GARAGES AND ACCESSORY BUILDINGS

PERMIT REQUIREMENTS

A permit is required for construction or installation of any accessory building of 200 square feet or more in floor area. Accessory buildings, regardless of size, are subject to setback requirements. **Driveway is required to be paved when a new garage or new home is constructed.**

REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

☐ A completed building permit application, supplement information page and "Property Owner as Building Permit Applicant form (if applicable)

☐ Hardcover calculation worksheet

☐ Effective September 1, 2011, new Minnehaha Creek Watershed District (MCWD) rules related to wetlands, floodplain and erosion control are in effect. These rules are now under the jurisdiction of the MCWD as regulatory authority and permitting was officially turned back to the District by the Mound City Council on August 23, 2011. You are directed to contact the MCWD (952-471-0590) related to the new regulations and applicable permits that may be needed to undertake the proposed new garage construction project. **Be advised that the building permit will not be released until the City is provided a copy of the MCWD permit(s) and/ or receipt of written confirmation from the MCWD that no permit is needed for the project.**

☐ Two copies of a Certificate of Survey of the property (see attached survey requirements) or an **accurate, scaled** drawing of the property including the following:

- Lot dimensions
- Location and size of existing and proposed buildings
- Distance of structures from property lines
- Location of bluffs and shorelines when applicable

☐ Two copies of drawings showing proposed designs and materials of the garage or accessory building. Drawings should be drawn to scale and include the following:

- **Floor Plan:** indicating the size of garage, location of all doors and windows, size of headers over all doors and windows, size and spacing of roof rafters, and indicating floor construction type.
- **Cross-Section:** from footings through the roof.
- **Elevations:** indicating the height of structure from grade, size and depth of footings, floor design and material, and wall and roof construction.

Attached are examples of drawings that are intended as a GUIDE. If your accessory structure/garage is similar in design, you may use the attached plans by filling in the blanks.

DEFINITIONS

Lakeshore Lot: A lot abutting public waters or abutting public lands abutting public waters with the exception of designated parks.

Through Lot: A lot which has a pair of opposite lines abutting two substantially parallel streets, and which is not a corner lot. On a through lot, both street lines shall be front lines for applying this Ordinance.

SETBACK REQUIREMENTS

In all single and two-family residential districts, garages and accessory buildings shall have the following setbacks:

Attached Garages

Setbacks are subject to the same setbacks as the principal structure.

Detached Garages

Front Yard

- A minimum twenty (20) feet front yard setback for R-1A and R-2 zoning districts and 30' in R1 districts if the garage door faces the street (see diagram A).
- For lakeshore or through lots, if the garage door faces the side lot line, an eight (8) feet front yard setback is required (see diagram B.)

Rear Yard

A 4-foot setback is required from the rear property line.

Side Yard

Each parcel has individual requirements. Contact City Hall for side yard setbacks.

Other Structures

Detached garages must be set away from other structures a minimum of 6 feet or a firewall must be constructed.

Garages, Sheds and Other Buildings

A 50-foot setback is required from the ordinary high water level (OHWL) of all lakes.

