities of the deck or engineering may be required.
- b. Wood joists 18 inches or closer to grade or wood beams 12 inches or closer to grade and their supports must be of an approved treated wood or wood with natural resistance to decay (heartwood of cedar or redwood.)
- c. Columns and posts in contact with the ground or embedded in concrete or masonry must be of special pressure treated wood approved for ground contact.
- d. All porches, balconies or decks, open sides of landings and stairs which are more than 30 inches above grade or a floor below must be protected by a guard not less than 36 inches in height. Open guard and stair railings require intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
- e. If a stairway is to be provided, it must be not less than 36 inches in width. Stairways may be constructed having an 8-inch maximum rise (height) and a 9-inch minimum run (length). The largest tread rise and tread run may not exceed the smallest corresponding tread rise or run by more than $\frac{3}{8}$ inch. Stairways must be constructed of 2x material. Stairway illumination as required by code.
- f. Handrails are required on all stairways having 4 or more risers. Handrails may not be less than 1 $\frac{1}{4}$ " nor more than 2 $\frac{3}{8}$ " in cross sectional area. Handrails must be installed not less than 34 inches nor more than 38 inches above the nosing (front edge) of treads and they must be returned to a wall or post.
- g. All exterior construction members exposed to the weather shall be of approved wood of natural resistance to decay such as cedar, redwood or treated wood.
- h. **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.
- i. **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.
- j. **Sheathing, Roofing and Siding:** Approved wall sheathing, siding, roof sheathing, and roof coverings must be installed according to the manufacturer's specifications.
- k. **Ice and water barrier:** Two layers of 15# roofing felt solidly mopped together or one of the approved ice and water shield underlayment materials must be installed on all roofs over porches.
- l. **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. Porches must be designed for the snow load required locally. Contact your local Inspection Department for details. 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 to a minimum 1-inch by 4-inch (nominal) cross tie spaced a minimum four feet on center. A properly sized and supported ridge beam may be used as an alternative to ridge board with ties for a vaulted ceiling. (see sample). If manufactured trusses are to be used, submit 1 copy of truss plans signed by a registered engineer.

m. **Outside meters, wells, and septic systems.** If relocation is needed, redesign may be necessary.

n. **Outside water meter readers.**

If relocation is needed, redesign may be necessary.

PLANS: SITE, FLOOR, and SECTION

The following text and sample drawings show the minimum detail expected so the permit process can proceed smoothly. Plans do not need to be professionally drawn. However, plans should include all of the information requested. The application for permit can be filled out at the time you drop off your plans. Permits can usually be handled by mail by calling the Inspection Department. Submit 2 copies of a certificate of 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.

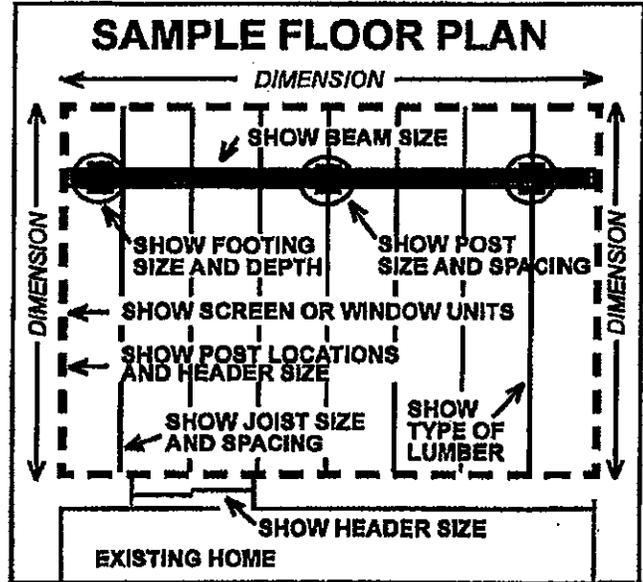
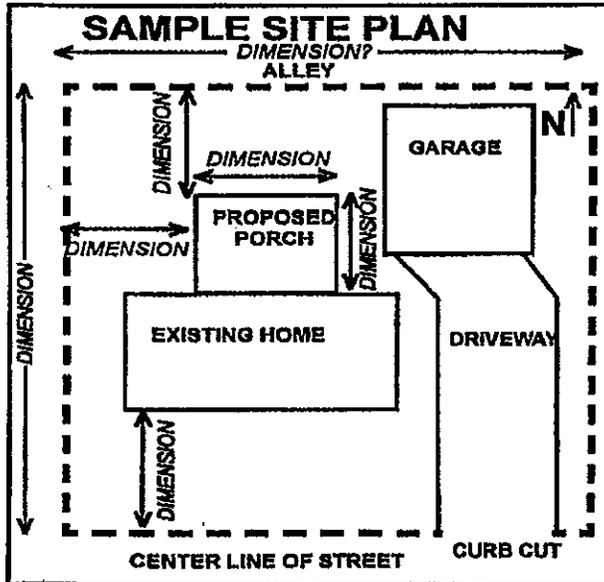
PORCHES *continued*

SITE, FLOOR and ELEVATION PLANS

Submit 2 copies of each. All drawings need to be drawn to scale and should be shown on the drawing.

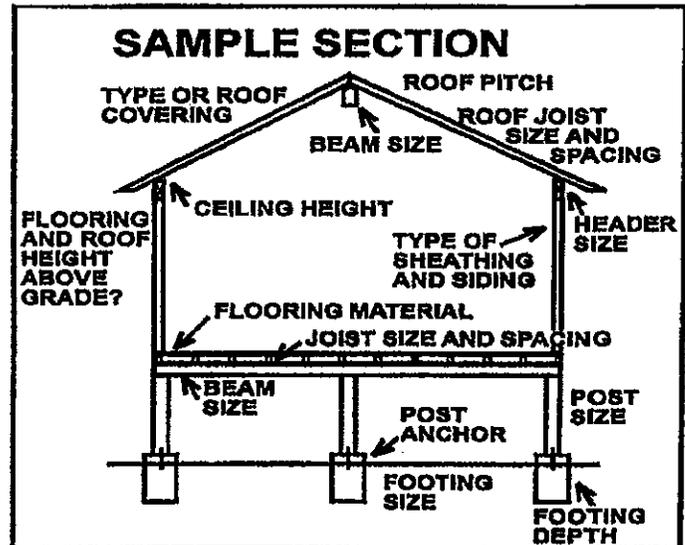
Floor plans showing proposed design and materials.

1. Proposed size of porch.
2. Location and size of windows.
3. Size of headers over all doors and window openings.
4. Size, spacing, and direction of rafter (roof) materials.
5. Size and spacing of floor joists.
6. Size, location, and spacing of posts.
7. Type (grade and specie) of lumber to be used.



SECTION PLAN

1. Height of structure from grade.
2. Size and depth of footings.
3. Guardrail height and spacing (if any).
4. Stairway rise/run and handrail height (if any).
5. Clearance of over-head wires (if applicable).



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.



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 contract 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

