



DECKS

PERMITS

There are two different types of permits in the City of Sartell which regulate the construction of a new deck. Decks and platforms that are not more than 30 inches above an adjacent level or grade and not attached to a structure with frost footings require a City of Sartell Zoning Permit. All other decks or platforms require a Building Permit.

PERMIT AND PLAN SUBMITTAL

Either a completed Building Permit Application or Zoning Permit application must be submitted along with the following:

- A site plan drawn to scale or a Certificate of Survey showing the location of the deck, size of the deck, height of the deck and setback distances from the deck to the adjacent property lines and utility easements must be provided.
- Two copies of construction drawings and materials list must be provided for decks which require a building permit. Decks which require a zoning permit do not require construction drawings but must include a materials list or a written or typed description of the construction materials being used.
- Do not send a check with the application and plans.

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 over-night 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.

SITE PLAN

A site plan must be submitted with either a Zoning Permit deck or a Building Permit deck. 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, 10 feet from the side yard, and 30 feet from street side yard property line. It is the applicant's responsibility to verify this prior to drawing the site plan. In addition, some neighborhoods have covenants restricting the size and location of decks. 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

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 for decks which require a Building Permit.

- Footings: The footings must show the following; proper frost depth is being provided (42 inch minimum) which is measured from grade to the bottom of the footing, proper sizing to support a 40 lb uniform floor load, dead load of the construction materials and any additional point loads, hot tubs, temporary enclosures, etc., 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.
- Posts: Posts buried in the ground which are supporting the deck must be treated for in-ground use. Posts which are not buried and attached to concrete columns at grade must be treated for ground contact. The size and spacing of the posts must be shown on the plans.
- Ledger Board: The ledger board connection between the home and the deck must be properly flashed and connected with approved bolts or lag screws.
- Construction/framing materials: Joists, beams, rim joists and posts must be properly sized to support a 40 lb. per sq. ft. uniform live load and any additional loading such as a temporary enclosure or hot tub. The size and spacing of these materials must be identified on the drawings. These materials must be approved for exterior use and natural resistance to decay.
- 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: Decks and stairs more than 30 inches above grade or an adjacent level are required to have guard protection. Guards for decks must not be less than 36 inches in height and stairs must not be 34 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. 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.
- 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.

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.

- 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 provide graspability (see attached diagrams).

INSPECTIONS

1. Footings: Decks which require a Building Permit must have an inspection of the excavation work prior to pouring the concrete. This inspection is required to verify that 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. Final: Upon completion of the deck construction, stair, handrail and guards a final inspection is required. This inspection is to verify compliance with the approved plans and code for the structural deck framing and life/safety requirements (stair, handrail and guard). Decks which require a Zoning Permit must have a final inspection to verify compliance with setbacks and the approved plans. Approved plans and inspection records and card must be provided at the time of inspection.

