

PLEASE PRINT CLEARLY

Date: _____ Type: Residential Commercial

The Applicant Is: Owner Contractor

Site Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Legal Description:

Subdivision _____ Lot _____ Block _____ PID _____

Property Owner:

Name: _____

Contact Person: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor:

Company Name: _____

License / Bond: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone: _____ Cell: _____

Describe Work:

Total Job Valuation \$: _____

- 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 is 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.

Signature of Contractor/ Responsible Party _____ Print Name _____ Date _____

Approved by Building Inspector / Signature _____ Print Name _____ Date _____

<i>City / Township Use Only</i>
Permit #:
Date:
Permit Fee:
Plan Check Fee:
Penalty Fee:
Plumbing Fee:
Mechanical Fee:
Fireplace Fee:
Water Access Charge:
Sewer Access Charge:
Water Meter Fee:
Lawn Escrow:
Water / Sewer Install :
Other:
Other:
LUP Refund:
Surcharge Fee:
Total:
Reviewed for Zoning: _____ Initials / Date
Reviewed by Engineer: _____ Date

BECKER TOWNSHIP CHECKLIST

Deck, Garage, Shed, Porch & Additions

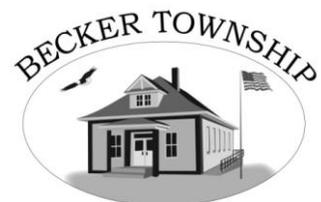
This handout is a guide only and does not contain all of the requirements of the Minnesota State Building Code or Township Ordinances.

Becker Township and the City of Becker work together to simplify your building project permit process. For your convenience, all building permit paperwork may be submitted to Becker City Hall. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **three weeks** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions. **** All Electrical Permits are pulled separately from this permit****

The following documents are required at time of permit submittal so that all departments can complete their plan reviews and grant approval for your project:

- Completed and signed Building Permit application (page 1).
- Septic compliance report or proof of new septic installation (dated within the last 10 years of permit application). Compliance reports are completed at the expense of the homeowner. If you need a compliance report completed, please call a septic installer. If you are unsure if one exists, you can call the City (763-200-4239). Please be aware if your septic system fails the compliance check you will be required to update your septic system within 18 months regardless of moving forward with your building permit application.
- Certificate of survey (recommended) or site plan (see page 4 for an example) showing the existing structures, names of all abutting streets, proposed structure location, dimensions and distances to property lines, well, septic tanks, septic drain field and any other structures.
- Approved Land Use Permit (LUP) from Sherburne County. If you have wetlands on your property or are on a lot within a river shoreland or scenic river district you will be required to obtain this permit. If there are no wetlands on your property the LUP is not required. Staff can help you determine if one is required. If required, you will need to submit a Land Use Permit application (see pages 6-7) to Sherburne County. **Land Use Permits are \$100, which is refunded off the price of the building permit. Cash or check is the only accepted form of payment at Sherburne County.** Sherburne County will forward the LUP to the City on your behalf.
- Two paper sets of building plans drawn to scale (see page 11 for sample).
- All deck applications will require a supplement to the building permit application (see page 9). Additional tips for building decks are included on pages 10-12.
- All basement additions or projects requiring excavation will need a soil boring at the site to verify building three feet above mottling. A report detailing these findings must be submitted with the application.
- Written permission from Carefree County Club for any permits pulled within their property.
- Electronic submission of all documents larger than 8 ½ x 11 to permits@ci.becker.mn.us. The subject line of the email shall include the Property address / PID # and Builder Name.

Contact City of Becker with any questions (763-200-4239)
Submit completed building permit applications to:
City of Becker, 12060 Sherburne Ave SE, Becker MN 55308
Hours: Mon – Fri, 8:00am – 4:30PM
Becker Township website: www.beckertownship.org



CITY OF BECKER CHECKLIST

DECK, GARAGE, SHED, PORCH & ADDITIONS

This handout is a guide only and does not contain all of the requirements of the Minnesota State Building Code or City Ordinances.