Detached Garage Setback Diagrams

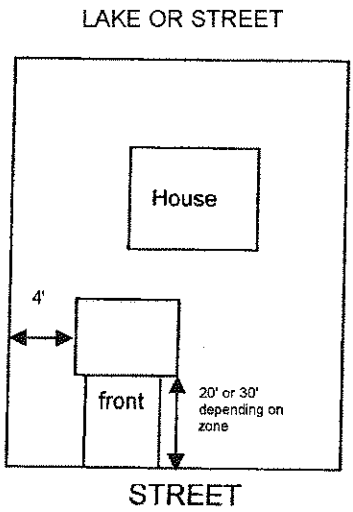


Diagram A- Lakeshore or Through Lot

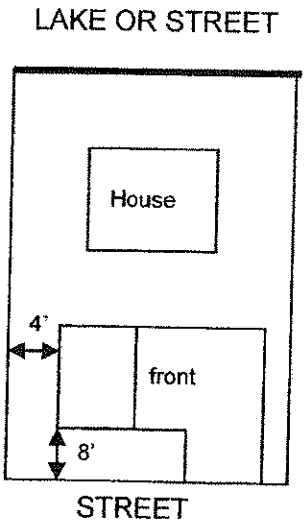


Diagram B- Lakeshore or Through Lot

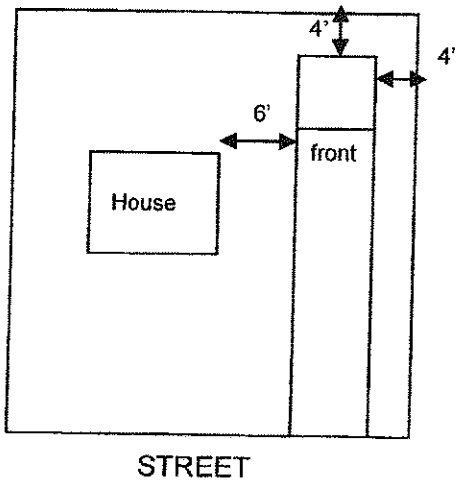


Diagram C- Typical Lot

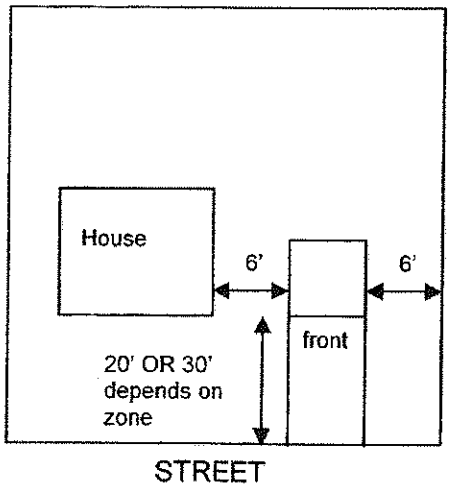
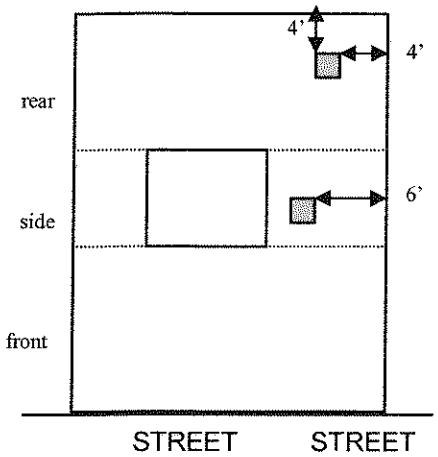


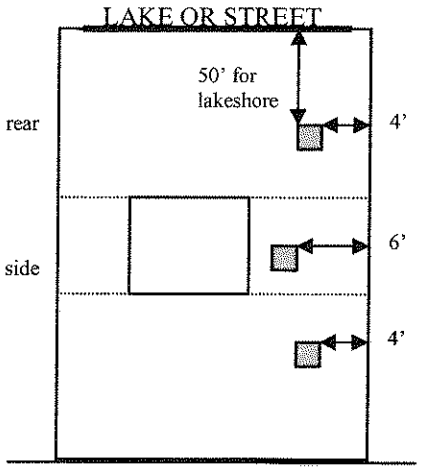
Diagram D- Typical Lot

Accessory Building Setback Diagrams

(Gazebos, Hot Tubs, Play Houses, Screened Porches, Sheds, etc.)



Typical Lot



Lakeshore or Through Lot

Side Yards

- A 4-foot side yard setback is allowed if the structure is located in the rear yard.
- A 6-foot side yard setback is allowed if the structure is located in the side yard.
- On lakeshore or through lots, a 4-foot side yard setback is allowed if the structure is located in the front yard (street side).

Rear Yard

A 4-foot setback is required from the rear property line.

Other Structures

Detached garages must be set away from other structures a minimum of 6 feet or a firewall must be constructed. Sheds may be constructed adjacent to the garage side of a principal structure, however, the 6 foot setback requirement applies if located on the "residence" or living area side of the principal structure.

Sheds and Other Buildings

A 50-foot setback is required from the ordinary high water level (OHWL) of all lakes.

HEIGHT REQUIREMENTS

No accessory building (garage or shed) shall exceed the height of the principal building.

SIZE AND NUMBER

1. **Maximum allowable area** of a detached, private garage is 1,200 square feet. Maximum allowable area of ALL accessory buildings combined is 3,000 square feet or 15% of the lot area, whichever is less.

2. **Maximum impervious surface coverage** of ALL buildings, decks, driveways, walks, patios, etc. may not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted up to a maximum of 40 percent consistent with the provisions identified in the Zoning Ordinance.

3. **Total number of garages/ accessory buildings** for lots measuring 10,000 square feet or less is two (2). For lots exceeding 10,000 square feet, no more than three (3) garages/accessory buildings may be on a lot.

FOOTINGS AND FOUNDATION

Accessory buildings - must be on a concrete slab, or on a treated wood floor and anchored to the ground by an acceptable anchoring system. If not on concrete slab, treated skids shall be placed around the perimeter of the building or in locations that provide adequate bearing for the floor framing.

