



ADDITIONS AND SCREEN PORCHES

PERMITS

1. **Building Permit:** A building permit is required for the construction of the new addition or screen porch.
2. **Plumbing:** If plumbing fixtures are being added in the new addition or if existing drain waste and vent piping needs to be removed or altered for the new addition a plumbing permit is required.
3. **Mechanical Permit:** A mechanical permit is required for extending the ductwork into the new addition, adding a fireplace or gas fired heater, installing in-floor heat piping or adding gas lines.
4. **Electrical:** A separate electrical permit is required for adding outlets, switches and circuits for the new addition.

Building Permit Applications are available at City Hall or they are available on our website: www.sartellmn.com Completed permit application and required submittal documents can be dropped off at the City Hall front counter during normal business hours, mailed in or dropped off in the overnight box located in front of the city offices. Normal turnaround time for the permit is 3-5 business days. Upon completion of the review and approval of the plans the applicant will be notified that the permit is ready to be picked up and paid for. Work must not be started until the permit has been approved and picked up from the City.

PERMIT AND PLAN SUBMITTAL

- A completed Building Permit Application is required at the time of submittal to the City. Plumbing, mechanical and electrical permits can be applied for and submitted with the building permit or after approval of the building permit. All required permits must be obtained from the City prior to starting the work.
- A site plan drawn to scale or a Certificate of Survey showing the location of the addition or porch, size of the addition or porch, height of the structure and setback distances from the addition or porch to the adjacent property lines, utility easements and other structures on the property.
- Two copies of construction drawings and materials list must be provided for either an addition or a porch.
- Do not send a check with the application and plans.

SITE PLAN

Setbacks from property lines vary depending on the zoning district your home is located in. Generally the setback distance is 20 feet from the rear yard and 10 feet from the side yard, it is the applicant's responsibility to verify this prior drawing the site plan. In addition, some

neighborhoods have covenants restricting the size and location of the addition or porch. Check the abstract for the property to learn if any covenants are in place. If you have any questions regarding your site plan you can call the City Zoning Department at 320-258-7316.

CONSTRUCTION DRAWINGS

Two copies of the construction drawings are required. Plans should be drawn to scale but are not required to be professionally drawn. The following is a list of items which need to be shown on the submitted plans.

- Foundation plan showing the following; depth of foundation, footing size, foundation wall type and size, concrete pier size, steel reinforcement size (if applicable) and spacing and height of unbalanced fill for crawl spaces and lower level foundations.
- Section drawings showing the following; support post size and spacing (if applicable), support beam type and size (if applicable), floor joist type and size, if the deck/floor is not free standing the connection of deck/floor ledger to home must comply with IRC 507 **(complete and submit the attached Ledger Board Attachment Worksheet)**, sub floor type, stud size and spacing, exterior wall sheathing, house wrap, siding type (exterior siding must match the home) and roof construction.
- Floor plans of each level identifying each rooms use, the size of the rooms, location of windows and doors, window and door opening sizes and proposed header sizes, location of stairs and stair design (if applicable).
- Insulation R-values of the exterior building envelope must comply with MN. Rules 1322 (R-30 floor, R-20 rim, R-20 wall cavity or R-13 + 5ci, R-49 attic with min. 6" heel, 0.32 U factor for all windows).

INSPECTIONS

1. **Footings:** An inspection of the excavation work prior to pouring the concrete is required. This inspection is required to verify that the footing size is in accordance with the approved plans and building code, soil conditions are adequate to support the structure, proper depth of the excavation is provided for frost protection and setbacks are in compliance with the approved site plan. Approved plans and inspection card must be provided at the time of the inspection and the property lines must be located and identified.
2. **Plumbing, HVAC and electrical:** The inspection for the any of this work is conducted once the installation is completed. These inspections should be conducted prior to the framing inspection and can be done individually or together.
3. **Framing:** This work is inspected after all of the plumbing, HVAC and electrical work is completed. This inspection can be conducted individually or with the utility rough-in work.

4. **Insulation:** This inspection is conducted after the framing and all rough-in work has been inspected and approved.
5. **Final:** A final inspection of all phases of the work is required prior to use or occupancy of the new porch or addition. The building final should be conducted after the plumbing, mechanical, electrical finals have been completed **and all required smoke and carbon monoxide detectors have been installed and are operational. Newly installed smoke detectors must be hardwired if there is access to an attic, crawl space or unfinished lower level which would allow for hardwiring without the removal of interior finish materials.** Approved plans, inspection records and card must be provided at the time of inspection.

SCHEDULING AN INSPECTION

Inspections are performed Monday thru Friday 8:00 AM to 4:00 PM. Please call 320-258-7317 to schedule your inspection, 24 hours in advance.