To facilitate your project and the permit process please make sure all components of the application are completed prior to submittal. Permitting time will depend on the complexity of the work and the completeness of the document submittals. Please allow up to **one week** for review and issuance of the permit. If you have questions or concerns regarding building code, Metro West (763-684-0383) will be happy to speak with you to answer questions. **** All Electrical Permits are pulled separately from this permit****

The following documents are required at time of permit submittal so that all departments can complete their plan reviews and grant approval for your project:

TWO COMPLETE SETS OF PLANS, SPECIFICATIONS AND SUBMITTAL DOCUMENTS ARE REQUIRED AT THE TIME OF PERMIT APPLICATION:

- Completed and signed Building Permit application.
- Certificate of survey or site plan (see page 4) drawn to scale showing all existing structures, names of all abutting streets, proposed structure location, dimensions and distances to property lines and other structures.
- Two sets of paper building plans drawn to scale (see page 11 for sample).
- All deck applications will require a supplement to the building permit application (see page 9). Additional tips for building decks are included on pages 10-12.
- A grading plan must be submitted for any basement additions or projects requiring excavation.
- Electronic submission of all documents larger than 8 ½ x 11 to permits@ci.becker.mn.us. The subject line of the email shall include the Property address / PID # and Builder Name.

**Contact City of Becker with any questions (763-200-4239).
Submit completed building permit applications to:
City of Becker, 12060 Sherburne Ave SE, Becker MN 55308
Hours: Monday – Friday, 8:00AM – 4:30PM**



PROPERTY INFORMATION SHEET

For Deck, Garage, Shed, Porch and Additions

This Property Information sheet is used so you, as the applicant, are aware of the requirements for the property being reviewed and to more efficiently review your application. This sheet shall be completed and submitted in conjunction with all other requirements for a building permit. If it is not, the review will be placed on hold.

Please contact the City (763.200.4239) to obtain any of this information.

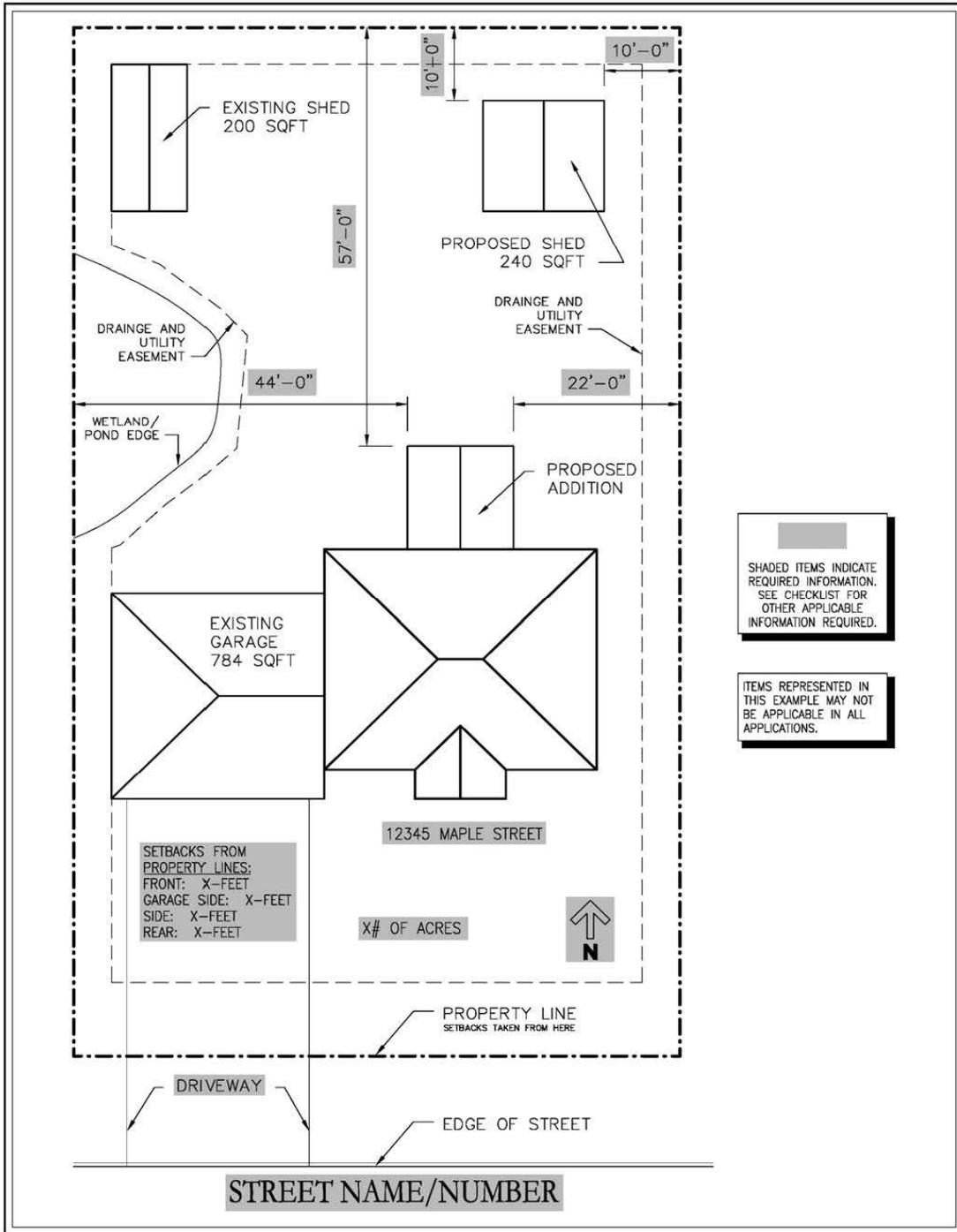
Street Address: _____ Acreage of Property: _____

