



BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL ADDITIONS AND PORCHES

The following information must be submitted to the Building Official before a building permit can be processed and approved.

- 1. Building Permit Application Form**
- 2. Survey or Site Plan (two copies)**
- 3. Building Plans (two copies)**
- 4. Miscellaneous as required**
- 5. Statement of Agreement**

A more detailed description of items 1-5 is listed below. After a preliminary review additional information may be required. Allow 7 working days for processing.

- 1. Building Permit Application Form:** Complete and sign a building permit application. Application forms are available at City Hall.
- 2. Survey or Site Plan:** Provide an updated plan of the property showing the direction north, all property lines, existing buildings (with dimensions) and project address or PIN number. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required.
- 3. Building Plans (two copies):**
 - A. Elevation Drawings (exterior views) of front, rear and sides of finished addition. Indicate the height from finished grade to the top of the sidewalls and peak.
 - B. Section drawing (side, cutaway drawing) showing the details of the footings, foundation, floor, wall and roof construction, provide an engineers signed roof truss specifications at the framing inspection.
 - C. Floor Plans of the basement and each floor showing the length and width of the addition, room dimensions and use (bedroom, bathroom, etc.), finished and unfinished areas, window and door locations, header sizes, interior walls, stairs and plumbing/heating fixtures.
- 4. Miscellaneous:**

Permit Fees: Building and Zoning fees will be determined after the application and required plans have been approved. Fees must be paid in full before a permit can be issued or work can begin.



8319 County Road 11
Breezy Point, MN 56472
Phone: (218) 562-4441
Fax: (218) 656-1326
www.cityofbreezypointmn.us

Permit #: _____
Issued On: _____
Fee Paid: _____
Receipt #: _____

Building Permit Application

Owner: _____ Phone: _____

Home Address: _____ Email: _____

Project Address: _____ PID #: _____

Legal Description: _____

General Contractor: _____ License #: _____ Phone: _____

Plumbing Contractor: _____ License #: _____ Phone: _____

Mechanical Contractor: _____ License #: _____ Phone: _____

Proposed Use [Check One]: ☐ Dwelling Private ☐ Garage ☐ Deck ☐ Home Addition ☐ Pole Building ☐ Finish Basement ☐ Three Season Porch
☐ Business/Commercial ☐ Fireplace ☐ Siding ☐ Furnace ☐ Water Heater ☐ Other

Description of Project: _____

Dimensions: _____

Site Plan submitted: ☐ Yes ☐ No (A site plan is necessary to process applications for all new and/or additions to structures)

Setbacks: OHW _____ Side _____ Side _____ Rear _____ Right of Way _____ Other _____

Zoning District: _____ Lot Area: _____ Impervious Coverage: _____

Estimated Value: _____ Lot Size/Dimensions: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. 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 herein 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.

Signature: _____ Date: _____

CITY USE ONLY

PLANNING:

Subject to the following conditions: _____

Reviewed By: _____ Date: _____

Current Septic Compliance on file? ☐ Yes ☐ No Date: _____

BUILDING:

Use and occupancy: _____ Type of Construction: _____

Subject to the following conditions: _____

Reviewed By: _____ Date: _____

FEES

Building Permit: _____

Plan Review: _____

State Surcharge: _____

Plumbing Permit: _____

State Surcharge: _____

Mechanical Permit: _____

State Surcharge: _____

Sewer Availability Charge: _____

Sewer Connection Permit: _____

E911 Address Assignment: _____

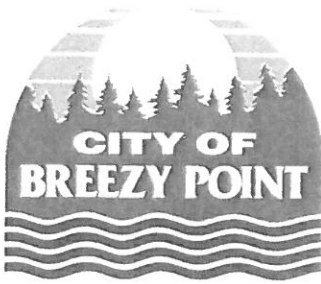
Mailbox Support/Install: _____

Culvert: _____

Subtotal: _____

TOTAL DUE: _____

Call 218-940-1682 for inspections & code questions.



