# DECKS

## PERMIT REQUIREMENTS

Building Permits are required for all decks attached to a structure or that are over 30" above grade. Decks less than 30" above grade that are not attached to a frost protected structure do not require a building permit but are required to meet land use and setback requirements.

Building permit fees are based on square footage. This fee covers the cost associated with the plan review and field inspections that will be performed during construction. An estimate of the permit costs (based on square footage) may be obtained by contacting the Building Inspection Department at 952-442-7520 or 888-446-1801 or E-mail info@mnspect.com.

## REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

1. A signed, completed building permit application and supplement page (See attached)

2. Two copies of a Certificate of Survey of the property or an **accurate, scaled** drawing of the property indicating the following:

   ~ Lot dimensions
   ~ Location and size of the existing and proposed structures
   ~ Location and size of the proposed structure
   ~ Distance of structures from property lines
   ~ Location of bluffs and shorelines when applicable

   A survey or site plan may be on file at City Hall.

3. Supplement to Deck Permit Application Worksheet

4. Two copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:

   ~ Floor plan indicating proposed deck size
   ~ Size and type of decking
   ~ Size and spacing of joists
   ~ Size of posts and beams
   ~ Diameter, depth and location of footings
   ~ Indicate if there is currently a light source at the top of the landing
   ~ Indicate locations of existing windows within the proximity to the new deck
   ~ Elevations indicating the height of structure from established grade, diameter and depth of footings, guardrail height (if any), spacing of intermediate rails (if any)

5. Hardcover calculation worksheet (required to update your building file).

After you have all above items organized you may submit your application packet to City Hall. Please make sure all listed items are included. This helps to ensure timely turnaround time.

**NOTE: IT WILL TAKE APPROXIMATELY 7 TO 10 BUSINESS DAYS TO GET A PERMIT ONCE COMPLETE PLANS AND APPLICATION HAVE BEEN SUBMITTED.**

MNSPECT LLC
HELPING YOU COMPLY WITH THE CODE

PHONE: 952-442-7520
FAX: 952-442-7521
EMAIL: INFO@MNSPECT.COM

# DECK PERMIT

- All materials and the installation of all materials must comply with the 2015 Minnesota State Residential Code and the manufacturers' installation specifications for each product.

## PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:

**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

## INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

**Inspections:** See your permit card to determine which of the following inspections are required for your project.

- **Footings:** After holes are dug, but PRIOR TO POURING CONCRETE.
- **Framing:** Before decking is installed (if deck is less than 4' above grade).
- **Final:** After deck is complete with stairs, handrails, and guardrails installed.

**Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.**
If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

**Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued.**

**Note: To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.**

**Note: For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.**

## PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- ☐ Before you build, check required setbacks established by your municipality.
- ☐ BEFORE DIGGING, CALL "GOPHER STATE ONE CALL" AT 811. The property owner is responsible for verifying that there are no conflicts with utilities, both public and private, prior to installation of fencing.
- ☐ The minimum live load for an exterior deck is 40 pounds per square foot.
- ☐ Refer to Figure R507.2.1(1) & Tables R507.2 & 507.2.1 in the MN State Residential Code for fastener spacing.
- ☐ See Figure 507.2.3 in the MN State Residential Code for deck attachment for lateral loads; 2 locations per deck.
- ☐ A minimum of 36" clear space is required above emergency escape and rescue openings.
- ☐ Decks shall not be hung from the cantilever of a house unless joists/trusses are designed/engineered to carry additional deck loads, and documentation to that effect is provided with plan submittal.
- ☐ Where supported by attachment to an exterior wall, decks shall be positively anchored to the primary structure and designed to resist both vertical and lateral loads.
- ☐ All connections between deck and dwelling shall be weatherproof. Any cuts in exterior finish shall be flashed.
- ☐ Frost footings are required for any deck attached to any structure that has frost footings. Footings shall be designed to support the structure. The minimum depth to the base of the footing is 42".
- ☐ Cantilevers (overhanging joists and beams) – joists cannot extend more than 2' beyond the beam, nor should beams extend more than 1' beyond the posts without engineering.
- ☐ All joist to beam, beam to post, and post to footing connections must have a positive connection to resist lateral displacement.
- ☐ All exposed wood used in the construction of decks is required to be a type with natural resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes posts, beams, joists, decking and railings. If wood is to be used below or in contact with grade, it must be approved for ground contact.
- ☐ Field-cut ends, notches, and drilled holes of preservative-treated wood shall be treated in the field in accordance with AWPA M4.
- ☐ Fasteners - all fasteners (nails, bolts, screws, hangers, etc.) must be corrosion resistant as required by the code.
- ☐ All (round) joist hangers holes must be filled with nails/screws approved for joist hanger structural connections.
- ☐ Composite decking must be pre-approved by the Building Inspection Department.
- ☐ If decking is installed **perpendicular** to the joists, joist spacing of 24" on center requires 2" minimum (nominal) decking, and joist spacing of 16" on center requires 5/4" minimum decking. 1" decking may only be used for projects with joist spacing of 12" on center (or less). For **diagonally** installed decking, joist spacing of 12" on center requires 5/4" minimum decking, and joist spacing of 16" on center requires 2" minimum (nominal) decking. Decking may not be installed diagonally if joist spacing is greater than 16" on center. **Composite** decking shall be installed according to the manufacturer's instructions.
- ☐ Guards are required on all decks more than 30" above grade or floor below. Guardrails must be 36" minimum in height. Open guardrails must have intermediate rails or an ornamental pattern that a 4" sphere cannot pass through. The top section of guardrails must be built to withstand 200 lbs of load applied from any direction. Spindles and/or ornamental fill must withstand 50 lbs of applied force.

  Stair Exception: Guardrails on stairs must be 34" minimum in height. Open guardrails on stairs must have intermediate rails or an ornamental pattern that a 4-3/8" sphere cannot pass through. The triangular opening formed by the riser, tread, and bottom element of a guardrail may be sized so that a 6" sphere cannot pass through.
- ☐ Stairways must be a minimum width of 36" above the handrail. Maximum riser height is 7-3/4". Tread depth is measured excluding nosing. Minimum tread depth is 10". The largest tread depth or riser height shall not exceed the smallest by more than 3/8". Open risers are permitted, provided that the opening between treads does not permit the passage of a 4" sphere, or the stair is less than 30" above grade. Nosing not less than ¾" and not more than 1-¼" shall be provided with solid risers (unless the tread depth is 11" or greater).
- ☐ Stairways must be attached to supporting construction with steel hangers or straps.
- ☐ Lighting must be provided to illuminate the stairway and shall have a light source in the immediate vicinity of the top landing of the stairway.
- ☐ Handrails are required on at least one side of any stairway with 4 or more risers. The handrail must be placed so that the top of the handrail is between 34 and 38" measured above the plane of the nosing of the treads. The handrails must be continuous the full length of stairs to include ALL risers and be returned at the ends. The handgrip must have a smooth surface with no sharp corners, must be between 1 and 2-5/8" in width, and shall provide a grippable surface. Please contact the inspection office for specific design details if you are using a 2x_ material placed on end.
- ☐ Landings are required at the top and bottom of each stairway. Minimum size of a landing shall be 3' in the direction of travel, by the width of the stair served.

# DECK SETBACKS

(Note: Some deck designs may not be appropriate for future screen porch or 3-season porches. Setbacks for porches may not be the same as setbacks for decks.)

Detached Decks (no higher than 30" above surrounding grade)

| | |
|---|---|
| Side, rear and front | 2 feet |
| Lake side | 50 feet from Ordinary High Water |