For Sheds, Garages, Building Additions, Decks and Porches:	
Required Setbacks*	
Front: _____	ft
Side: _____	ft
Side: _____	ft
Rear: _____	ft
Proposed Setbacks*	
Front: _____	ft
Side: _____	ft
Side: _____	ft
Rear: _____	ft
Proposed setbacks cannot be less than the required setbacks	
*Setbacks are from property lines not from street / curb edges	
Accessory Structure Square Footage Permitted*	
Total Allowed Square Footage: _____	
Total Proposed Square Footage: _____	
*Total number of accessory structures allowed in the City is three.	

If a survey is not available, please draw the site plan in this location.

SAMPLE SITE PLAN

(This does not need to be a computer generated drawing.)



**SHERBURNE COUNTY ZONING
ADMINISTRATION**

13880 Business Center Drive Elk River, MN 55330
763-765-4450 / 1-800-438-0578 Fax: # 763-765-4467
E-mail: zoning@co.sherburne.mn.us

Date Rec'd by CITY:	
Date Rec'd by COUNTY:	
Land Use Permit Fee:	\$100.00
Note: Other permits and fees may be required after initial Land Use Permit Review	

APPLICATION FOR LAND USE PERMIT

Lake or River: Mississippi Rec & Scenic River Districts: Wetland:

Contractor Name: _____ Mobile/ Pager: _____
Address: _____
City: _____ State: _____ Zip Code _____
Telephone: _____

Property Owner Name: _____ Telephone: _____
Address: _____ Mobile/ Pager: _____
City: _____ State: _____ Zip Code: _____

Lot Area (acres or square feet): _____
Property Address: _____
Describe Project: _____

What is the intended use of this building: _____

Will the building be connected to a septic system? Yes No

Does this property have a wetland on it? Yes No

THE FOLLOWING ITEMS MUST BE SUPPLIED WITH APPLICATION:

- _____ Site Plan (showing project location and proximity to wetland, lake, river etc)
- _____ County may determine that a site visit is necessary.
- _____ Fees Paid

AGREEMENT: I hereby certify that the information herein is correct and agree to do the proposed work in accordance with the description on this application and according to the provisions of the ordinances of Sherburne County, Minnesota. I further agree that any plans and specifications submitted herewith shall become a part of this permit application. I also understand that by applying for this permit, I grant the zoning authority access to the above property for inspections throughout the application and permitting process.

