



BUILDING CODE DEPARTMENT

Building.department @ci.baxter.mn.us

13190 Memorywood Dr, Baxter, MN 56425 218-454-5113

RESIDENTIAL DECK INFORMATION SHEET

Submittal Requirements: Building permits are required for all decks attached or detached.

Setback Requirements: 10' Side property lines, 30' Rear property lines, 40' Front to Right of Way. If you are on corner lot you need to meet 40' setback on both roads.

Permit Fees: Based on construction cost, materials and labor.

Plan Requirements: Two (2) copies of the plans and one (1) copy of the site survey (site plan).

- A) Show all dimensions,
- B) Specify types and sizes of materials,
- C) Provide as much construction detail as you can (You may draw these yourself),
- D) Elevation view (footings, depth, attachment to home, etc.)

Frost Footings: Frost footings are required for any deck that is attached to a dwelling or garage that has frost footings. The minimum depth to the base of the footing is 60".

Guardrails: All decks that are 30" or more above grade must be protected by a guard. Such guards shall be 36" minimum in height. Open guard and stair railings shall have intermediate rails of ornamental patterns such that a 4" diameter sphere cannot pass through. All Risers shall have less than 4" openings.

Exception: The triangular opening formed by the riser, tread and bottom element of a guardrail may be sized so that a six-inch sphere cannot pass through.

Live Load: All decks shall be designed to support a live load of 40 pounds per square foot.

Flashing: All connections between the deck and dwelling shall be weatherproof. Any cuts in exterior finish shall be flashed and caulked.

Joist Hangers: Header Joist more than six (6) feet long and tail joists over twelve (12) feet long shall be supported by approved framing anchors such as joist hangers.

Wood Required: All exposed wood used in the construction of decks is required to be of approved wood of natural, resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes posts, beams, joists, decking and railing.

Stairs: Minimum width is 36 inches. Maximum rise tread to tread is 7 3/4 inches. Minimum tread depth is 10 inches. Largest tread width or riser height shall not exceed the smallest by more than 3/8 inch within any flight of stairs.

Handrails: A continuous graspable handrail is required, top to bottom of each stair having 4 or more risers. Handrails shall not be higher than 38 inches or lower than 34 inches. Handrail ends shall be returned or terminated in posts. The handgrips shall not be less than 1 ¼ inches or more than 2 inches in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip shall have a smooth surface with no sharp corners.

Special Design Note: Some deck designs may not be appropriate, should the placement of a screen porch or 3-season porch on the deck platform be a future consideration.

NOTE: Exterior balconies, 60# live load: Separate design is required.

Inspections required: Deck inspections required by law as follows:

- Site Inspection-done before digging holes for footings.
- Footing Inspection-before placing concrete or posts-below grade, minimum depth of 60".
- Framing and Final Inspection-when deck is completed.

WHEN WORK IS READY, AN INSPECTION MUST BE REQUESTED AND MADE PRIOR TO CONCEALING.

POST THE INSPECTION CARD IN A PROMINENT PLACE.

WIRING MAY NOT BE CONCEALED PRIOR TO APPROVAL BY STATE LAW 326

ALL INSPECTIONS REQUIRE A 24-HOUR NOTICE. THE BUILDING DEPARTMENT WE WILL MAKE EVERY EFFORT TO INSPECT THE PROJECT ON THE NEXT BUSSINESS DAY.



DECK PERMIT APPLICATION

Department of Community Development

13190 Memorywood Dr, Baxter, MN 56425

218-855-5113

SITE ADDRESS _____ **DATE** _____

Legal description: Property ID _____ Lot _____ Block _____ Addition _____

REMINDER: Your permit application *will not* be accepted if you do not have all required documents which are listed on the requirements page of your application packet.

Property Owner/Tenant

Name _____ E-Mail _____

Address _____ Phone/Cell _____

Contractor/Applicant

Name _____ E-Mail _____

Address _____ Phone/Cell _____

Architect

Name _____ License # _____

Address _____ Phone/Cell _____

The General Contractor and All Sub-Contractors are required to be listed with each permit. The permit application will not be accepted without the attached completed list.