Attached garage - footings required

Detached garage – footings or floating slab

REQUIRED INSPECTIONS

Call 952-472-0607 to make an appointment. All inspection requests require a 24-hour notice. Required inspections are as follows:

Garages

1. Footing/Slab inspection after forms and reinforcing are in place, but prior to placing the concrete (setbacks are checked at this time)
2. Framing inspection once the roof, all framing, and bracing are in place; after the rough electrical (if any) is approved, but prior to the application of any insulation or siding materials.
3. A final inspection when the work is completed

Sheds – final inspection only

IT WILL TAKE APPROXIMATELY 7 TO 10 BUSINESS DAYS TO GET A PERMIT ONCE THE PLANS AND APPLICATION HAVE BEEN SUBMITTED AND DETERMINED TO BE COMPLETE.

General Building Code Requirements

1. Must provide unobstructed headroom of 7 feet.
2. Floor surfaces shall be of noncombustible materials (Detached Garage).
3. The minimum thickness of concrete floor slabs supported directly on the ground shall not be less than three and one-half (3 ½) inches.
4. All stumps, roots, and black dirt shall be removed from the soil to depth of at least twelve (12) inches below the surface of the ground if concrete slab is used.
5. One-half inch diameter anchor bolts spaced six (6) feet on center maximum spaced around perimeter of slab with a seven-inch (7inches) minimum embedment. (If curb blocks are used they must be a minimum of 6 inches)
6. There shall be a minimum of two (2) bolts per piece with one (1) bolt located not more than 12 inches from each end.
7. Minimum six (6) inches clearance between ground and non-treated wood.
8. Roof framing must be designed for 35 pound snow load
9. Caulk and flash all exterior openings.
10. Exterior walls of detached garages within 6 feet of dwelling or 5 feet of the property line shall be fire protected with one-hour fire resistive construction.
11. Accessory Buildings having framed floor systems shall be of treated material. This includes the floor framing system and floor sheathing.

Note: the aforementioned criteria represents general code requirements relative to Accessory Buildings. For specific code and zoning requirements, please contact the Building Inspection Department or Zoning Department at your local city hall. Some Cities require any size shed to be anchored.

General Notes

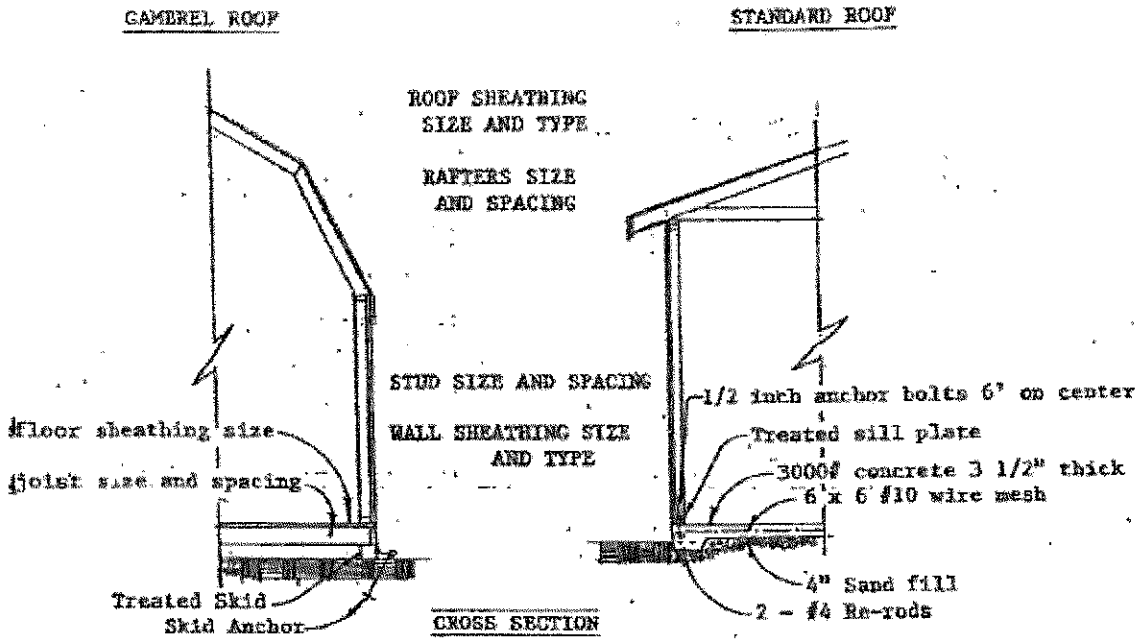
1. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall of the garage and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
3. Post Address on construction site visible from the street.