Dated _____ Signature of Owner _____
Printed Name of Owner _____

Dated _____ Signature of Contractor _____
Printed Name of Contractor _____

**FOR PROJECTS LOCATED NEAR A LAKE OR RIVER, MISSISSIPPI RECREATIONAL
AND SCENIC RIVER DISTRICT AND WETLANDS PLEASE INCLUDE THE FOLLOWING
ON THE SITE PLAN.**

For all water features please provide the following:

- Project purpose and description
- Locations and dimensions of proposed projects, activity or structures.
- Property boundaries and dimensions
- Proposed projects, activity or structures setbacks from:
 - o lot lines
 - o bluff
 - o Ordinary High Water Level (OHWL)
- Driveway and parking setback from OHWL
- Vegetation being removed and replaced
- Proposed grading, excavating and filling including slopes
- Intended use of building
- Directional arrow and scale
- Erosion and sediment controls
- Location of the septic system and well
- Stormwater management (directional flows & infiltration)
- Spoil and disposal location
- Proposed time line

Mississippi Recreational and Scenic River District

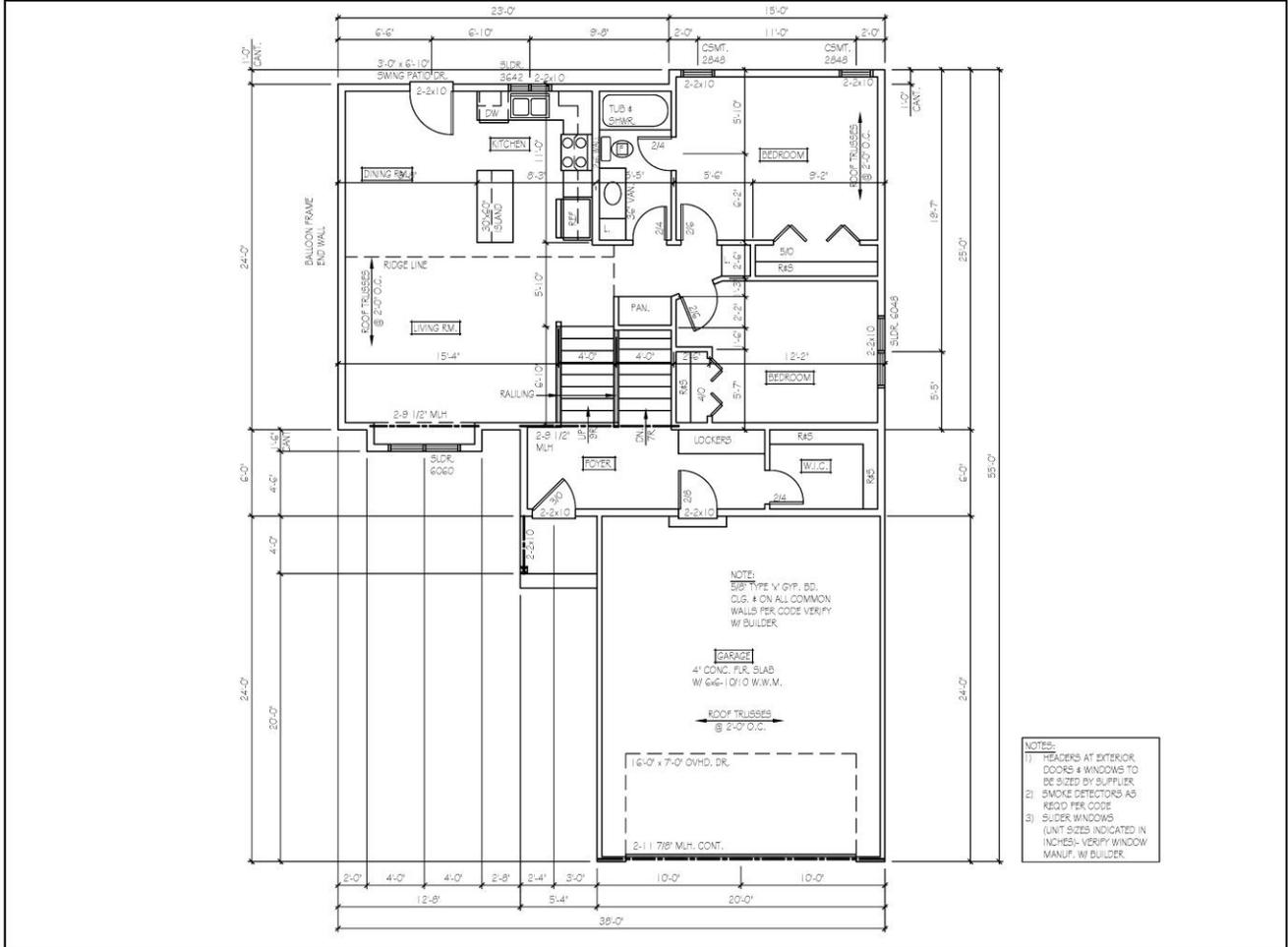
- Proposed and existing impervious surface
- Proposed lowest floor elevation (including crawl spaces)
- Proposed and existing retaining walls, stairs, ice ridges, decks, patios, beach, etc.
- Location of ALL structure on property
- Screening of proposed structure/project (vegetation preferred)