SCHEDULING AN INSPECTION

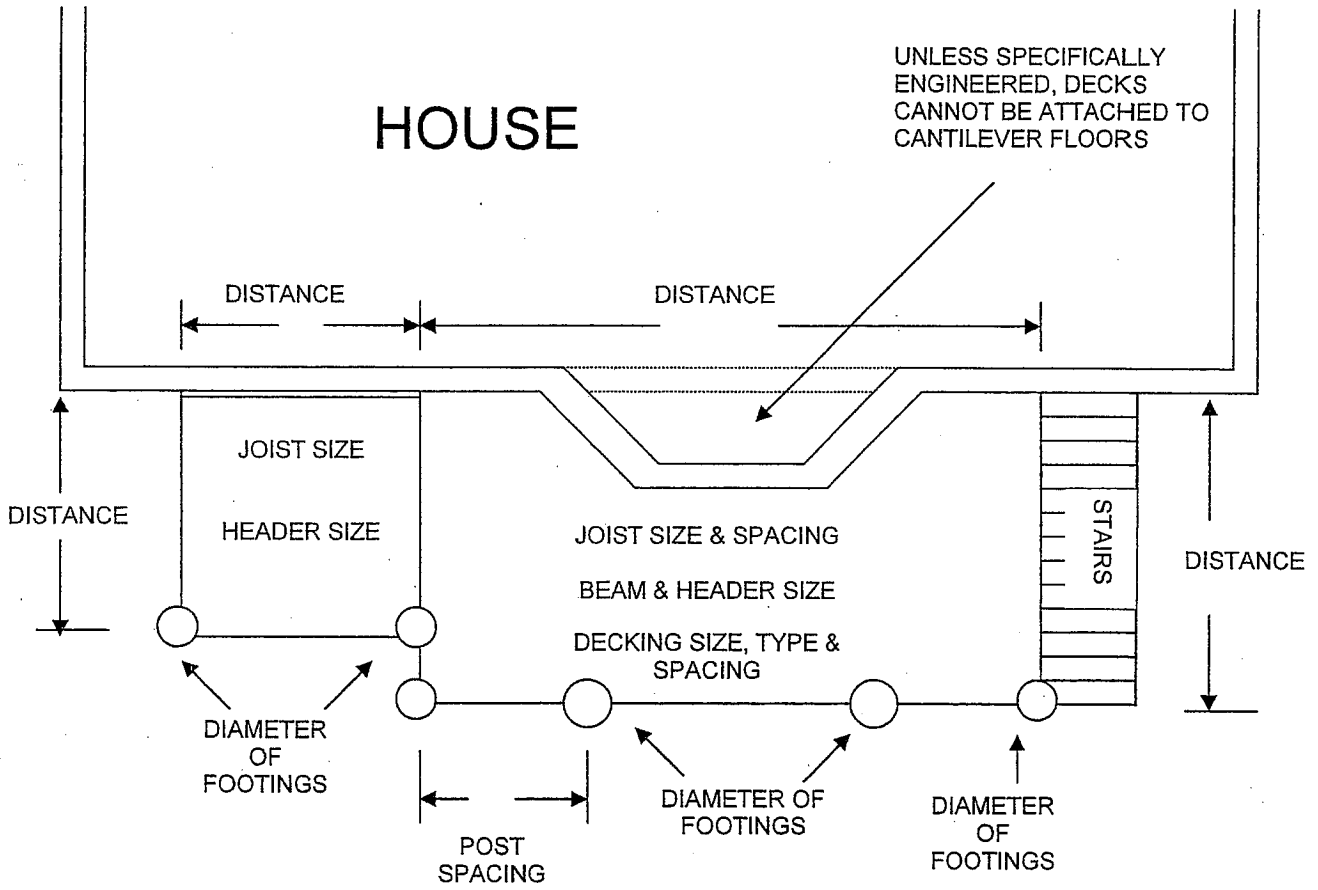
Inspections are performed Monday thru Friday 8:00 AM to 4:00 PM. Please call 320-258-7317 to schedule your inspection, 24 hours in advance.

GENERAL CODE OR CITY RELATED REQUIREMENTS

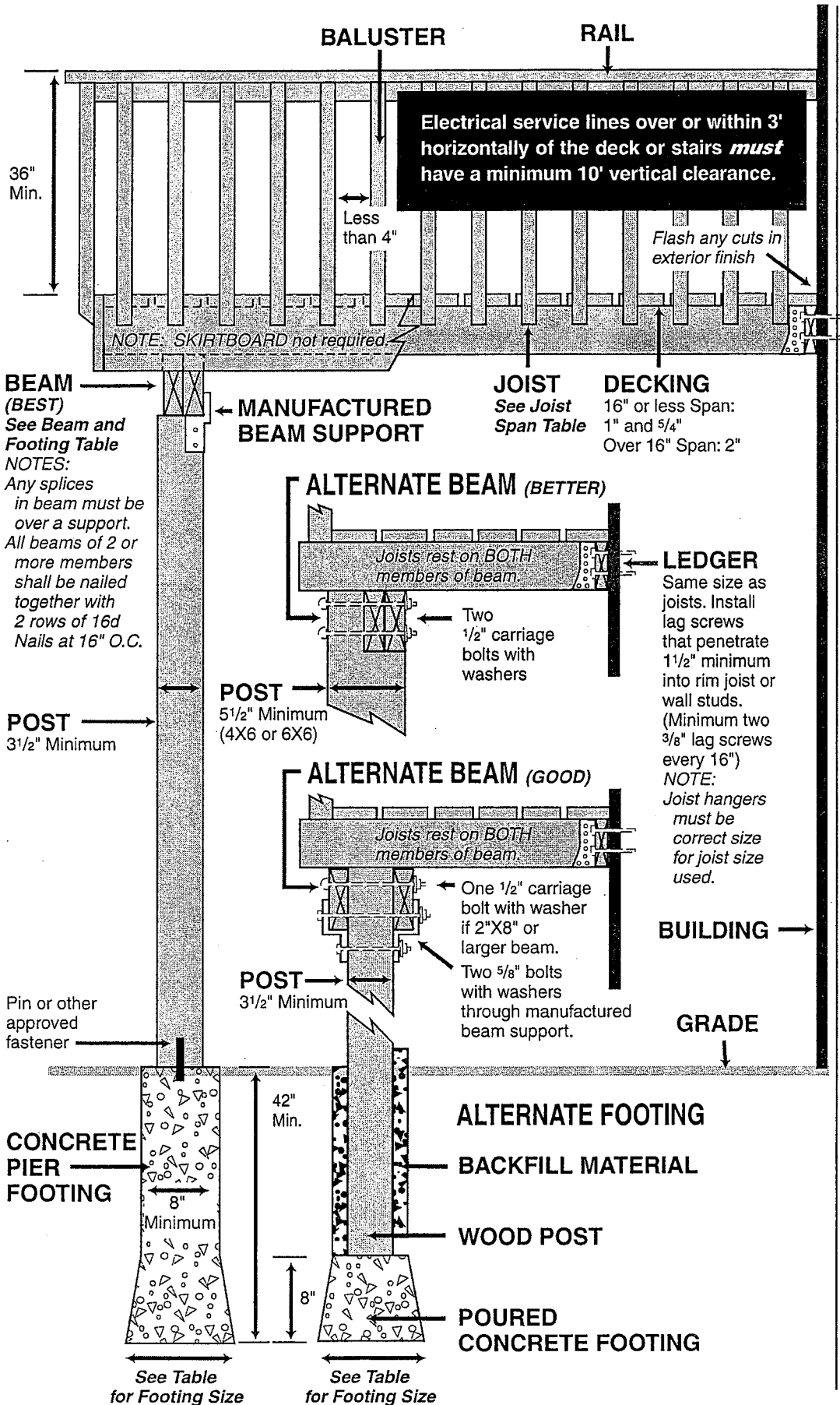
- Permits must be obtained from the city **prior** to starting the work.
- Permit cards should be posted on site at all times and the approved plans must be on site and available for to the City Inspector at the time of the inspection.
- The Electrical Code requires overhead power lines to be located a minimum of 10 feet above a deck or platform.
- Outside gas and electric meters, water meter readers, or other utilities may need to be relocated to allow for the construction of the deck. Prior to placement of any deck 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.