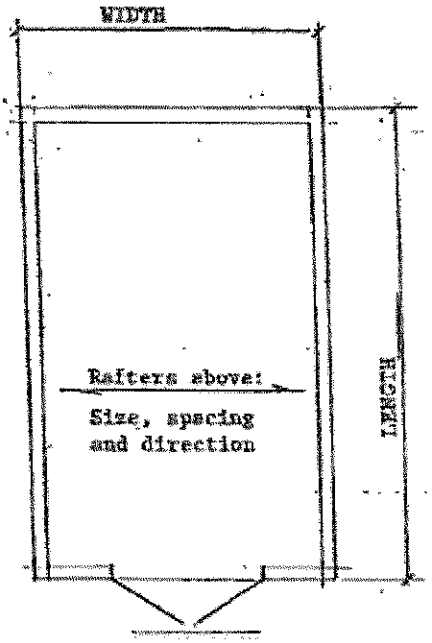
*The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department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

* 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 Commerce at 651-296-2594 or toll free 1-800-657-3602.

If you have any questions or need to schedule an inspection please call the Building Inspection Department at **(952) 442-7520 or toll free 1-888-446-1801** between 7:30 a.m. and 4:30 p.m. Monday thru Friday.

Accessory Structures / Detached Garages





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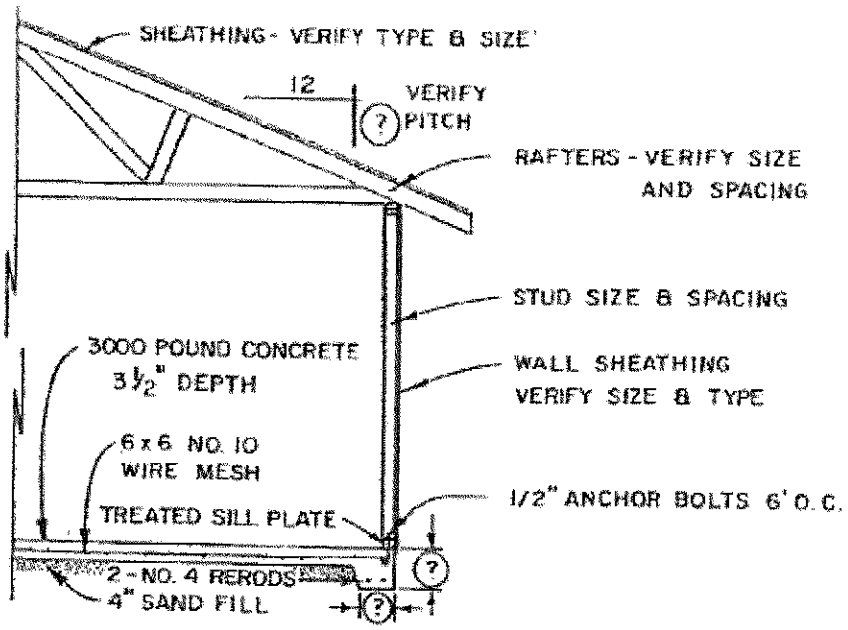
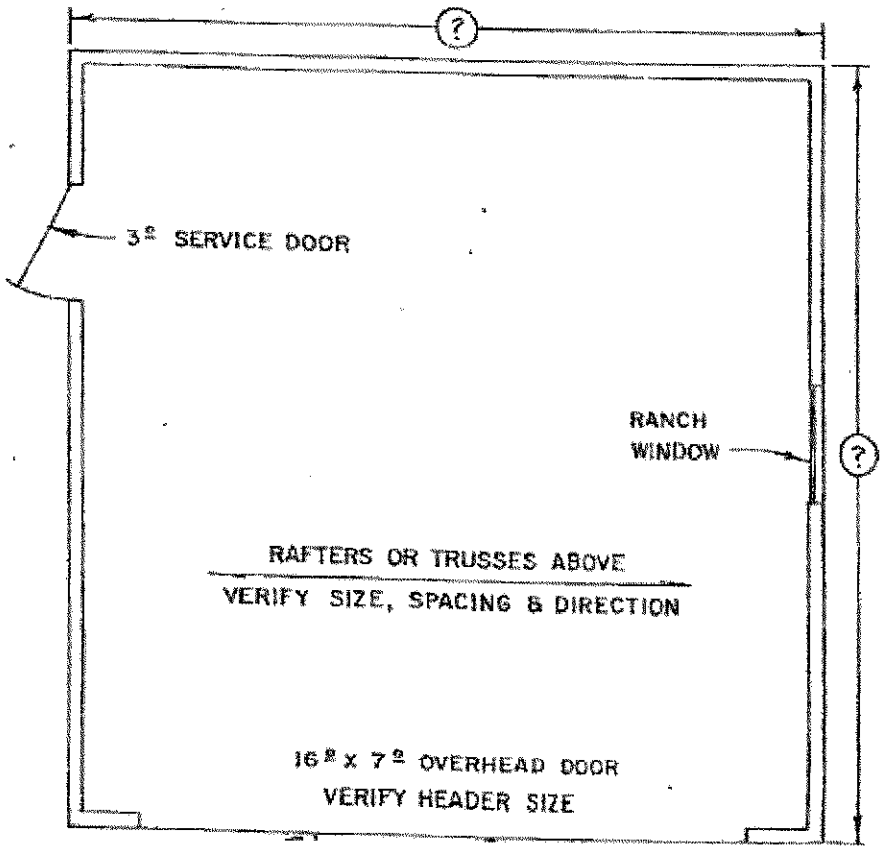
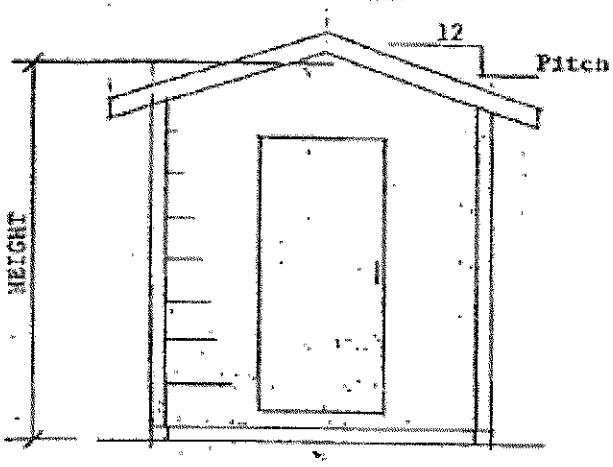