<p>Estimated Value</p> <p>Gen _____</p> <p>Plg _____</p> <p>Mech _____</p> <p>\$ _____</p> <p>(total all work)</p>	<p>Yard Setbacks to Construction</p> <p>Front _____ ft.</p> <p>Rear _____ ft.</p> <p>Right Side _____ ft.</p> <p>Left Side _____ ft.</p>	<p>Size of Structure</p> <p>Height _____ ft.</p> <p>Width _____ ft.</p> <p>Depth _____ ft.</p> <p>No. of Stories _____</p>	<p>Property Dimensions</p> <p>Width _____ ft.</p> <p>Depth _____ ft.</p>	<p>Property Area or Acres</p> <p>_____ Sq. Ft.</p> <p>_____ Acres</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p style="text-align: center;"><u>PRE-PAID FEES</u></p> <p>P.R. Fee Paid</p> <p>Amount \$ _____</p> <p>Date Paid _____</p> <p>Check # _____</p> <p>Receipt # _____</p> <p>Name on Account _____</p> <hr/> <p style="text-align: center;"><u>PERMIT FEE TOTAL</u></p> <p>Total of Fees due \$ _____</p> <p>Less P.R. Pre-pay \$ _____</p> <p>Total Due \$ _____</p> <p>Date Paid _____</p> <p>Check # _____</p> <p>Receipt # _____</p> <p>Name on Account _____</p>
<p style="text-align: center;">FLOOR AREA</p> <p>Main Level _____ sq. ft.</p> <p>Second Floor _____ sq. ft.</p> <p>Third Floor _____ sq. ft.</p> <p>Garage _____ sq. ft.</p> <p>Crawl Space _____ sq. ft.</p> <p>Basement _____ sq. ft.</p> <p>Deck _____ sq. ft.</p> <p>Porch _____ sq. ft.</p> <p>Misc. _____ sq. ft.</p>		<p style="text-align: center;">REQUIRED INFORMATION</p> <p>Type of Const. _____</p> <p>Bldg. Use _____</p> <p>Occp. Group _____</p> <p>Occp. Load _____</p> <p>Zoning District _____</p> <p>Fire Sprinkler _____</p>		<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Information Verified By City</p> <p>Yes No</p>	
<p style="text-align: center;">PERMIT APPLICANT</p> <p>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 heron 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</p>					<p style="text-align: center;"><u>Permit Application Tracking</u></p> <p>Date Received _____</p> <p>Excepted By _____</p> <p>Checked By _____</p>

Contractor:

_____ (Printed Name Required) (for) _____ Company Name (if applicable)

_____ (Signature of Applicant Required) _____ (Phone Number)

Homeowner / Builder:

_____ (Signature of Applicant Required) _____ (E-mail Address)



CONTRACTOR & SUB CONTRACTORS & CONTACTS

(All sub contractors are *required* to be listed.)

GENERAL CONTRACTOR

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

PROJECT MANAGER

(NAME) (OFFICE TELEPHONE NUMBER) (CELL PHONE NUMBER)

ON-SITE CONTACT

(NAME) (OFFICE TELEPHONE NUMBER) (CELL PHONE NUMBER)

MASTER PLUMBER

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

SEPTIC INSTALLER

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

SEPTIC DESIGNER

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

EXCAVATOR

City Registration Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

ROOFER

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

FRAMER

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

CONCRETE

City Registration Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

INSULATION

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

SIDING

State License Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)

MECHANICAL

City Registration Number _____

(NAME) (ADDRESS) (TELEPHONE NUMBER)



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Description on Scope of Work

- New Home Remodel/Addition Garage Deck

1. Concrete Work: _____

2. Framing Work: _____

3. Plumbing Work: _____

4. Mechanical Work: _____

5. Electrical Work: _____

6. Special Conditions: _____



RESIDENTIAL STATEMENT OF AGREEMENT

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SUMMARY OF BUILDING REQUIREMENTS