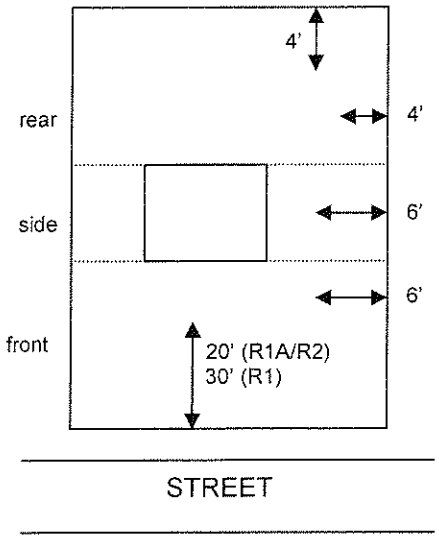
Attached Decks – Standard Lot

| | |
|---|---|
| Side yard next to the house | 6 feet |
| Side yard behind the house | 4 feet |
| Side yard in front of the house | 6 feet |
| Rear property line | 10 feet |
| Front setback (all street sides) | 20 feet (zone R1A/R2)<br>30 feet (zone R1) |

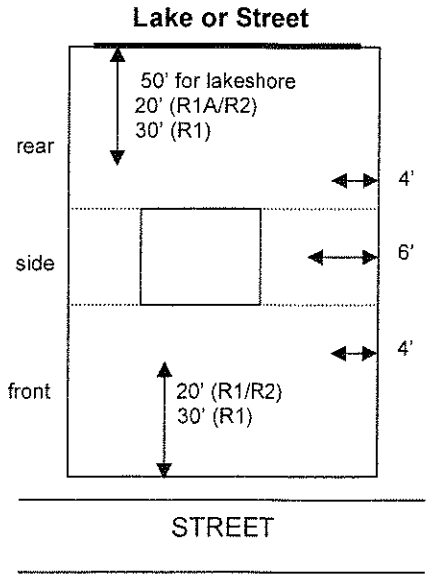
(corner lot - principal structure setback applies to side street)

Attached Decks - Lakeshore and Through Lots

| | |
|---|---|
| Side lot line behind house (lakeside) | 4 feet |
| Side lot line next to house | 6 feet |
| Side lot line in front (street side) | 4 feet |
| Lake side | 50 feet from OHW |
| Front lot line (all street sides) | 20 feet (zone R1A/R2)<br>30 feet (zone R1) |




Typical Lot

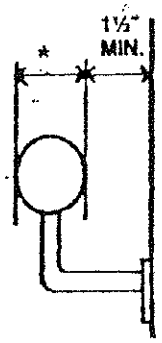


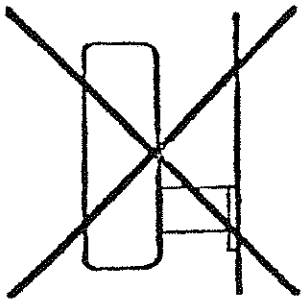

Lakeshore or Through Lot

# JOIST LENGTH

| POST SPACING | | 6' | 7' | 8' | 9' | 10' | 11' | 12' | 13' | 14' | 15' | 16' |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4' | JOIST SIZE | 2 x 6 16" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 2-2 x 6 | 2-2 x 6 | 2-2 x 6 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 10 | 2-2 x 10 | 2-2 x 10 | 2-2 x 10 |
| 5' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 2-2 x 6 | 2-2 x 6 | 2-2 x 6 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 10 | 2-2 x 10 | 2-2 x 10 | 2-2 x 10 |
| 6' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 2-2 x 6 | 2-2 x 6 | 2-2 x 6 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 8 | 2-2 x 10 | 2-2 x 10 | 2-2 x 10 | 2-2 x 12 |
| 7' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 2-2 x 6 | 3-2 x 6<br>2-2 x 8 | 3-2 x 6<br>2-2 x 8 | 2-2 x 8<br>2-2 x 10 | 2-2 x 8<br>2-2 x 10 | 2-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 2-2 x 10 | 2-2 x 10<br>2-2 x 12 | 2-2 x 10<br>2-2 x 12 | 2-2 x 10<br>2-2 x 12 |
| 8' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 3-2 x 6<br>2-2 x 8 | 3-2 x 6<br>2-2 x 8 | 3-2 x 6<br>2-2 x 8 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 2-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 |
| 9' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24"oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 3-2 x 6<br>2-2 x 8 | 4-2 x 6<br>3-2 x 8 | 4-2 x 6<br>3-2 x 8 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 4-2 x 8<br>3-2 x 10 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 |
| 10' | JOIST SIZE | 2 x 6 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 6 16" oc<br>2 x 8 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 16" oc<br>2 x 10 24" oc | 2 x 8 12" oc<br>2 x 10 16" oc | 2 x 10 16" oc<br>2 x 12 24" oc | 2 x 10 16" oc | 2 x 10 12" oc<br>2 x 12 16" oc | 2 x 12 16" oc |
| | BEAM SIZE | 4-2 x 6<br>3-2 x 8 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 3-2 x 8<br>2-2 x 10 | 4-2 x 8<br>3-2 x 10 | 4-2 x 8<br>3-2 x 10 | 4-2 x 8<br>3-2 x 10 | 3-2 x 10<br>2-2 x 12 | 3-2 x 10<br>2-2 x 12 | 4-2 x 10<br>3-2 x 12 | 4-2 x 10<br>3-2 x 12 |