RESIDENTIAL STATEMENT OF AGREEMENT

SUMMARY OF BUILDING REQUIREMENTS

2000 INTERNATIONAL RESIDENTIAL CODE
STATE AMENDMENTS TO IRC
MN STATE BUILDING CODE
MN STATE PLUMBING CODE

INTERNATIONAL MECHANICAL CODE
STATE AMENDMENTS TO IMC
MN STATE ENEVERGY CODE
MN ACCESSIBILITY CODE

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 48 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 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.

Signature of Applicant

Printed Name

INSPECTIONS

Site-Shall be staked at building location and all property pins located and visible for inspection prior to issuance of permit. 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 prior to pour (Forms placed, rebar hung prior to inspection)

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

Foundation-prior to backfilling. The damp proofing & core pour shall be inspected.

Drain Tile-prior to back filling

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 are installed and **prior to** insulation being done. 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.

Additional Requirements:

Building Address numbers shall be **DISPLAYED** on the building closest to the road and shall be visible from the road. The address numbers shall also be posted at the main entrance of the job site.

Date _____

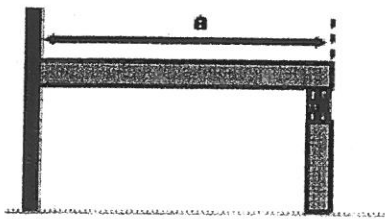
Joist Span

Based on No. 2 or better wood grades.
(Design Load = 40#LL + 10#DL, Deflection= L/360)

	Ponderosa Pine			Southern Pine			Western Cedar		
	12"OC	16"OC	24"OC	12"OC	16"OC	24"OC	12"OC	16"OC	24"OC
2x6	9-2	8-4	7-0	10-9	9-9	8-6	9-2	8-4	7-3
2x8	12-1	10-10	8-10	14-2	12-10	11-0	12-1	11-0	9-2
2x10	15-4	13-3	10-10	18-0	16-1	13-5	15-5	13-9	11-3
2x12	17-9	15-5	12-7	21-9	19-0	15-4	18-5	16-0	13-0

Sample Calculations for Using Joist Span, Beam Size and Footing Size Tables

CASE I SOLUTION:



Refer to tables for joist, beam and footing size requirements.

Example: $a = 12'$; Post Spacing = 8'

Use the **Joist Span** table to find the acceptable joist sizes for a 12' span, 2x8s at 12" O.C., 2x10s at 16" O.C. or 2x12s at 24" O.C.

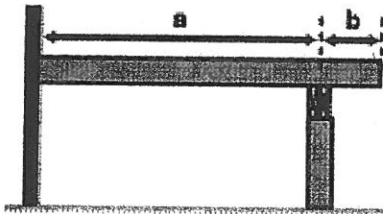
Use the **Beam and Footing Sizes** table and find the 8' post spacing column. With a 12' deck span, the beam may be either two 2x8s or two 2x10s, depending on wood used. Depending on the type of soil, the footing diameter at the base must be a minimum of 12", 10" or 9" for the corner post and 17", 14" or 12" for all intermediate posts.

Use "a" to determine joist size and "a" + "2b" to determine beam and footing sizes. The length of "b" is restricted by both the length of "a" and the size of the joists.

Example: $a = 8'$, $b = 2'$, Post Spacing = 10'

Refer to the **Joist Span** table. For an 8' joist span, either 2x8s at 24" O.C. or 2x6s at 16" O.C are acceptable.

For sizing the beam, use a joist length of 12' ($8' + 4'$) and a post spacing of 10'. The **Beam and Footing Sizes** table indicates that the beam may be either two 2x10s or two 2x12s, depending on wood used. Depending on the type of soil, the footing diameter at the base must be a minimum of 15", 12" or 11" for the corner post and 20", 17" or 15" for all intermediate posts. Note that because of the 2' cantilever all footing sizes were increased by 1" as required by footnote 2 at the end of the table.