2000 INTERNATIONAL BUILDING CODE
STATE AMENDMENTS TO IBC
MN STATE BUILDING CODE
MN STATE EVERGY CODE

MN ACCESSIBILITY CODE
STATE MECHANICAL CODE
MN STATE PLUMBING CODE
Plumbing & Mechanical permits by independent contractors

I AS SIGNER OF THE PERMIT AGREE TO THE FOLLOWING:

I will

- _____ Place on site a valid permit prior to starting project
- _____ Call for all of the required inspections
- _____ Request inspections 24 working hours in advance

_____ I understand if I do not have:

- *The site posted* with the address number,
- *The permit & check list posted* on site prior to inspection,
- *The requested inspection ready,*

the inspector ***will not*** complete the inspection and I (applicant) am responsible to re-schedule when items are posted.

_____ I agree to comply with all requirements of the codes and city ordinances and will require all sub-contractors to be in strict compliance. If I am not familiar with or don't understand the requirements, I will seek professional advice

_____ I understand the inspections listed on this page are not limited to or exclude any special inspections if noted on the plans and/or the permit card with an "X" by the required inspection. I also understand that this is a partial list and is not intended to be in its entirety.

By **initialing each item and signing below** I acknowledge that **I have read, understand and agree to the requirements** listed and will follow all City requirements, Ordinances and State Codes,

INSPECTIONS

Site-Shall be staked at building location and all property pins located and visible for inspection. Lot corners, set backs, size and location of building and accessory buildings, Driveway locations. Site address shall be posted at this time.

Concrete Slab – All slabs.
(Forms placed, rebar hung, poly placed prior to inspection)

Footing-Prior to pouring.
(Forms to be placed and rebar hung prior to inspection)

Foundation- Drain Tile - prior to backfilling.
The damp proofing shall be inspected.

Poured Walls-prior to pouring concrete.
(All rebar and forms in place)

Electrical-inspection required by State Electrical Inspector.
The final inspection shall be completed prior to occupancy.

Framing-required, All windows and doors installed and **prior to** insulation. Lumber shall be stamped and trusses shall be engineered. Energy trusses on the home are encouraged.

Plumbing-required. a master plumber is required to be at all tests. Back flow preventers are required.
(Three inspections required; Underground, Rough In & Final)

Mechanical-require a Rough-in, Gas line air test (1 hour @ 25#), and a Final inspection.

Insulation-Prior to covering. Requirements must meet Category 1 or the New Energy Code.

Septic/Sewer/Compliance required

Final-"Certificate of Occupancy" required prior to occupying the building.

Signature of applicant
Date _____

Printed Name of Applicant



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BUILDING PERMIT APPLICANT PROPERTY OWNER

SITE ADDRESS _____ **DATE** _____

Legal description: **Property ID** _____ **Lot** _____ **Block** _____ **Addition** _____

I understand that the State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exception from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not building or improving this property for purposes of speculation or resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota Statute 514.01. In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, understanding that failure to do so is a misdemeanor under state law.

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 Minnesota Statute 326.92, subd. 1, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or ordinance in connection with the work performed on this property.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the MN Department of Commerce at (651)296-2594 or toll free at 1-800-657-3602.

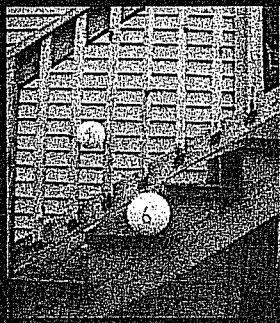
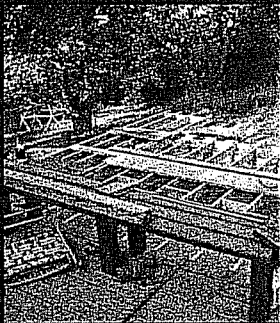
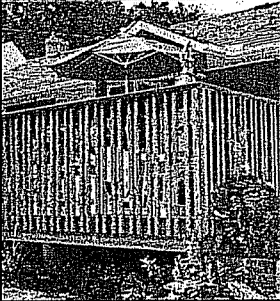
Signature

Homeowner: _____
Printed Name Signature

Date: _____

DECKS

Guidelines for planning
the construction
of a deck.



