



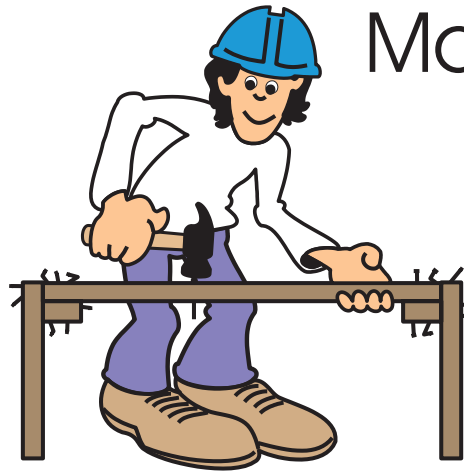
HOME ADDITION PERMITS Made Easy

City of Spring Lake Park

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Spring Lake Park, MN 55432

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BUILDING PERMIT REQUIREMENTS:

Building permits are required for all additions constructed within the City of Spring Lake Park. Building permits include a plan review of your proposed addition and inspections to assure compliance with all federal, state, and local building codes. Building permits are not designed to be a guarantee of the work, but to provide a reasonable degree of review and observation so that the project will be successful, safe and long lasting.

PERMIT FEES:

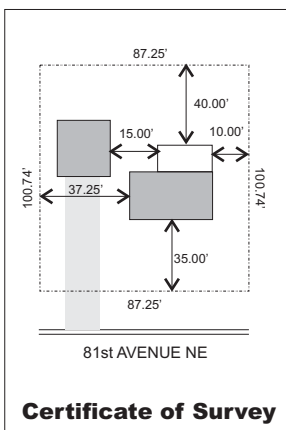
The building permit fee is based on the project construction value and is designed to cover the cost of a plan review and all necessary field inspections that will be conducted during construction. The plan review is performed by the Spring Lake Park Building Official in order to spot potential problems or pitfalls that may arise. Also a State Surcharge is added for upkeep of the Minnesota Department of Code Enforcement.

Please contact your local building inspection department to get an exact quote on permit fees for your particular project.

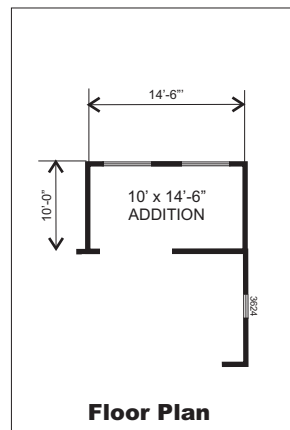
INFORMATION NECESSARY WHEN APPLYING FOR A BUILDING PERMIT:

Information necessary for the Spring Lake Park Inspections Department to conduct a proper job of plan review and to help the project go as smoothly as possible, is as follows:

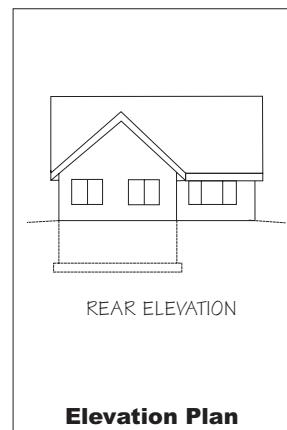
One (1) completed Spring Lake Park Building Permit Application



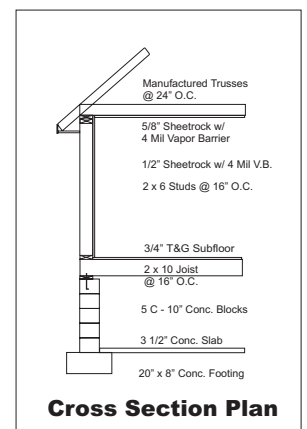
Two (2) Site plan
or Certificate of Surveys



Two (2) proposed
Floor Plan(s)



Two (2) proposed
Elevation Plan(s)



(2) proposed
Cross Section Plan

In planning and designing your home addition, the City of Spring Lake Park recommends that you apply these easy five steps as shown below to assure that your project will be in full compliance with applicable codes.

1. Preparing your Site Plan or Survey.
2. Placing and sizing your addition on your lot.
3. Designing your addition according to building code requirements.
4. Preparing your Floor and Elevation Plan(s) for your addition.
5. Completing the Building Permit Application form.