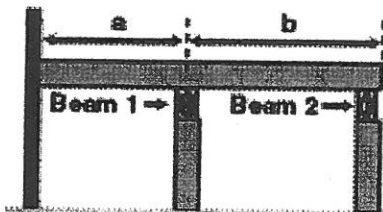


Use "a" or "b", whichever is greater, to determine joist size. Use "a" + "b" to determine the size of Beam 1 and the post footing size for the posts supporting Beam 1. Use joist length "b" to determine both the size of Beam 2 and the post footing size for the posts supporting Beam 2.

Example: $a = 6'$, $b = 7'$, Post Spacing = 9'

Joist size is determined by using the longest span joist (7'). The **Joist Span** table indicates that 2x6s at 24" O.C. would be adequate for this span.

For Beam 1 and footings, use a joist length of 13' ($6' + 7'$) and a post spacing of 9'. The **Beam and Footing Sizes** table indicates that the beam may be two 2x10s or two 2x12s, depending on the wood used. Depending on the type of soil, the footing diameters for Beam 1 posts shall be 13", 11" or 9" for the corner (outside) post and 19", 15" or 13" for all intermediate posts. For Beam 2 and footings use a joist length of 7' and post spacing of 9'. The beam may be two 2x8s or two 2x10s, depending on wood used. Depending on the type of soil, the footing diameters for Beam 2 shall be 10", 8" or 7" for the corner posts, and 14", 11" or 10" for all intermediate posts.



Beam and Footing Sizes

Based on No. 2 or better Ponderosa Pine and Southern Pine
(treated for weather and/or ground exposure)