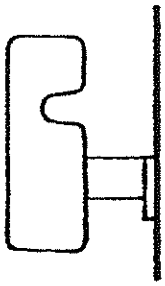
## ACCEPTABLE HANDRAIL DETAILS



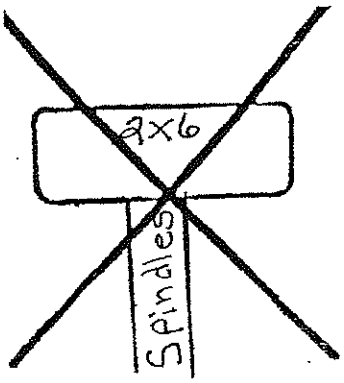



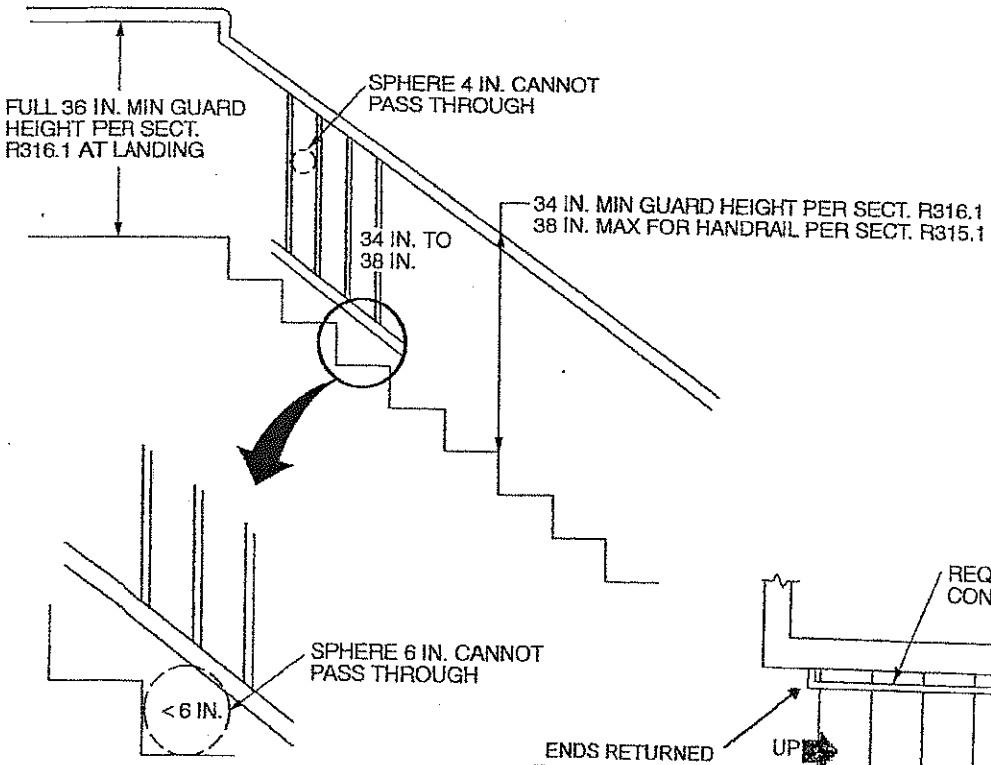
**NOT ACCEPTABLE**

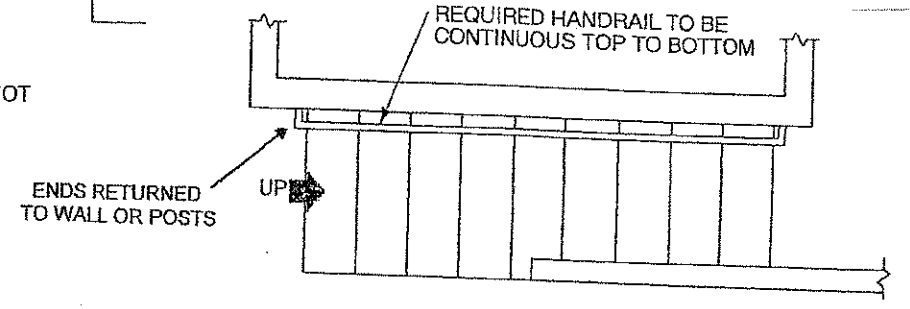