Building Codes and Standards Division

408 Metro Square Building
121 East 7th Place
St. Paul, MN 55101-2181
651.296.4639
TTY: 800.627.3529
Fax: 651.297.1973

www.buildingcodes.admin.state.mn.us

www.mncodes.org

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.

Decks and platforms are required to meet the land use requirements of the community's zoning code. Zoning questions should be directed to the local planning and zoning department. This is an important first step in the planning of any deck project.

PERMIT FEES

Permit fees are established by the municipality. The plan review is done by the building inspector in order to spot potential problems or pitfalls that may arise. The inspector may make notes on the plan for your use. The plan review and inspections are done to provide a reasonable degree of review and observation so the project will be successful, safe, and long-lasting. Actual permit costs can be obtained by calling your local Building Inspection Department with your estimated construction value.

Your Building Inspector will need a number of items. These may include an application for permit, site plan or survey (with specific setback information), and building plans. Examples of these are provided in the rest of this brochure. The inspector may inform you of potential problems or make suggestions. Safety will receive the greatest priority.

REQUIRED INSPECTIONS (Verify with municipality)

1. **Footings:** After the holes are dug, but PRIOR TO THE POURING OF CONCRETE!
2. **Framing:** To be made after all framing, blocking, and bracing are in place and prior to covering the construction so it is accessible for inspection. This inspection can be completed at the time of the final inspection if all parts of the framing will be visible and accessible.
3. **Final:** To be made upon completion of the deck and finish grading.
4. **Other inspections:** In addition to the three inspections above, the inspector may make or require other code inspections, such as an electrical inspection, to ascertain compliance with the provisions of the code or to assist you with your questions or concerns during the construction process.

SETBACKS

Setbacks from property lines vary depending upon the city and zoning district your home is located in. Contact the Building or Planning Department in your community for the requirements in your location. This is an important first step in the planning for any deck project.

GENERAL BUILDING CODE REQUIREMENTS

- 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, or other material (composite plastics, etc.) with prior approval of the building inspector.
- c. **Pressure-Treated Wood**
Recent changes have been made in the chemicals used in the manufacture of pressure-treated wood. Chromated copper arsenate, also known as CCA, is being phased out and the most common new treatments approved for outdoor use are Alkaline Copper Quaternary (ACQ) and Copper Azole. According to the lumber and fastener industry, the newer chemicals being used to treat the wood approved

DECKS *continued*

for outdoor use are considerably more corrosive than those previously treated with CCA and therefore require special fasteners, hangers, and greater care in the selection of materials that may come in contact with the wood. The fastener industry has indicated that some of the hangers and fasteners currently on the market may not perform with some of the new treatments.

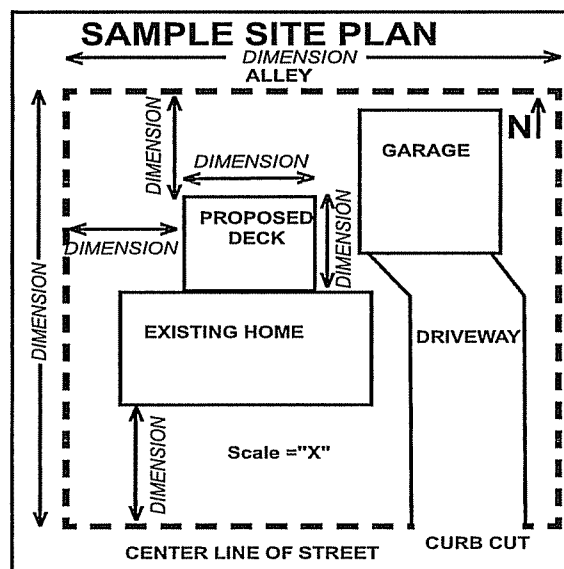
Designers, builders, and home owners will need to pay particular attention to the grade marks on the lumber, and verify that proper hardware (hangers, nails, brackets) are appropriate with the particular treatment of the lumber. This not only applies to decks utilizing these products but sill plates and posts as well. The code references the American Wood Preservers Association (AWPA), which has published information on this issue. Particular attention should also be made to the manufacturer's installation instructions for the hardware. Questions should be directed to your wood and fastener supplier or your local Building Official.