		Post Spacing										
		4'	5'	6'	7'	8'	9'	10'	11'	12'	13'	14'
6'	Southern Pine Beam	1-2x6	1-2x6	1-2x6	2-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10
	Ponderosa Pine Beam	1-2x6	1-2x6	1-2x8	2-2x8	2-2x8	2-2x8	2-2x10	2-2x10	2-2x12	2-2x12	3-2x10
	Corner Footing	6 5 4	7 6 5	7 6 5	8 7 6	9 7 6	9 7 6	10 8 7	10 8 7	10 9 7	11 9 8	11 9 8
7'	Intermediate Footing	9 8 7	10 8 7	10 9 7	11 9 8	12 10 9	13 10 9	14 11 10	14 12 10	15 12 10	15 13 11	16 13 11
	Southern Pine Beam	1-2x6	1-2x6	1-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x12
	Ponderosa Pine Beam	1-2x6	1-2x6	1-2x8	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x12	3-2x10	3-2x10
8'	Corner Footing	7 5 5	7 6 5	8 7 6	9 7 6	9 8 7	10 8 7	10 8 7	11 9 8	11 9 8	12 10 9	12 10 9
	Intermediate Footing	9 8 7	10 8 7	11 9 8	12 10 9	13 11 9	14 11 10	15 12 10	15 13 11	16 13 11	17 14 12	17 14 12
	Southern Pine Beam	1-2x6	1-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x12	2-2x12
9'	Ponderosa Pine Beam	1-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x10	3-2x10	3-2x10	3-2x12
	Corner Footing	7 6 5	8 7 6	9 7 6	10 8 7	10 9 7	11 9 8	12 10 8	12 10 9	13 10 9	13 11 9	14 11 10
	Intermediate Footing	10 9 7	12 10 8	13 10 9	14 11 10	15 12 10	16 13 11	17 14 12	17 14 12	18 15 13	19 15 13	20 16 14
10'	Southern Pine Beam	1-2x6	1-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x12	2-2x12	3-2x10	3-2x10
	Ponderosa Pine Beam	1-2x6	1-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x12	3-2x10	3-2x12	3-2x12	Eng Bm
	Corner Footing	8 6 6	9 7 6	10 8 7	10 8 7	11 9 8	12 10 8	12 10 9	13 11 9	14 11 10	14 12 10	15 12 10
11'	Intermediate Footing	11 9 8	12 10 9	14 11 10	15 12 10	16 13 11	17 14 12	17 14 12	18 15 13	19 16 14	20 16 14	21 17 15
	Southern Pine Beam	1-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x12	2-2x12	3-2x10	3-2x12
	Ponderosa Pine Beam	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x12	2-2x12	3-2x10	3-2x12	3-2x12	Eng Bm
12'	Corner Footing	8 7 6	9 7 6	10 8 7	11 9 8	12 9 8	12 10 9	13 11 9	14 11 10	14 12 10	15 12 10	15 13 11
	Intermediate Footing	12 9 8	13 11 9	14 12 10	15 12 10	16 13 11	17 14 12	17 14 12	18 15 13	19 16 14	20 16 14	21 17 15
	Southern Pine Beam	1-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x10	2-2x12	3-2x10	3-2x10	3-2x12
13'	Ponderosa Pine Beam	2-2x6	2-2x6	2-2x8	2-2x10	2-2x12	2-2x12	2-2x12	3-2x10	3-2x12	Eng Bm	Eng Bm
	Corner Footing	9 7 6	10 8 7	11 9 8	12 10 8	13 10 9	13 11 9	14 12 10	15 12 10	15 13 11	16 13 11	17 14 12
	Intermediate Footing	13 10 9	14 12 10	15 13 11	17 14 12	18 15 13	19 15 13	20 16 14	21 17 15	22 18 15	23 19 16	24 19 17
14'	Southern Pine Beam	1-2x6	2-2x6	2-2x6	2-2x8	2-2x10	2-2x10	2-2x12	3-2x10	3-2x12	3-2x12	3-2x12
	Ponderosa Pine Beam	2-2x6	2-2x8	2-2x8	2-2x10	2-2x12	3-2x10	3-2x12	3-2x12	Eng Bm	Eng Bm	Eng Bm
	Corner Footing	9 8 7	10 8 7	11 9 8	12 10 9	13 11 9	14 11 10	15 12 10	15 13 11	16 13 11	17 14 12	17 14 12
15'	Intermediate Footing	13 11 9	15 12 10	16 13 11	17 14 12	18 15 13	20 16 14	21 17 15	22 18 15	23 18 16	24 19 17	24 20 17
	Southern Pine Beam	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x12	2-2x12	3-2x10	3-2x12	3-2x12	Eng Bm
	Ponderosa Pine Beam	2-2x6	2-2x8	2-2x8	2-2x10	3-2x10	3-2x10	3-2x12	3-2x12	Eng Bm	Eng Bm	Eng Bm
16'	Corner Footing	10 8 7	11 9 8	12 10 8	13 10 9	14 11 10	14 12 10	15 12 11	16 13 11	17 14 12	17 14 12	18 15 13
	Intermediate Footing	14 11 10	15 12 11	17 14 12	18 15 13	19 16 14	20 17 14	21 17 15	22 18 16	23 19 17	24 20 17	25 21 18
	Southern Pine Beam	2-2x6	2-2x6	2-2x8	2-2x8	2-2x10	2-2x12	2-2x12	3-2x10	3-2x12	3-2x12	Eng Bm
17'	Ponderosa Pine Beam	2-2x6	2-2x8	2-2x10	2-2x10	3-2x10	3-2x10	3-2x12	3-2x12	Eng Bm	Eng Bm	Eng Bm
	Corner Footing	10 8 7	11 9 8	12 10 9	13 11 9	14 11 10	15 12 10	16 13 11	16 13 12	17 14 12	18 15 13	18 15 13
	Intermediate Footing	14 11 10	16 13 11	17 14 12	18 15 13	20 16 14	21 17 15	22 18 16	23 19 16	24 20 17	25 21 18	26 21 18

Notes:

- Joist length is total length of joist, including any cantilevers.
- When joist extends (cantilevers) beyond support beam by 18" or more, add 1" to footing dimensions shown.
- Requirements for future 3-season porches or screen porches:
 - Increase corner footing size shown by 90%.
 - Increase center footing size shown by 55%.
 - Locate all footings at extremities of deck (no cantilevers).
 - Beam sizes indicated need not be altered.