* Not less than 1 1/4 inch, or more than 2 5/8 inches.



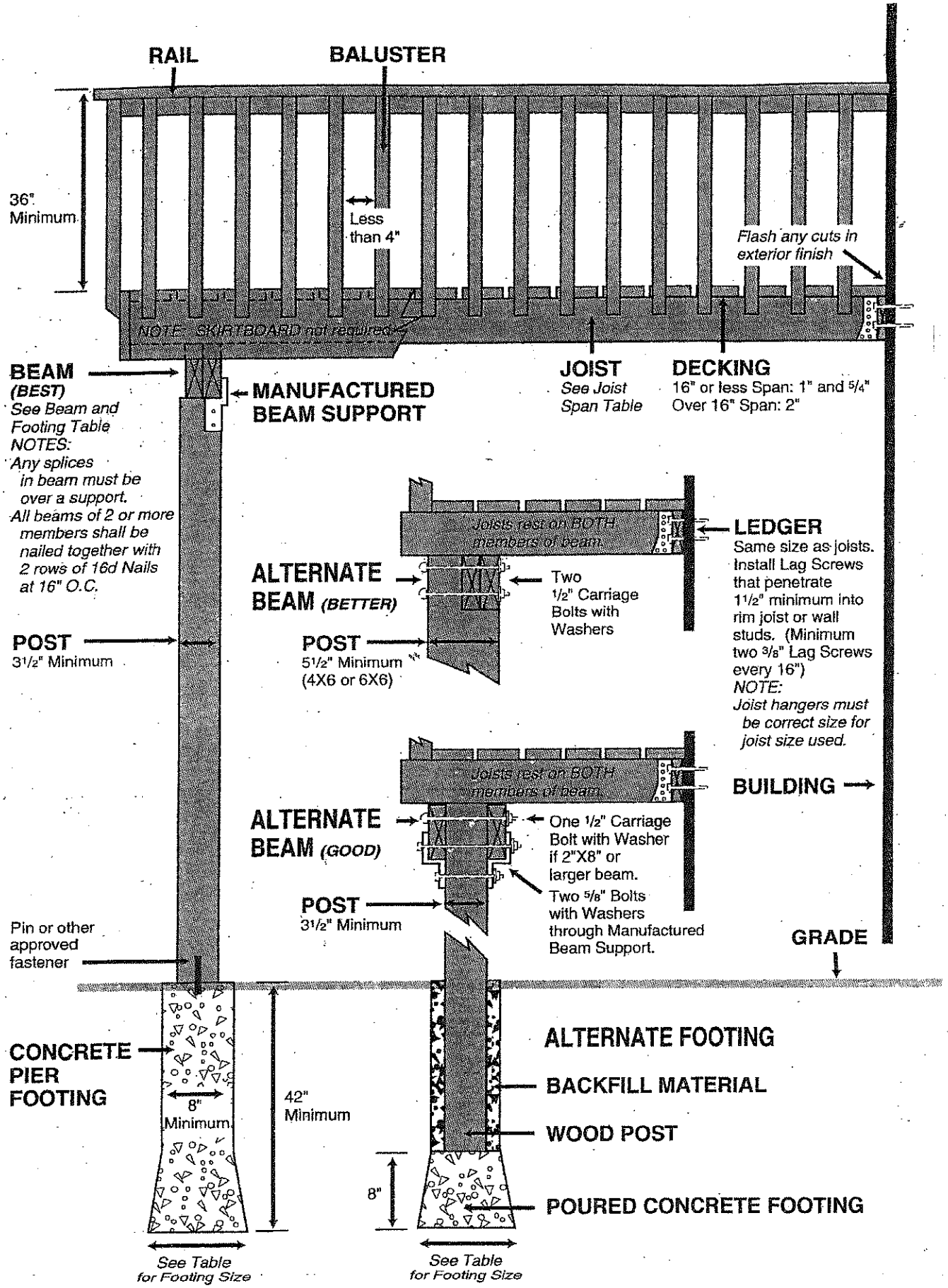
**NOTE:**
**OTHER SHAPES MAY BE ACCEPTABLE IF THEY PROVIDE AN EQUIVALENT GRIPPING SERVICE.**