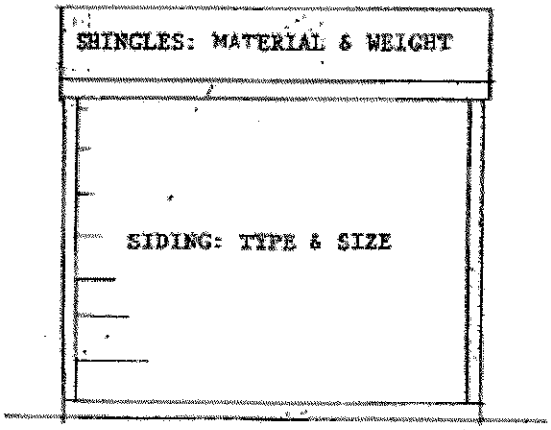
CROSS SECTION 1/4" = 1'-0"



STANDARD ROOF

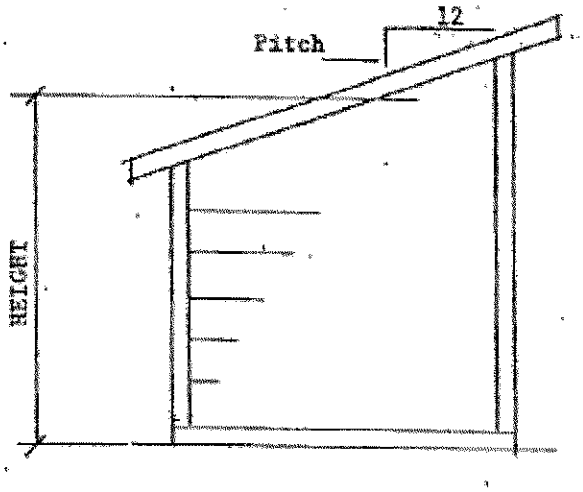


FRONT ELEVATION



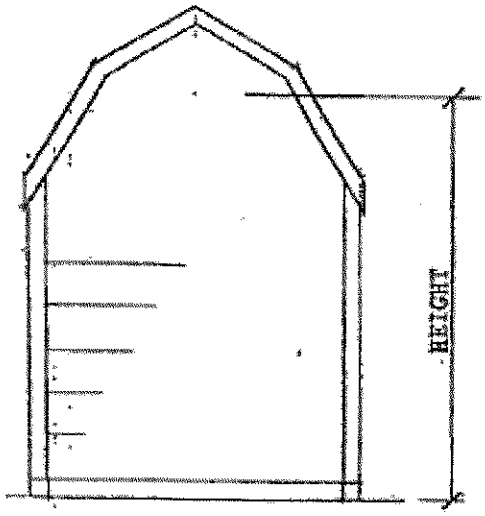
SIDE ELEVATION

SHED ROOF

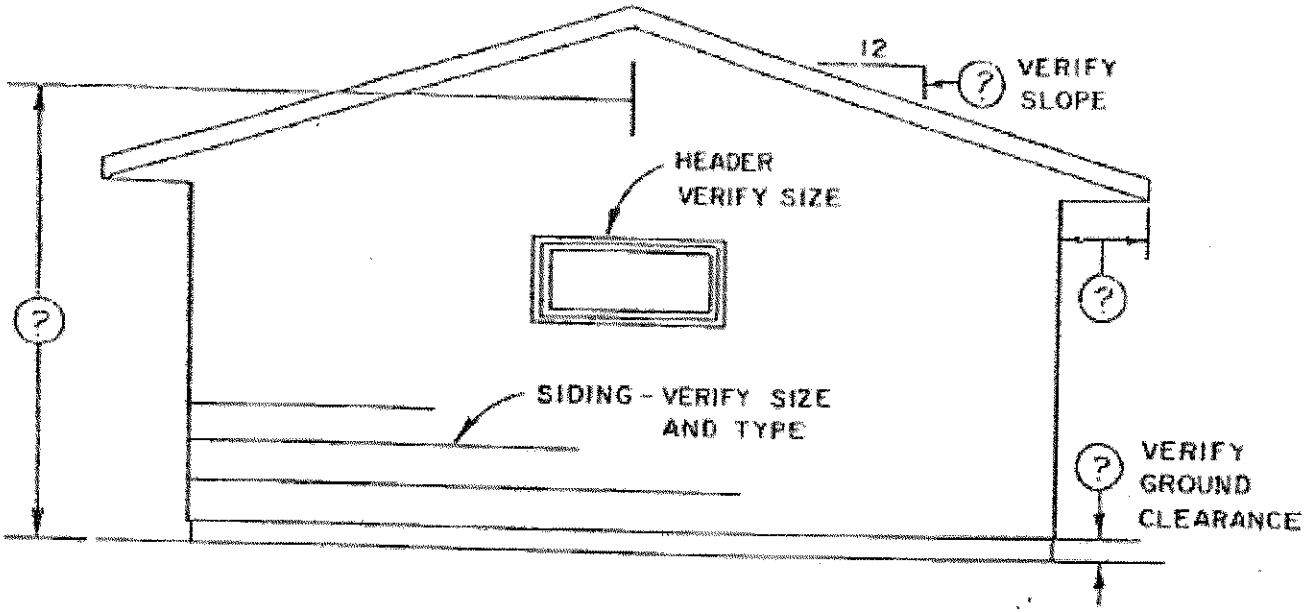


SIDE ELEVATION

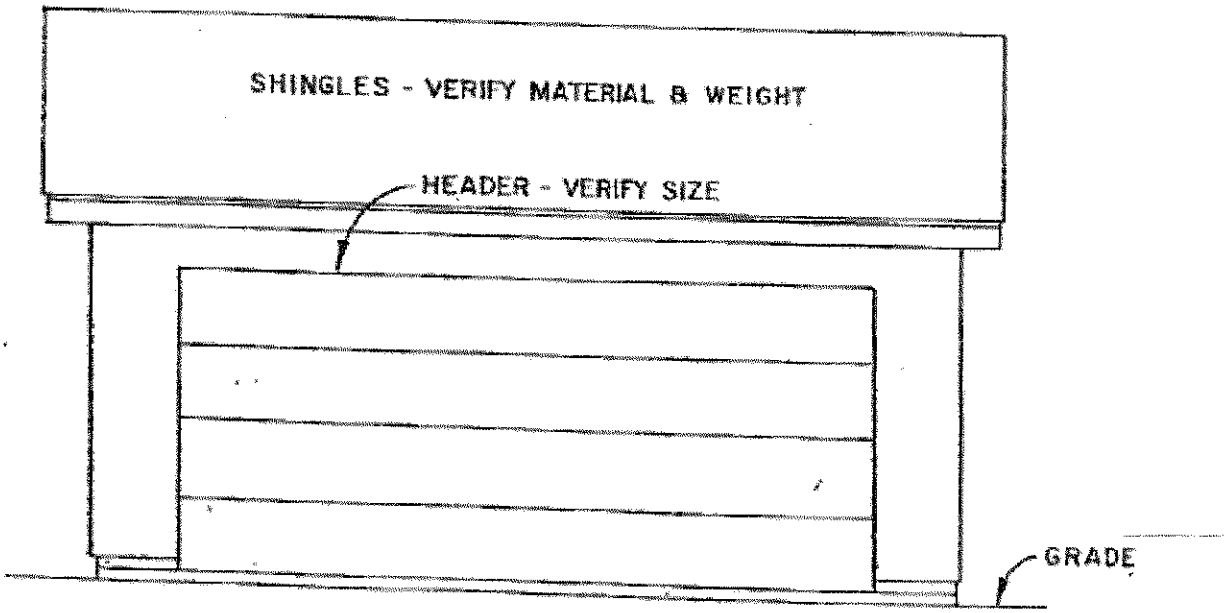
GAMEREL ROOF