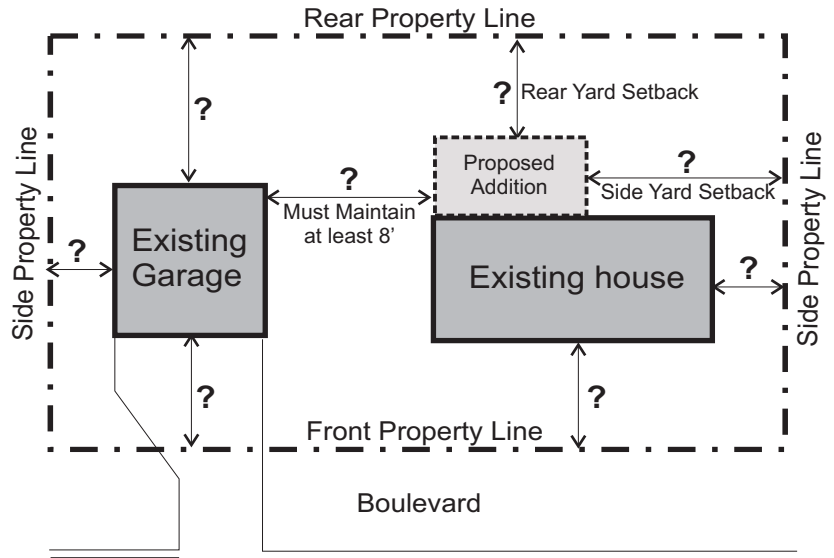
1. PREPARING YOUR SITE PLAN OR SURVEY:

The City of Spring Lake Park requires two copies of a certificate of survey or site plan drawn to scale and indicating the lot dimensions, the location and size of the existing structure(s), and the location and size of the proposed addition. Survey or site plan must also indicate the setback (or distance) from the property lines(s) of the existing and proposed structures. See sample below...

The City of Spring Lake Park highly recommends that you hire a State of Minnesota registered Land Surveyor to survey and plot your site plan. Homeowners are permitted to draw their own site plan.

Listed below for your information are registered surveyors available in the area.

EG Rud & Sons, Inc.	786-5556
Cain & Associates	434-7646
Carley-Torgerson, Inc.	484-3301
Kurth Surveying, Inc.	788-9769
Merila & Associates	533-7595
Lot Surveys Company	560-3093
Kemper & Associates	631-0351
Midwest	786-6909



SAMPLE SITE PLAN

2. PLACING YOUR ADDITION ON YOUR LOT ACCORDING TO SETBACKS:

Setbacks are defined as open space between a property line and a structure or a structure to structure. This space is needed for fire access and fire safety. Setbacks are from exterior finish to the property line or exterior finish of an adjacent structure. Your setbacks are calculated by first determining the zoning district in which your property lies. Please refer to the enclosed zoning map to determine your property zone by location. If you have any questions regarding your property zone please contact the Spring lake Park City Hall at (763) 784-6491. The following setback requirements are set forth for all residential districts:

R-1:	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	
R-2:	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	
R-3:	Front Yard: 35'	Rear Yard: 40'	Side Yard: 10'	Side Yard for over 2 Dwellings: 15'
R-4:	Front Yard: 35'	Rear Yard: 30'	Side Yard: 10'	Side Yard for over 2 Dwellings: 20'
R-5:	Front Yard: 35'	Rear Yard: 15'	Side Yard: 10'	Side Yard for over 2 Dwellings: 25'

All additions must maintain a distance of 8 feet between any other structures on site including garages, sheds, swimming pools, and play structures.

DETERMINING YOUR MAXIMUM ADDITION SIZE:

The City of Spring Lake Park requires that each lot must maintain a certain percentage of open space. The following is a listing of the maximum percentage of lot coverage allowed in each residential zoning district. Structures include: Your home, attached garage, detached garage or shed, swimming pools, play structures, gazebos, covered patios, and decks.

R-1: 30%

R-2: 50%

R-3: 35%

R-4: 40%

R-5: 40%

An example of how to calculate maximum addition size is as follows: Your Lot size is 100 feet wide by 100 feet deep; thus your area equals 100 multiplied by 100 ($100 \times 100 = 10,000$ square feet in area). You have determined that your lot is located in a R-3 zone. Thus, you take your lot and multiply it by the lot coverage percentage allowed in a R-3 zone ($10,000 \times 35\%$ or $.35 = 3,500$ square feet maximum coverage on your lot for structures). Your house is 32 feet deep by 40 feet wide ($32 \times 40 = 1,280$), your detached garage is 30 feet deep by 24 feet wide ($30 \times 24 = 720$), your shed is 12 feet deep by 10 feet wide ($12 \times 10 = 120$), your swimming pool is 15 feet deep by 50 feet wide ($15 \times 50 = 750$), your play structure is 12 feet deep by 30 feet deep ($12 \times 30 = 360$). Thus;

Maximum coverage allowed:	3,500	square feet
Subtract House area:	-1,280	square feet
Subtract Garage area:	- 720	square feet
Subtract Shed area:	- 120	square feet
Subtract Pool area:	- 750	square feet
Subtract Play Structure area:	- 360	square feet

Equals Maximum allowable addition size of: 270 square feet.