GENERAL CODE OR CITY RELATED REQUIREMENTS

- Permits must be obtained from the city **prior** to starting the work.
- Permit cards should be posted on site at all times and the approved plans must be on site and available for to the City Inspector at the time of the inspection.
- Outside gas and electric meters, water meter readers, or other utilities may need to be relocated to allow for the construction of the project. Prior to starting the construction of any project that will interfere with these or similar items, contact the local building department and utility company.
- Building numbers must be posted and visible from the street.
- A licensed building contractor or the home owner may submit a Building Permit Application for the work.
- A separate permit is required to enclose the space under a porch or addition built on support posts. The code does not allow this space to be used for storage without providing an approved method fire resistive separation between the storage use under the deck and the home.
- When a covered porch or enclosed addition is added on to the home the State Building Code requires the existing home to be equipped with smoke detectors in locations as required for new construction. Smoke detectors added in existing areas where there has been no removal of the wall board or plaster may be battery operated. This work will be verified on the final inspection.
- If an exterior stairway is provided, exterior stairway illumination is required by the building code. An exterior light attached to the home in the general vicinity of the stair can be used to comply with this requirement.

- When pressure treated wood is used it must have a grade stamp and comply with the American Wood Preservers Association Standard.
- Composite or maintenance free type materials must be tested and approved for natural resistance to decay and capable of supporting the intended structural loading. Before purchasing these alternate building products verify this with the retail supplier or contact the City Building Department.
- Proper selection of the hangers, nails, screws and brackets must be considered for structural support and effects from corrosion due to exterior exposure and contact with certain types of treated wood. If you have questions regarding this contact your materials provider for verification or check with the City Building Department.
- Footings: Minimum 42 inch frost depth is required for all frost protected foundations. Concrete pier footings must show the proper depth, sizing (diameter or area) to support a; 40 lb uniform floor load, 35 lb roof snow load, dead load of the construction materials and any additional point loading such as a hot tub. Footing thickness should be at least 8 inches of solid concrete (4 inch pre-cast concrete pads do not meet the minimum requirements of the state building code). Round cylinder forms are not required, but may be used, provided that the footing is properly sized at the bottom of the hole. Some pads or piers may require steel reinforcement. Continuous spread concrete footings must be sized in accordance with the State Building Code.
- Foundation: Posts buried in the ground which are supporting the structure must be treated for in-ground structural use. Posts which are not buried and attached to concrete columns at grade must be approved treated materials that are resistant to decay and properly sized to support the designed load. The size and spacing of the posts must be shown on the plans. Masonry or cast in-place foundation walls must be sized in accordance with the State Building Code.
- Crawl spaces: must designed with either natural or mechanical ventilation and be provided with an 18"x 24" access.
- Ledger Board Attachment: Porch/deck floors attached and supported by the home must be attached in accordance with IRC 507 or it must be free standing. **The attached Ledger Board Attachment Worksheet must be completed if the deck/floor is not free standing.** The ledger board connection between the home and the deck must be properly flashed.
- Construction/framing materials: Joists, beams, rim joists, posts and headers must be properly sized to support the required loading. The size and spacing of these materials must be identified on the drawings. Floors and walls exposed to the weather in open or screen porches must be treated materials or approved materials that are resistant to decay.
- Roof: Roof design must be capable of supporting a 35 lb snow load. Hand framed roofs must show rafter sizing and spacing. Truss specs for factory made roof trusses must be provided on the site at the time of the framing inspection.

- Energy Code: Additions that are intended to be heated or cooled must comply with the thermal envelope requirements of the State Energy Code, MN Rules 1322 (see building thermal requirements in construction drawing information).
- Decking: Decking materials must be approved for natural resistance to decay and capable of supporting a 40 lb. per sq. ft. uniform live load. The type of decking to be used must be identified on the plans.
- Guards: Covered decks and screen porches more than 30 inches above grade or an adjacent level are required to have guard protection. Guards must not be less than 36 inches in height measured vertically from the nosing of the treads to the top of the guard. Guards must be protected with intermediate rails which do not permit the passage of a sphere that is 4 inches or more in diameter. Screened enclosures greater than 30 inches above grade must have guard protection.
- Stairs: If a stair is provided, it must not be less than 36 inches in width, the riser height must not exceed $7 \frac{3}{4}$ inches, the maximum tread width must not exceed 10 inches and the largest stair run or rise must not exceed the smallest by more than $\frac{3}{8}$ of an inch. Stairs with treads that are more than 30 inches above grade require guard protection. Openings in stair risers more than 30 inches above grade or an adjacent level must be such that a sphere 4 inches or more cannot pass through. The triangular opening created between the stair riser and the bottom rail of a guard must be such that a sphere 6 inches or more cannot pass through.
- Handrails: A handrail is required on a residential stair with 4 or more risers. Handrails must not be less than 34 inches and more than 38 inches in height measured vertically above the nosing of the treads, be continuous without interruption of intermediate posts, returned on both ends and be grip-able.
- It is the responsibility of the homeowner or contractor to notify Gopher State One Call for utility locates **prior** to conducting any excavation work (1-800-252-1166 or 1-651-454-0002).

If you have any questions regarding the information in this handout or specific to your project feel free to call the Sartell Building Inspection Department at 320-258-7317.