REAR ELEVATION



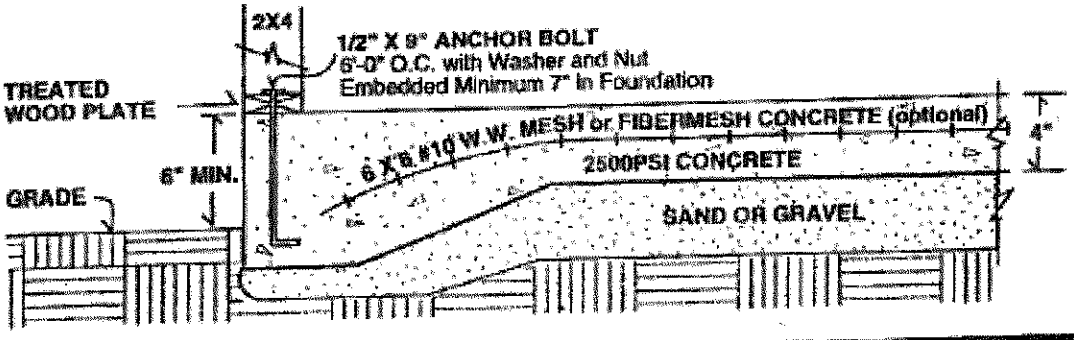
SIDE ELEVATION 1/4" = 1'-0"



FRONT ELEVATION 1/4" = 1'-0"

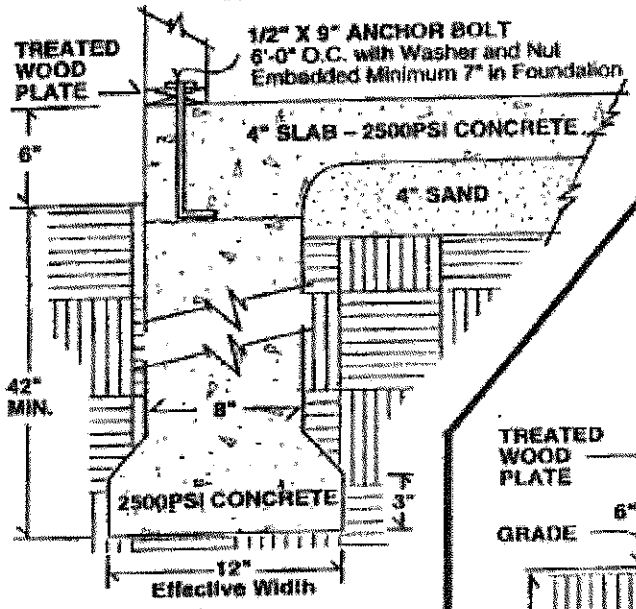
GARAGE Information Sheet

Slab-On-Grade for Detached Garages



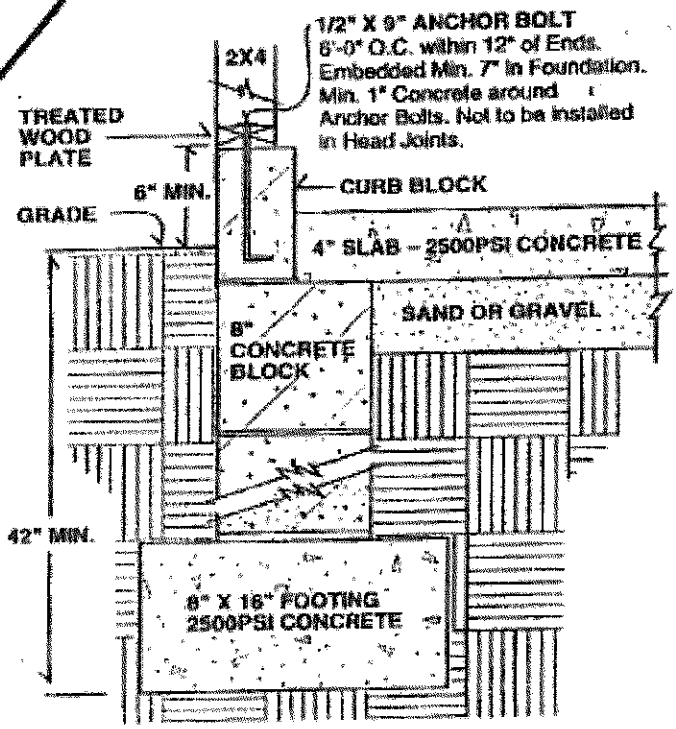
Poured Concrete Footing and Foundation Wall

Typical for Attached Garage



Concrete Block Foundation Wall on Concrete Footing

Typical for Attached Garage



SURVEY REQUIREMENTS

PERMIT & ZONING APPLICATION AND AS-BUILT SURVEY REQUIREMENTS

Each certified land survey shall indicate that permanent iron monuments are in place at each lot corner. The survey shall also show the following:

