MNSPECT LLC
HELPING YOU COMPLY WITH THE CODE

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PORCH PERMIT

- Building Permits are required for construction of any new porch, and for conversion of an existing space into a porch. The Minnesota State Building Code requires porches that are to be heated (four seasons) to comply with the State Energy Code. Porches must also meet the land use and setback requirements of the Municipality's Zoning Code.
- Porches that project over 8'-0" from the house wall require engineering, per 2015 Minnesota State Residential Building Code.
- Along with the completed Building Permit Application, submit:
  - Two copies of plans showing the proposed design, including:
    - ☐ Floor plan indicating proposed porch size
    - ☐ Size and type of decking
    - ☐ Size and spacing of floor joists
    - ☐ Size of posts
    - ☐ Size of beams
    - ☐ Depth, diameter and location of footings
    - ☐ Size of headers
    - ☐ Size and spacing of rafters/trusses (engineering required if using trusses)
    - ☐ Elevations indicating the height of structure from established grade
    - ☐ Type of roof covering material
    - ☐ Additional information may be required by the plan reviewer
  - Two copies of signed, engineered braced wall plans (if porch projects over 8'-0" from house wall).
  - Two copies of Certificate of Survey (available at Municipal Hall) drawn to scale and indicating:
    - ☐ Lot dimensions
    - ☐ Setbacks from property lines
    - ☐ Location and ground coverage area of existing structure(s)
    - ☐ Location and ground coverage area of proposed structure
  - The SUPPLEMENT to PORCH Permit worksheet MUST be included with the application.
- 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 forms and reinforcing are in place, but PRIOR TO POURING CONCRETE.
- **Framing:** After the roof, all framing, and rough-in electric inspection (if any) is approved, but prior to the application of any insulation or siding materials.
- **Insulation:** After the insulation and vapor barrier are in place and fully taped.
- **Final:** After porch is complete with stairs, handrails, and guardrails installed, and electrical work (if any) final approved.

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 digging.
- ☐ A minimum of 36" clear space is required above emergency escape and rescue openings.
- ☐ Porches shall not be hung from the cantilever of a house unless joists/trusses are designed/engineered to carry additional porch loads, and documentation to that effect is provided with plan submittal.
- ☐ Where supported by attachment to an exterior wall, porches shall be positively anchored to the primary structure and designed to resist both vertical and lateral loads.
- ☐ Footings shall be designed to adequately support the structure and be constructed below frost depth (42" minimum).
- ☐ 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 porches is required to be a type with natural resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes posts, beams, joists, flooring 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.
- ☐ If porch flooring is installed **perpendicular** to the joists, joist spacing of 24" on center requires 2" minimum (nominal) flooring, and joist spacing of 16" on center requires 5/4" minimum flooring. 1" flooring may only be used for projects with joist spacing of 12" on center (or less). For **diagonally** installed flooring, joist spacing of 12" on center requires 5/4" minimum flooring, and joist spacing of 16" on center requires 2" minimum (nominal) flooring. Flooring may not be installed diagonally if joist spacing is greater than 16" on center.
- ☐ Guards are required on all porches 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.
- ☐ Kick-out flashing is required at any roof/wall intersections.

SUPPLEMENT to PORCH Permit Application Worksheet

(MUST be included when applying for permit)

The following information is required to be included with a Porch 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. Size of headers: _____
8. Type of wall system: _____ Spacing_____
9. Type of roof system: ☐ Rafters ☐ Trusses Spacing_____
10. Species of lumber (please check one): ☐ Southern Yellow Pine ☐ Ponderosa Pine ☐ Spruce Pine Fir ☐ Hemlock Fir ☐ Douglas Fir ☐ Cedar ☐ Composite ☐ Unknown
11. Dimensions of floor boards: _____ Type: _____
    If using composite decking materials please indicate the manufacturer. _____
12. Height of deck from ground: _____
13. Height of guardrail: _____
14. Spacing of spindles: _____
15. Height of handrail:_____
16. Dimensions of deck:_____
17. Distance to property lines (also identify on site plan):
    Side 1: _____ Side 2: _____
    Rear: _____ Other: _____

CITY OF MOUND

2415 Wilshire Blvd
Mound, MN 55364
Phone 952-472-0607
Fax 952-472-0602

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	□ Fence _____
□ Remodel	□ Porch	□ Shed _____
□ Addition	□ Demolition	□ Window/Door Replacement
□ Garage-Attached/Detach	□ Misc Other	# being replaced _____
□ 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: **This is the signature of:** □ Owner or □ 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.