PLAN VIEW


RAIL
BALUSTER
36" Minimum
Less than 4"
Flash any cuts in exterior finish
NOTE: SKIRTBOARD not required
BEAM (BEST)
See Beam and Footing Table
NOTES:
Any splices in beam must be over a support.
All beams of 2 or more members shall be nailed together with 2 rows of 16d Nails at 16" O.C.
MANUFACTURED BEAM SUPPORT
JOIST
See Joist Span Table
DECKING
16" or less Span: 1" and 5/4"
Over 16" Span: 2"
Joists rest on BOTH members of beam
LEDGER
Same size as joists. Install Lag Screws that penetrate 1 1/2" minimum into rim joist or wall studs. (Minimum two 3/8" Lag Screws every 16")
NOTE:
Joist hangers must be correct size for joist size used.
ALTERNATE BEAM (BETTER)
Two 1/2" Carriage Bolts with Washers
POST
3 1/2" Minimum
POST
5 1/2" Minimum (4X6 or 6X6)
Joists rest on BOTH members of beam
BUILDING
ALTERNATE BEAM (GOOD)
One 1/2" Carriage Bolt with Washer if 2"X8" or larger beam.
Two 5/8" Bolts with Washers through Manufactured Beam Support.
POST
3 1/2" Minimum
GRADE
Pin or other approved fastener
CONCRETE PIER FOOTING
8" Minimum
42" Minimum
See Table for Footing Size
ALTERNATE FOOTING
BACKFILL MATERIAL
WOOD POST
8"
POURED CONCRETE FOOTING
See Table for Footing Size

# HARDCOVER CALCULATIONS
## (IMPERVIOUS SURFACE COVERAGE)

| PROPERTY ADDESS: |
|---|
| OWNER'S NAME: |

LOT AREA _____ SQ. FT. X **30%** = (for all lots) ..... [ ]

LOT AREA _____ SQ. FT. X **40%** = (for Lots of Record) ..... [ ]

* Existing Lots of Record may have 40 percent coverage provided that techniques are utilized, as outlined in Zoning Ordinance Section 129-385 (see back). A plan must be submitted and approved by the Building Official.

| | LENGTH | | WIDTH | | SQ FT |
|---|---|---|---|---|---|
| HOUSE | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | TOTAL HOUSE ..... | | | | _____ |
| DETACHED BUILDINGS (GARAGE/SHED) | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | TOTAL DETACHED BUILDINGS..... | | | | _____ |
| DRIVEWAY, PARKING AREAS, SIDEWALKS, ETC. | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | TOTAL DRIVEWAY, ETC ..... | | | | _____ |
| DECKS Open decks (1/4" min. Opening between boards) with a pervious surface under are not counted as hardcover. | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | TOTAL DECK ..... | | | | _____ |
| | _____ | X | _____ | = | _____ |
| | _____ | X | _____ | = | _____ |
| | TOTAL OTHER ..... | | | | _____ |