1. North arrow and scale of drawing.
2. Legal description of parcel.
3. Lot area of parcel measured in square feet and dimension of all lot lines. Lot area is measured above the Ordinary High Water as listed below (929.4 for Lake Minnetonka).
4. Dimensions and location of all known easements, and type of easement.
5. Location of all existing buildings. For remodeling or addition permits, dimensions of each building and reference distances from the lot lines to the nearest point of each building must be shown.
6. Location of existing utilities, including but not limited to manholes, hydrants, catch basins power poles, and telephone boxes. Show all **existing and <u>proposed sewer and water service locations</u>, and where they come into the structure with dimensional ties**. Water shut off cannot be located in the driveway.
7. Front, side, and rear yard setback dimensions to existing and proposed buildings; all outside dimensions of buildings, including **decks** and **fireplaces**.
8. Setback dimensions to existing buildings located on adjacent lots if they are within 25 feet of side lot line; first floor and at grade elevations of corners of buildings on adjacent lots.
9. Location of irons at each side lot line establishing proposed front building line. The maintenance of these irons, once established by the surveyor, shall be the responsibility of the building permit applicant. Wood stakes or lath shall be placed at the four corners of the proposed building.
10. Location of proposed driveway, future garage site if not included with building permit application and minimum of two (2) off-street parkway spaces (325 S.F. per stall).
11. Benchmark elevation to National Geodetic Vertical Datum (N.G.V.D.) and description of location. Benchmarks are available at City Hall, 952-472-0600.
12. Grade elevations at the following points (additional elevations may be required):
    a. Existing and proposed at each lot corner.
    b. Existing street elevations (centerline and top of curb) at each lot line extended and both sides of proposed driveway at intersection with street.
    c. Existing elevations on side lot lines, at extension of proposed front and rear building lines and any major grade changes.
    d. Proposed lowest floor, garage floor, and top of foundation elevations.
    e. Existing and proposed elevations at all major corners of building.
    f. Existing and proposed elevations at top and bottom of any major slopes.
    g. Proposed finished grade at front building line and/or ordinary high water line.
    h. TOP OF BLUFF AND SETBACK FROM TOP OF BLUFF.

13. Location and elevations at top and bottom of any proposed retaining walls.
14. Dimension of lot frontage on public street and at Ordinary High Water Mark.
15. Lot width dimension as measured at the minimum front setback line and at the 50 foot lakeshore setback from the Ordinary High Water Mar.
16. Proposed direction of surface water drainage indicated by arrows and elevations, and percent of slope on driveway if applicable.
17. The Ordinary High Water elevation/contour must be shown if lot abuts body of water or is within 50 feet of said water.
18. The Floodplain elevation/contour must be shown and labeled (Both MCWD and City). Any possible wetlands should also be marked. Filling within the floodplain and wetlands shall not occur without permission from the City of Mound and the Minnehaha Creek Watershed District.

	Ordinary High Water	**Flood Elevation**	**Lowest Floor Elevation**
LAKE MINNETONKA	929.4	MCWD 931.5 / CITY 931	933
DUTCH LAKE	939.2	940	942
LAKE LANGDON	932.1	935	937

FOUNDATION SURVEY REQUIREMENTS

As part of the pre-construction site inspection the following staking is required to be completed:

1. Setback dimension stakes on the property line with setback dimension measurement to at least three foundation corners of the proposed structure.
2. Offset and grade stakes to proposed foundation corners.

After foundation is in place and prior to construction proceeding, contractor is to have surveyor verify in the field the location and elevation of building foundation per building plan requirements and a survey copy given to the City of Mound for approval to proceed.

NOTE: Foundation survey verification documentation requirement <u>may</u> be waived if the setbacks for the subject property are 5 feet or greater over the established minimums of front, side, and rear setback requirements for the district.

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.

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

EST. VALUATION OF WORK
$ _____
Square feet:

☐ New Construction	☐ Deck	☐ Re-Roof
☐ Change of Use	☐ Pool	☐ Re-Side
☐ Finish Basement	☐ Retaining Wall	☐ Shed _____
☐ Remodel	☐ Porch	☐ Window/Door Replacement
☐ Addition	☐ Demolition	# being replaced _____
☐ Garage-Attached/Detach	☐ Misc Other	☐ Misc Other
☐ Accessory Structure		

Detailed Description of Work:

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.

Supplement to Accessory Structure / Detached Garage Permit Application

Plans and all of the following information are required with Accessory Structure permit applications.

A Size & spacing of footing _____

B Size & spacing of studs _____

C Type of lumber _____

D Size of beams _____

E Size & spacing of rafters _____

F Size of Structure _____

G Distance to property lines

Side 1 _____

Side 2 _____

Rear _____

Other _____

H Distance from house

Side 1 _____

Side 2 _____

Rear _____

Other _____

I Total height _____

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.