Wetlands

- Locations and dimensions of proposed projects, activity must include a plan and profile drawing
- Grading, excavating or filling past and present
- Artificial drainage
- Wetland community type
- Two project alternatives
- Location of inlet and outlets (size and specification)

SAMPLE BUILDING PLAN

(Plans do not need to be professionally or computer drawn (although recommended) but **must** be drawn to scale)



SUPPLEMENT TO DECK PERMIT APPLICATION

Plans and all of the information are required with deck permit application

1. Size and depth of footing _____
2. Type of footing forms (i.e. sono tubes): _____
3. Size and spacing of posts: _____
4. Size of beams: _____
5. Size and spacing of joists: _____
6. Is the deck off a house or cantilever (Bay Patio Door)? _____
- 6a. If yes, how will joists be supported? _____
7. Type of decking boards: _____
8. Height of deck off ground: _____
9. Height and design of guard rail: _____
10. Size of deck: _____
11. Is deck over an egress window? _____
- 11a. If yes, is there at least 3 feet from the ground to the bottom of the deck? _____

DECK FINAL CHECKLIST

1. Is deck ledger board bolted to house with 7/16" lag bolts and washers in each joist space or equivalent fastener?
2. Are all joist hangers fully nailed with GALVANIZED JOIST HANGER nails in every hole?
3. If deck surface is over 30" above grade, is your guardrail at least 36" high?
4. If deck surface is over 30" above grade, are all openings LESS than 4"?
5. Is the top of your stairway handrail between 34: and 38" high measured at stair nosing?
6. If your stairway 4 or more risers, do you have a handrail on a least one side?
7. A minimum 3 ft. x 3 ft. permanent landing is required (such as patio block, concrete or weather resistive wood, or any level surface).
8. Stairway more than 30" above grades requires 36" guardrails on BOTH sides, with spacing LESS than 4".
9. Stairways must be hung with steel hangers, straps or treated plywood.
10. Are all stair risers the same heights and not more than 7 ¾"?
11. Are all stair tread runs at least 10"?
12. Is the deck ledger board properly flashed where it meets the siding?
13. Are all the nails, screws, fasteners and hardware galvanized?
14. Is all lumber either treated or of a species resistant to decay? (i.e., redwood, cedar, etc.)
15. Are cantilevers a maximum of 24" overhang?
16. Are all joists, beams, posts and footings as per the approved plan?
17. Open stair risers not over 4".
18. Provide for lateral bracing.