**TOTAL HARDCOVER / IMPERVIOUS SURFACE**..... [ ]

UNDER / OVER (indicate difference) ..... [ ]

PREPARED BY _____ DATE _____

Revised 01/12/10

## SUMMARY OF HARDCOVER RULES

Excerpts from the Mound Zoning Ordinance

### Section 129-2 Definitions

Impervious cover means any surface impervious or resistant to the free flow of water or surface moisture. The term "impervious cover" shall include, but not be limited to, all driveways and parking areas whether paved or not, tennis courts, sidewalks, patios and swimming pools. Open decks (one-quarter-inch minimum opening between boards) shall not be counted in impervious cover calculations.

Lot area, minimum, means the area of a lot in a horizontal plane bounded by the lot lines, but not including any area below the ordinary high-water level as determined by the city or department of natural resources. (The ordinary high-water level for major lakes in the city: Lake Minnetonka = 929.4; Dutch Lake = 939.2; Lake Langdon = 932.1.)

### Section 129-196 Requirements applicable to all residential districts

(a) Lot coverage. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted to up to a maximum of 40 percent consistent with the provisions identified in section 129-385(g)(2)a.

### Section 129-385 Zoning - Shoreland Management

(2) Specific standards.

a. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted by a maximum of 40 percent providing that the following techniques are utilized as applicable:

1. Impervious areas should be drained to vegetated areas or grass filter strips through the use of crowns on driveways, direction of downspouts on gutters collecting water from roof areas, etc.
2. Dividing or separating impervious areas into smaller areas through the use of grass or vegetated filter strips such as the use of paving blocks separated by grass or sand allowing infiltration.
3. Use grading and construction techniques which encourage rapid infiltration such as the installation of sand or gravel sump areas to collect and percolate stormwater.
4. Install berms to temporarily detain stormwater thereby increasing soil absorption.

b. Impervious surface coverage in lots in the business and industrial zones shall not exceed 30 percent of the lot area. In business and industrial zones that are included within areas covered by an approved stormwater management plan, impervious surface coverage shall not exceed 75 percent of the total lot area.

# SUPPLEMENT to DECK Permit Application Worksheet

**(MUST be included when applying for permit)**

The following information is required to be included with a Deck permit application.

1. Footing Diameter: _____ Depth: _____
2. Size of posts: _____
3. Size of beams: _____ Number of plys: _____
4. Cantilever on beams: _____ (cantilevers over 12" require engineering)
5. Size of joists: _____ Spacing: _____
6. Cantilever on joists: _____ (cantilevers over 24" require engineering)
7. Species of lumber (please check one): ☐ Southern Yellow Pine ☐ Ponderosa Pine ☐ Spruce Pine Fir ☐ Hemlock Fir ☐ Douglas Fir ☐ Cedar ☐ Composite ☐ Unknown
8. Dimensions of floor boards: _____ Type: _____
   If using composite decking materials please indicate the manufacturer. _____
9. Height of deck from ground: _____
10. Height of guardrail: _____
11. Spacing of spindles: _____
12. Height of handrail: _____
13. Dimensions of deck: _____
14. Distance to property lines (also identify on site plan):
    a. Side 1: _____
    b. Side 2: _____
    c. Rear: _____
    d. Other: _____

# BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____, understand that the State of Minnesota requires that all
Property Owner
residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at:

_____
Property Address

Mound, is the only residential structure I have built or improved in the past 24 months.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that 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 Minn. Stat. §326B.082, subd. 16 and can also result in a fine of up to $10,000. I further state that I understand that the filing of a false statement with the City of Mound may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Mound for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property. **I also understand that if I hire an unlicensed contractor, my only recourse in the event I have a dispute with my contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if I am successful in a lawsuit, I will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.**

_____ _____
Signature Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069 or 1-800-657-3944, or visit their web site at: www.dli.mn.gov/CCLD/RBC.