- d. Columns and posts in contact with the ground or embedded in concrete, earth or masonry must be of special pressure treated wood approved for ground contact.
- e. Cedar or redwood posts need an 8 inch separation from the ground.
- f. All decks, balconies or porches, open sides of landings and stairs which are more than 30 above grade or a floor below must be protected by a guard not less than 36 inches in height. Open guard and stair railings require intermediate rails of an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
- g. If a stairway is to be provided, it must be not less than 36 inches in width. Stairways may be constructed having an 8-inch maximum rise (height) and a 9-inch minimum run (length). The largest tread rise and tread run may not exceed the smallest corresponding tread rise or run by more than $\frac{3}{8}$ inch. Stairway illumination is required by the code..
- h. Handrails are required on all stairways having 4 or more risers. Handrails may not be less than $1\frac{1}{4}$ " nor more than $2\frac{5}{8}$ " in cross sectional area. 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.
- i. The electrical code requires overhead power lines to be located a minimum 10 feet above decks and platforms. Existing lines may need to be raised if a new deck is to be installed beneath them.
- j. **Outside meters, wells, and septic systems.** When locating a deck care must be given to the location of existing 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. Prior to placement of any deck that will interfere with these devices, contact your local Building Inspector.
- k. **Outside water meter readers.** Some communities use a remote outside meter water meter-reading device that may need to be relocated to allow for construction of a deck. These devices must be relocated properly and may require special tools. Prior to placement of any deck, that will interfere with the operation or accessibility of the reader, contact you local Building Inspector or Water Department to obtain information and procedures on relocating these devices. Note: For specific code requirements, please contact your local Building Department.

PLANS: SITE, FLOOR, and ELEVATION

The following text and sample drawings show the minimum detail expected so the permit process can proceed smoothly. **TWO sets of each plan are required.** Plans do not need to be professionally drawn. Plans should include all of the information requested. The application for permit can be filled out at the time you drop off your plans.

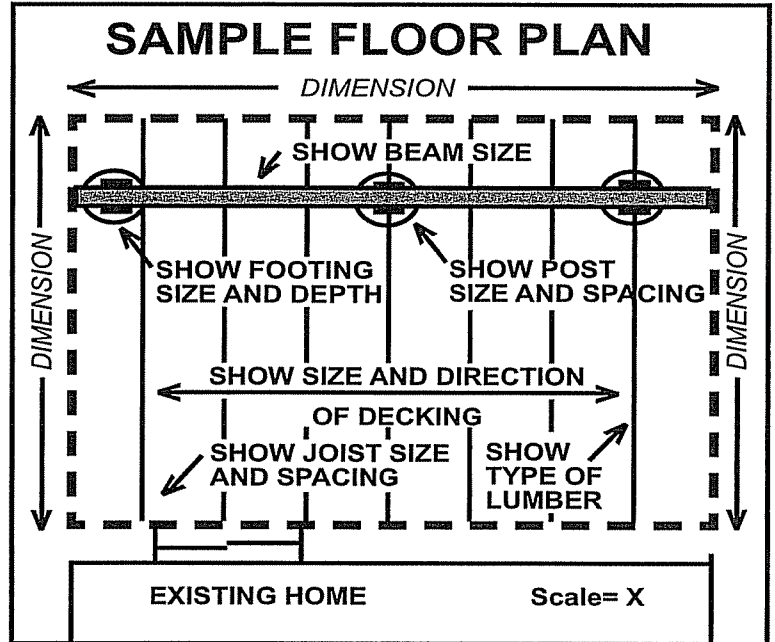
Certificate of Survey or Site Plan drawn to scale indicating the lot dimensions, the location and size of the existing structure(s), and the location and a size of the proposed structure. Indicate the setbacks from property lines of the existing and proposed structure(s). Including septic system area and wells if applicable.