Although this list is not all-inclusive, it does contain the most common reasons for final deck inspection failures. If you check all of these items before you schedule your inspection, you will greatly increase your chances of passing.



MINNESOTA DEPARTMENT OF LABOR & INDUSTRY
 Department of Labor and Industry
 Construction Codes and Licensing Division
 443 Lafayette Road N.
 St. Paul, MN 55155
 Phone: (651) 284-5012 or 1-800-657-3944
 TTY: (651) 297-4158 Fax: (651) 284-5749

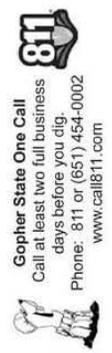
The State of Minnesota adopts a set of construction standards known as the Minnesota State Building Codes (MSBC). The MSBC contains safety requirements relating to structure, mechanical, plumbing, energy, electrical, elevators, manufactured buildings and life safety.

The information in this brochure is for general reference for residential construction projects. Contact your municipal building official regarding permits and specific code requirements for residential construction within your community.

To confirm if your contractor is licensed in Minnesota contact the:
 Department of Labor and Industry
 Residential Building Contractors
 Phone: (651) 284-5069 or 1-800-657-3944
 www.dli.mn.gov/ccdl/LicVerify.asp
 E-mail: DLI.Contractors@state.mn.us

www.dli.mn.gov

05-07



Gopher State One Call 811
 Call at least two full business days before you dig.
 Phone: 811 or (651) 454-0002
 www.call811.com

DECKS

Guidelines for planning the construction of a deck.



Permits

Building permits are required for all decks that are attached to the home or are 30 inches or more above grade. Decks and platforms not more than 30 inches above adjacent grade and not attached to a structure with frost footings, do not require a building permit and may require a zoning or land-use permit.

Decks and platforms are required to meet the land-use requirements of the community's zoning code. An important first step is to contact the local planning and zoning department with questions.

A municipality may require permit fees, plan reviews and inspections

Permit fees are established by the municipality. The plan review is done by the building official in order to spot potential problems or pitfalls that may arise. The building official may make notes on the plan for your use. Inspections are performed at various stages of construction to verify code compliance. Actual permit costs can be obtained by calling your local building inspection department with your estimated construction value.

- Your building inspector will need:
1. An application for permit.
 2. A site plan or survey.
 3. A deck plan with all applicable structural details.

Required inspections

1. **Footings:** After the holes are dug, but prior to pouring of concrete!
2. **Framing:** To be made after framing is completed. This inspection can be completed at the time of the final inspection if all parts of the framing will be visible and accessible with prior approval of the building official.
3. **Final:** Is done after completion.

Selbacks from property lines vary depending upon the city and zoning district your home is located in. Contact the building department in your community for the requirements in your location. This is an important first step in the planning for any deck project.

Notice regarding pressure-treated wood

When a pressure-preservative-treated wood is used, it must comply with the American Wood Preservers Association (AWPA) Standard based on exposure (exterior) and use (above ground or ground contact). The lumber must bear the quality mark (stamp or end tag) of an approved inspection agency. Designers, builders and home owners need to verify that proper hardware (hangers, nails, brackets) are appropriate with the particular treatment of the lumber. This not only applies to decks utilizing these products, but sill plates and posts as well. Additional information is available online at www.dli.mn.gov/ccdl/OpinionDivisionBuilding.asp.