CITY OF MOUND

2415 Wilshire Blvd
Mound, MN 55364
Phone 952-472-0607
Fax 952-472-0620

# BUILDING PERMIT

☐ Handout Given

☐ Lead Handout Given

_____

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

**SITE ADDRESS:**_____ **PID:**_____

1) Was the home constructed before 1978? (**YES** ☐, continue with line 2, **NO** ☐ continue without completing EPA Section)
2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (**YES** ☐ go to line 4, **NO** ☐ line 3)
3) Are there any windows being replaced? (**YES** ☐, go to line 4, **NO** ☐ continue without completing EPA Section)
4) Has this home been Certified Lead Free? (**YES** ☐, you MUST Attach Certification Information, **NO** ☐ complete line 5)
5) EPA Contractor Certification Number: **NAT -**

**PROPERTY OWNER:** Address:
City: State: Zip: Email:
Contact Name: Phone:

**CONTRACTOR:** Address:
City: State: Zip: Phone: Fax:
**Contractor License No:** Contact Name: Phone:
Email:

**ARCHITECT:** Address:
City: State: Zip: Phone: Fax:
Email: Contact Name: Phone:

| TYPE OF WORK: | | | |
|---|---|---|---|
| ☐ Commercial ☐ Residential | ☐ New Construction | ☐ Deck | ☐ Re-Roof |
| | ☐ Change of Use | ☐ Pool | ☐ Re-Side |
| **EST. VALUATION OF WORK** | ☐ Finish Basement | ☐ Retaining Wall | ☐ Shed _____ |
| $ _____ | ☐ Remodel | ☐ Porch | ☐ Window/Door Replacement |
| *Square feet:* | ☐ Addition | ☐ Demolition | # being replaced _____ |
| | ☐ Garage-Attached/Detach | ☐ Misc Other | ☐ Misc Other |
| **Detailed Description of Work:** | ☐ Accessory Structure | | |

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. **I agree to pay all plan review fees even if I choose not to proceed with the work.** Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

**SIGNATURE OF APPLICANT:** **DATE:**_____
**PRINTED NAME:** ☐ Owner ☐ Contractor ☐ Owner's Representative

OFFICE USE ONLY

OCCUP. TYPE: CONST. TYPE: CODE: BLDG SPRINKLED Yes / No
VALUATION: $

Permit Fee: $ _____
Plan Review Fee: $ _____
State Surcharge: $ _____
Site Inspection Fee: $ _____
S.E.C. Fee: $ _____
Investigation fee / Other Fee: $ _____
Copy Charge ($.25 per 8.5 x11 page) $ _____
License Check ($5) / Lead Check ($5) $ _____
**Sub Total** $

| | COPIED | APPROVED | | |
|---|---|---|---|---|
| ZONING | | | | |
| CITY ENG/DPW | | | | |
| PUBLIC WORKS | | | | |
| | | UTIL | TAX | OTHER |
| ASSESSING/UTIL BILL | | | | |
| BUILDING OFFICAL | | | | |

Special Conditions/Required Setbacks:

Building Approval By: DATE:
Printed Building Approval By: ☐ License Verification ☐ Lead Verification - Checked By:
City Approval By: DATE:

**Information supplied on this form will be considered public according to the MN Government Data Practices Act.**
**See reverse side for an important statement regarding Indian Mounds.**

Supplemental Information for Building Permits – Indian Mounds and Earthwork Sites

Applicant is advised that there are historic Indian burial mounds and/or earthwork sites in and around the City of Mound. While many of the mounds have been severely impacted by development over the years, the mounds do receive protection under state law and penalties are imposed for unauthorized disturbance of mounds.

The City maintains some general information about possible sites in an inventory of the "Earthwork/Mound/Burial Areas" contained on the Cultural Resources Map in the Mound Comprehensive Plan and in surveys of the burial sites from Hill and Lewis in 1911 but the completeness or accuracy of this information is unknown. Additional information may be obtained through the Minnesota State Archeologist.

Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City to do work on a site does not relieve the owner or the developer of that responsibility.