- All footing sizes above are base diameters (in inches) and are listed for THREE SOIL TYPES:

	CLAY	SAND	GRAVEL
Corner Footing	10	8	7
Intermediate Footing	14	11	10

Beam Sizing Example

10' Beam Span

Determine the amount of floor load bearing on the beam, example below .

$(\frac{1}{2} \times 12' = 6') + (\frac{1}{2} \times 12' = 6') = 12'$ of floor bearing on beam.

Determine Load: 40 psf dead load + 10 psf live load = 50 psf (pounds per square foot)

50 psf x 12' = 600 plf (pounds per lineal foot) of beam

Determine Total Beam Load: 600 plf x 10' (beam length) = 6000 total pounds

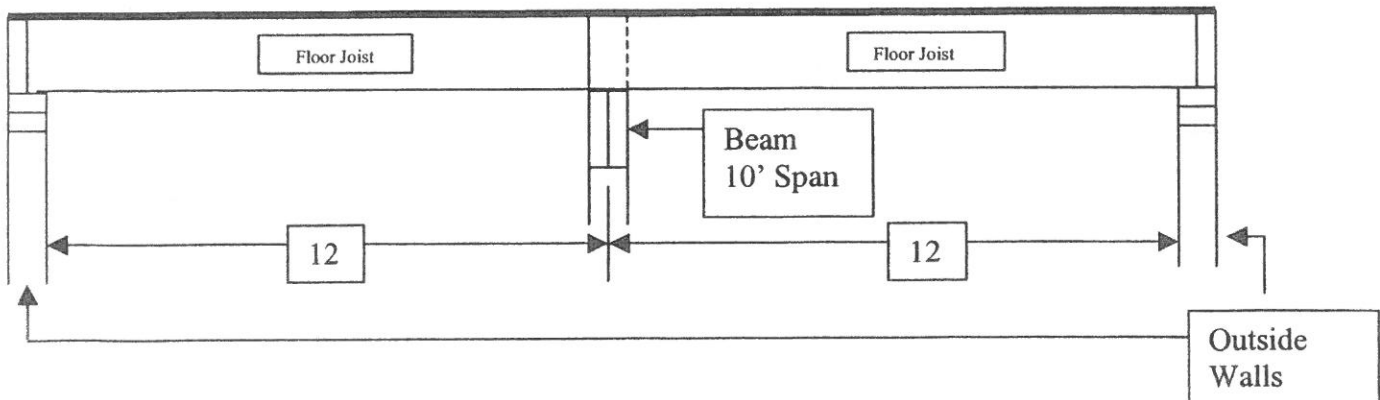
Using the **Allowable Total Loads for Beams Supporting Floors** table, look at 10' span on chart.

Example: Using the Hem-Fir Floor Beam Chart, it indicates as you go across the 10' span line, a 3 – 2x12's beam will carry 6202 Total Pounds, which is greater than the total beam load above. Therefore, 3 – 2x12's Hem-Fir would work in this situation.

Allowable Total Loads
for
Beams Supporting Floors

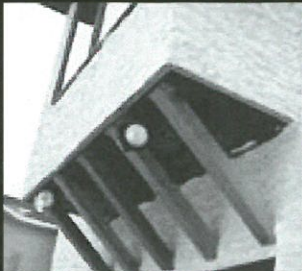
Span in ft.	Hem-Fir								No. 2 Grade							
	2 x 6				2 x 8				2 x 10				2 x 12			
	fb = 1270 psi				fb = 1175 psi				fb = 1075 psi				fb = 980 psi			
	Number of Members				Number of Members				Number of Members				Number of Members			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
9	618	1236	1854	2472	995	1990	3431	4575	1482	2963	5110	6813	1997	3994	6891	9188
10	501	1001	1502	2003	895	1791	3088	4118	1333	2667	4599	6132	1797	3594	6202	8269
11	414	828	1241	1655	814	1628	2807	3743	1212	2424	4181	5575	1634	3268	5638	7517