DECKS *continued*

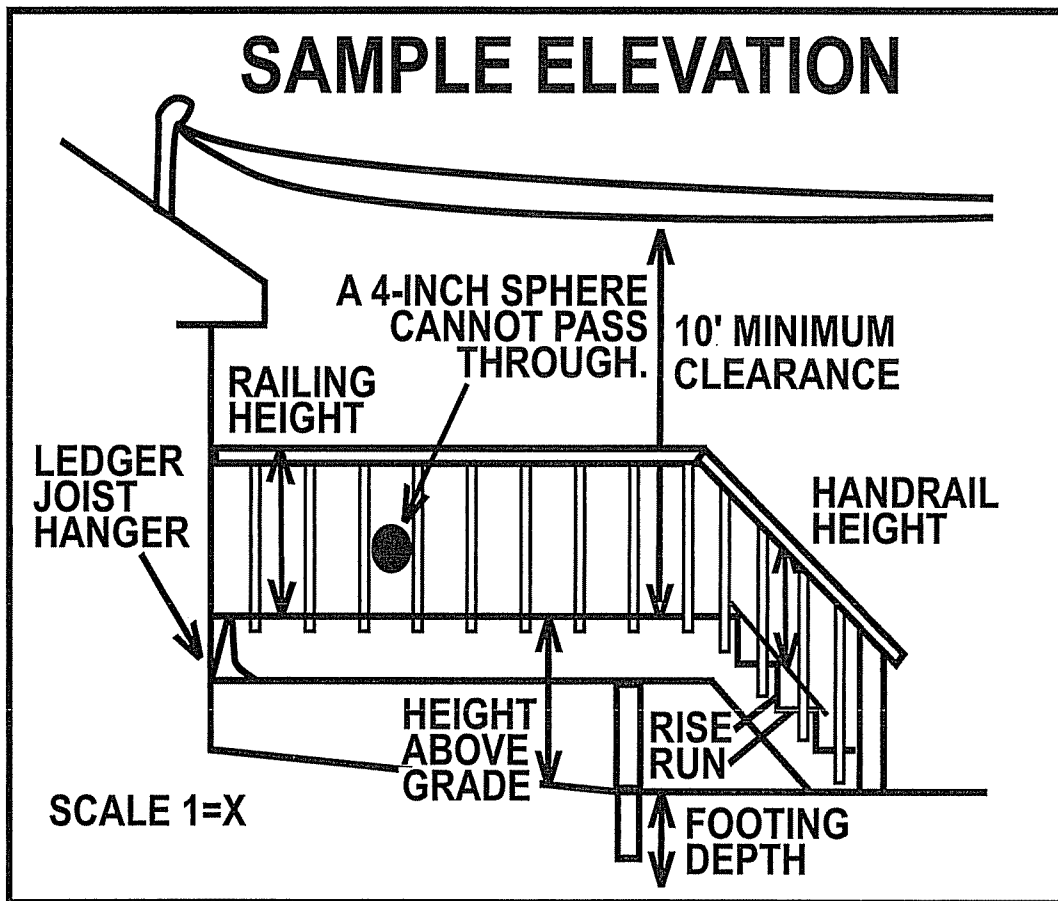
FLOOR PLAN

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/run and handrail height (if any).
5. Clearance of over-head wires (if applicable).



Call at least 2 full business days before you dig.
 1-651-454-0002 1-800-252-1156 www.gopherstateonecall.org

Contact your local building code official regarding specific code and permit requirements in your municipality or if you have any questions regarding information presented in this brochure.