



Building Department
Phone: 763-497-3384

Check off list of items needed when submitting a permit to the Building Department for Screened Porches and Three Season Porches

- _____ One (1) completed building permit application form, including owners name, location of the site and a good day phone number. The permit should also include the value of the project.

- _____ Two (2) copies of a Certificate of Survey *(Or)* Two (2) copies of a site plan drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from the property lines.

- _____ Two (2) sets of the proposed building plans showing design and materials. Drawings shall be drawn to scale.

The floor plans shall also show the following:

- _____ Proposed porch size
- _____ Size and spacing of floor joists
- _____ Size, location and spacing of posts
- _____ Size of the headers
- _____ Type of roof supports

Cross section of either a rear or side view shall show the following:

- _____ Diameter and depth of footings
- _____ Flooring material used
- _____ Guardrail height (if any)
- _____ Ceiling height
- _____ Types of sheathing and siding
- _____ Header size over windows and screened openings
- _____ Size and spacing of rafter material
- _____ Type of roof covering
- _____ Type of lumber to be used
- _____ Pitch on roof

Once you have received your permit placard, please have it available for the inspector to check off at the inspection. We suggest the card be inside the window or attached to the project so it is easily seen and accessible.

Building Code Requirements:

- _____ All footings must be 42" below grade.
- _____ Individual concrete or masonry piers shall project at least 8" above exposed ground unless the columns or posts which they support are made of redwood, cedar or approved treated material.
- _____ Wood joists 18" or closer to grade, or wood beams 12" or closer to grade and their supports shall be redwood, cedar or approved treated material.
- _____ Redwood, cedar or approved treated material shall be used for those portions of wood members which form the structural supports of the building, balconies, porches, or similar permanent building appurtenances when such members are exposed to weather without water accumulation on the surface or at joints between members. Depending on local experience, some members may include: horizontal members such as girders, joists, and decking; or vertical members such as posts, poles and columns; or both horizontal and vertical members. (Stairways are included).
- _____ All unenclosed floor opening, a guardrail shall protect open and glazed sides of landings and ramps, balconies and porches which are more than 30" above grade or floor below, not less than 36" in height. Open guardrails and stair railing shall have intermediate rails or an ornamental pattern such that a sphere 4" in diameter can not pass through.
- _____ If stairway is to be provided, the minimum width shall not be less than 36" in width. Stairways may be constructed having an 8" maximum rise and a 9" minimum run.
- _____ A handrail is to be provided for all stairways having four (4) or more risers.
- _____ Handrails shall be placed not less than 34" nor more than 38" above the nosing of treads. They shall be continuous the full length of stairs
- _____ Handrails projecting from a wall shall have a space of not less than 1½" between the wall and the handrail. The handgrip portion of handrails shall not be less than 1½" nor more than 2" cross-sectional dimension and shall have a smooth surface with no sharp corners.
- _____ Floor joist spacing at 24" on center requires 2x decking and floor joist spacing at 16: on center require 1x decking.