Floor Load Only



PORCHES

*Guidelines for planning
the construction
of a porch.*



PERMITS

Building permits are required for construction of all new three and four-season porches and for conversion of a three season porch to four season. The Minnesota Building Code requires porches that are to be heated (four season porches) to comply with the state Energy Code in addition to other provisions of the code for construction of heated structures. Porches must also meet the land use requirements of the community's zoning code. Zoning questions should be directed to the local planning and zoning department.

PERMIT FEES

Building 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. Construction inspections will be done assuming the materials you use are installed safely. 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.

Note: Setbacks from property lines vary depending upon the city and zoning district your home is located in. Some communities have other zoning provisions which may include, lot coverage or screening.

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 porch project.

Your Building Inspector will need:

1. Application for permit.
2. Site plan or survey.
3. Floor plan.
4. Section.
5. Elevation.
6. Energy calculation work sheet (required if the porch is to be heated.)

REQUIRED INSPECTIONS

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 as to make it inaccessible 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 at the final inspection.)
3. Final: To be made upon completion of the porch and finish grading.
4. Other inspections: In addition to the three inspections above, the inspector may make or require other inspections to ascertain compliance with the provisions of the code or to assist you with your questions or concerns during the construction process.



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](http://www.buildingcodes.admin.state.mn.us)

www.mncodes.org

PORCHES *continued*

GENERAL BUILDING CODE REQUIREMENTS

- a. Footings must be extended to frost depth and located at extremities of the deck or engineering may be required.
- b. Wood joists 18 inches or closer to grade or wood beams 12 inches or closer to grade and their supports must be of an approved treated wood or wood with natural resistance to decay (heartwood of cedar or redwood.)
- c. Columns and posts in contact with the ground or embedded in concrete or masonry must be of special pressure treated wood approved for ground contact.
- d. All porches, balconies or decks, open sides of landings and stairs which are more than 30 inches 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 or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
- e. 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. Stairways must be constructed of 2x material. Stairway illumination as required by code.
- f. Handrails are required on all stairways having 4 or more risers. Handrails may not be less than $1\frac{1}{4}$ " nor more than $2\frac{3}{8}$ " in cross sectional area. Handrails must be installed not less than 34 inches nor more than 38 inches above the nosing (front edge) of treads as they must be returned to a wall or post.
- g. All exterior construction members exposed to the weather shall be of approved wood of natural resistance to decay such as cedar, redwood or treated wood.
- h. **Wall Framing:** Studs must be placed with their wide dimension perpendicular to the wall, and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is 2 x 4 and spaced not more than 24 inches on center.
- i. **Top Plate:** Bearing and exterior wall studs need to be capped with double top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double top plates must be offset at least 24 inches.
- j. **Sheathing, Roofing and Siding:** Approved wall sheathing, siding, roof sheathing, and roof coverings must be installed according to the manufacturer's specifications.
- k. **Ice and water barrier:** Two layers of 15# roofing felt solidly mopped together or one of the approved ice and water shield underlayment materials must be installed on all roofs over porches.
- l. **Roof Framing:** Size and spacing of conventional lumber used for roof framing depends upon the roof pitch,

span, the type of material being used, and the loading characteristics being imposed. Porches must be designed for the snow load required locally. Contact your local Inspection Department for details. Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1 inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand-framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than 2 inches (nominal) thickness and not less in depth than the cut of the rafter. Rafters must be nailed to the adjacent ceiling joist to form a continuous tie between exterior walls when the joists are parallel to the rafters. Where not parallel, rafters must be tied to a minimum 1-inch by 4-inch (nominal) cross tie spaced a minimum four feet on center. A properly sized and supported ridge beam may be used as an alternative to ridge board with ties for a vaulted ceiling. (see sample). If manufactured trusses are to be used, submit 1 copy of truss plans signed by a registered engineer.

m. Outside meters, wells, and septic systems. If relocation is needed, redesign may be necessary.

n. Outside water meter readers.