- Either a licensed building contractor or the home owner may submit a permit application for the work.
- A stair with 4 or more risers must have a handrail. Handrails must be 34 – 38 inches high measured vertically from the tread nosing, be graspable and continuous from the top of the stair to the bottom.
- Decks which are more than 30 inches above grade or a lower platform or level must be provided with guard protection. Guards must be a minimum of 36 inches high and have intermediates with spacing that do not allow passage of a sphere 4 or more inches in diameter.
- Stairs which are more than 30 inches above grade must be provided with guard protection and must have enclosed risers which do not allow passage of a sphere that is 4 or more inches in diameter.
- A separate permit is required to enclose the space under a deck. 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.
- If a 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.
- 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).
- It is the responsibility of the homeowner or contractor to locate property irons or have a survey completed by a licensed surveyor prior to beginning any work. Property irons/markers must be visible to the City Inspector to ensure the setbacks are met. Metal detectors can be used to locate property irons/markers.

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

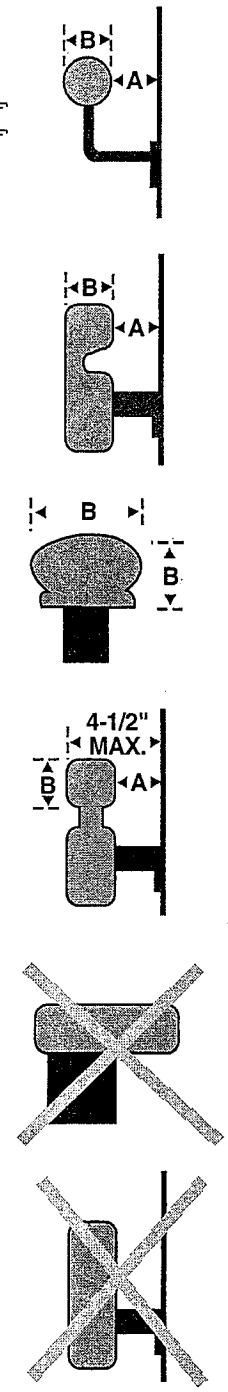


SAMPLE FLOOR PLAN

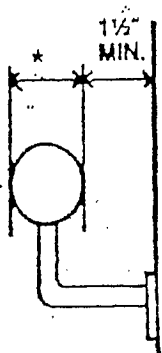


Possible handrail solutions at stairs

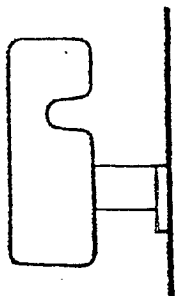
See Single-Family Stairways/Guards



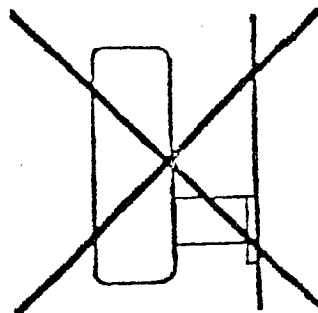
ACCEPTABLE HANDRAIL DETAILS



* 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.



**NOT
ACCEPTABLE**