General building code requirements

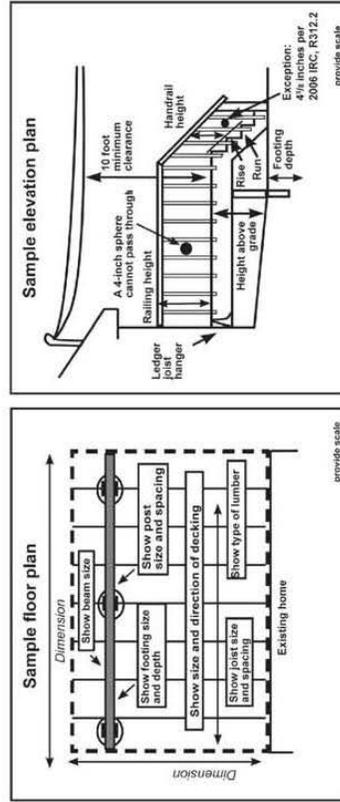
The 2007 Minnesota State Building Code adopts the 2006 International Residential Code (2006 IRC). All "R" code references provided in this brochure pertain to the 2006 IRC.

- a. Footings must extend to frost depth (if attached to the house).
- b. Decks need to be designed for a 40-pound-per-square-foot live load and balconies to a 60-pound-per-square-foot live load. Decks exposed to the weather must be constructed of approved wood with natural resistance to decay such as redwood, cedar or treated wood. Ledger boards must be bolted or lagged to the building and all connections between the deck and dwelling must be flashed. Before using alternative building products, check with your local building official.

Construction Codes and Licensing



- c. Columns and posts in contact with the ground or embedded in concrete, earth or masonry must be of pressure-treated wood approved for ground contact.
- d. Cedar or redwood posts need an 8-inch separation from the ground.
- e. All decks, balconies or porches, open sides of landings and stairs that are more than 30 inches above grade or a floor below must be protected by a guard not less than 36 inches in height. Grade is measured at edge of structure. 2006 IRC guard opening limitations states required guard on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter. Exceptions: 1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through. 2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches (107 mm) to pass through (R312.2).
- f. If a stairway is to be provided, it must be no less than 36 inches in width. Stairways may be constructed having an 7 3/4-inch-maximum rise (height) and a 10-inch-minimum run (length). The largest tread rise and tread run may not exceed the smallest corresponding tread rise or run by more than 3/8 inch. Stairway illumination is required by the code. Open risers are permitted, provided the opening between the treads does not permit the passage of a 4-inch-diameter sphere.
- g. Handrails are required on all stairways having four or more risers. All required handrails shall be of the following types or provide equivalent graspability.
1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm).
 2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 3/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm). (R311.5.6.3).
- The top of handrail must be 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.
- h. The electrical code requires overhead power lines to be located a minimum of 10 feet above decks and platforms. Existing lines may need to be raised if a new deck is to be installed beneath them.
- i. When locating a deck, care must be given to the location of outside gas and electric meters, wells and septic systems. These may need to be relocated to allow for construction of the deck. Septic systems and wells may be difficult to relocate, requiring an alternative location for the deck. Contact your local building department prior to placement of any deck that will interfere with these devices.
 - j. Some communities use a remote outside water-meter-reading device that may need to be relocated to allow for construction of a deck. These devices must be relocated properly and will require special tools. Prior to placement of any deck that will interfere with the operation or accessibility of the reader, contact your local building department or water department to obtain information and procedures about relocating these devices. Note: For specific code requirements, please contact your local building department.
- Plans: Site, floor and elevation**
The text and sample drawings below show the minimum detail expected to ensure the permit process proceeds smoothly. **Two sets of each site, floor and elevation plan are required.** Plans do not need to be professionally drawn. Plans should include all of the information requested and drawn to scale.
- A certificate of survey or site plan** should be drawn to scale that indicates 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). Include the septic system area and wells, if applicable.



Floor plan

1. Proposed deck size.
2. Size and spacing of floor joists.
3. Size and type of decking material.
4. Size, type, location and spacing of posts.
5. Size and type of beams.

Elevation plan

1. Height of structure from grade.
2. Size and depth of footings.
3. Guard height and spacing (if any).
4. Stairway rise or run and handrail height (if any).
5. Clearance of overhead wires (if applicable).