If relocation is needed, redesign may be necessary.

PLANS: SITE, FLOOR, and SECTION

The following text and sample drawings show the minimum detail expected so the permit process can proceed smoothly. Plans do not need to be professionally drawn. However, plans should include all of the information requested. The application for permit can be filled out at the time you drop off your plans. Permits can usually be handled by mail by calling the Inspection Department. **Submit 2 copies of a 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.

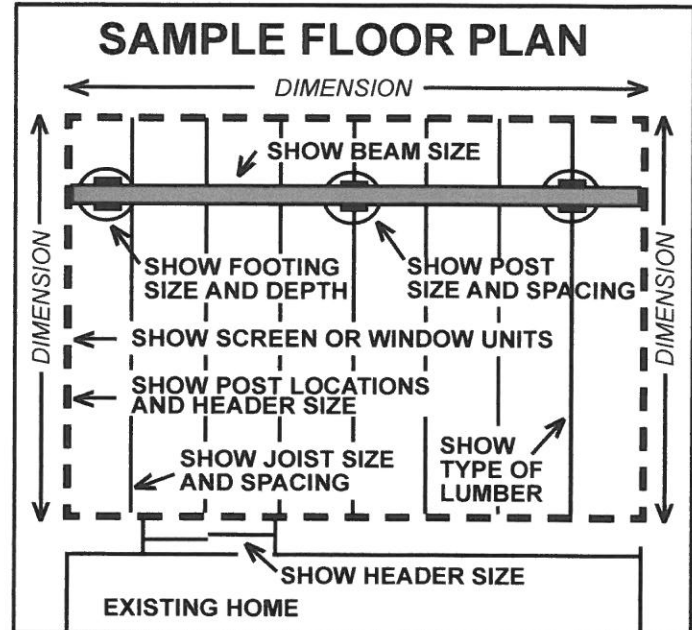
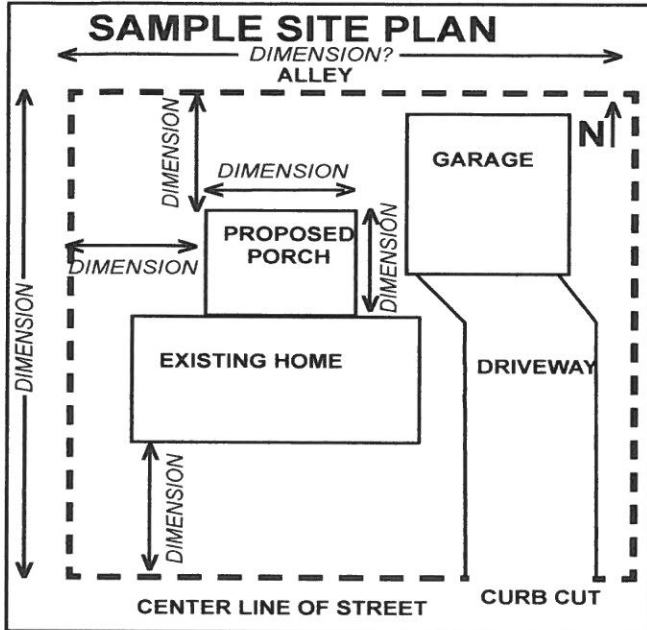
PORCHES continued

SITE, FLOOR and ELEVATION PLANS

Submit 2 copies of each. All drawings need to be drawn to scale and should be shown on the drawing.

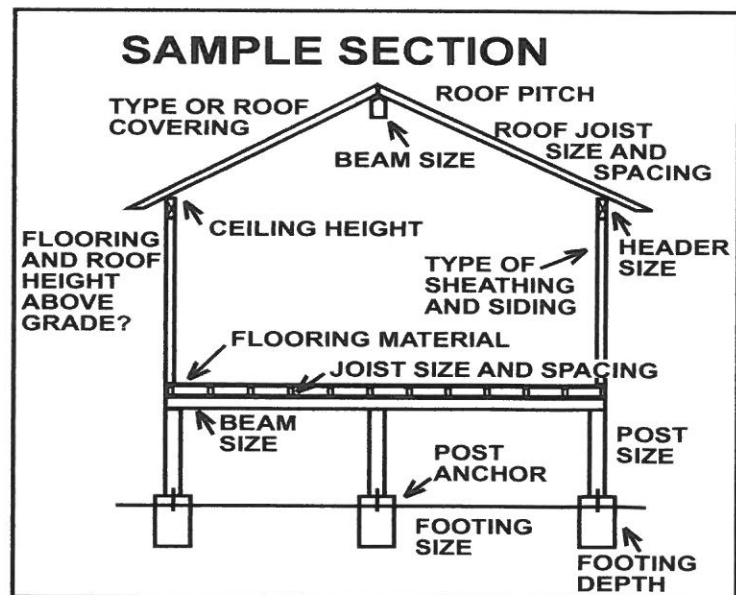
Floor plans showing proposed design and materials.

1. Proposed size of porch.
2. Location and size of windows.
3. Size of headers over all doors and window openings.
4. Size, spacing, and direction of rafter (roof) materials.
5. Size and spacing of floor joists.
6. Size, location, and spacing of posts.
7. Type (grade and specie) of lumber to be used.



SECTION PLAN

1. Height of structure from grade.
2. Size and depth of footings.
3. Guardrail 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.

Electrical Inspector
Brad Rasmussen
218-543-1023



MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY

443 Lafayette Road North
St. Paul, MN 55155-4342
Phone: (651) 284-5026
www.dli.mn.gov

For Office Use Only		
Amount of Check:	Check Number:	PermitTRAK Number:
		ELE

Request for Electrical Inspection (REI) (permit)
Homeowner Single Family Dwelling

Fields marked with an asterisk * are required (as applicable). Incomplete, inaccurate, or illegible forms may be returned to the submitter.				* TODAY'S DATE	
* Check One Box: <input type="checkbox"/> New Bldg or <input type="checkbox"/> Existing Bldg					
* Project Location (number & street name)			* Project County		
* Project Township:		(Please enter only the township name or the city name, not both)		* Project City:	
				* Project Zip	
* Owner Name		* Owner Phone		Owner Cell	
				Owner E-mail	
* Owner Address (if different than project location)		* City		* State	
				* Zip Code	
* Project Description (Scope of work, service size, quantity of feeders and circuits, job numbers, or other vital information to help the electrical inspector make timely inspection service)				*Single Inspection Other than Rough-in? <input type="checkbox"/> Ready Now or <input type="checkbox"/> Will Schedule	
				*Rough-in Inspection Required? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
				Directions to Project Site	
				Project Site (Contact Person and Phone Number)	
				Electrical Utility	
TOTAL INSPECTION FEE from REI fee worksheet, or \$35 multiplied by the number of required inspection trips, whichever is greater.				Enter Inspection Fee Here >>	
A surcharge of \$1 is imposed on every permit effective 7/1/15 as per M.S. § 326B.148, in addition to the inspection fee.				Surcharge Fee >>	
				\$ 1.00	
* Grand Total (Inspection Fee plus Surcharge Fee)				*	

Requests for Electrical Inspection (REI) with a fee of \$250 or less expire 12 months from the filing date. The installer must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from an expired REI to a new REI. A service charge of \$30 will be added for all dishonored checks.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

Please submit REI forms together with the applicable fees to:
MN Dept Labor & Industry, PO Box 64218, St. Paul, MN 55164-4218