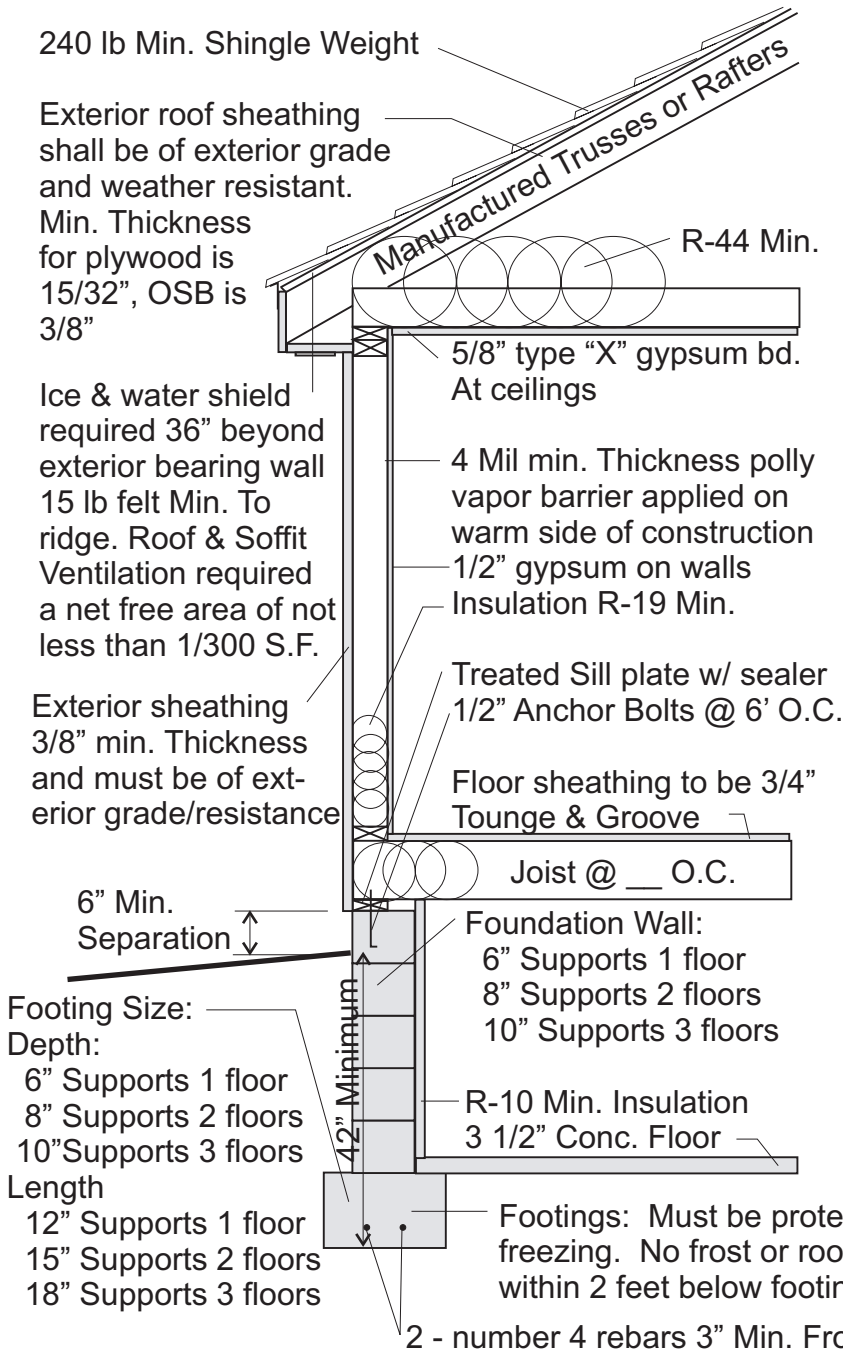
3. DESIGNING YOUR HOME ADDITION ACCORDING TO BUILDING CODE REQUIREMENTS:

Frost footings are required for any addition attached to a dwelling, porch or garage that has frost footings. The minimum depth to the base of the footing is 42". The minimum concrete strength required is 2500 pounds per square inch. In cold weather, protect concrete from freezing until cured (see handout on cold weather masonry). Foundation plates or sills must be anchored to the foundation with not less than 1/2" diameter steel bolts embedded at least 7 inches into the concrete and spaced not more than 6 feet apart. There must be a minimum of two bolts per piece with one bolt located within 12" of each end of each piece. All foundation plates or sills and sleepers on a concrete or masonry foundations must be of approved treated wood, foundation cedar or redwood not less than 2" in thickness, having a width not less than that of the wall studs.

Wall studs must be placed with their wide dimension perpendicular to the wall, and not less than three (3) studs must be installed at each corner of an exterior wall. Minimum stud size is 2x4 and spaced not more 16" on center. 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 joist in double top plates must be offset at least 48". All wall sheathing, siding, roof sheathing, and roof coverings must be installed according to the manufacturers specifications. All wood used in construction located closer than 6" to the ground shall be treated wood or wood of natural resistance to decay (cedar, redwood). All roof framing size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, and the type of material to be used, and the loading characteristics being imposed. All additions must be designed to accommodate a 30 pound per square foot snow load. Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1" in 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" in thickness and not less in depth than the cut of the rafter. All rafters nailed to the adjacent ceiling joist to form a continuous tie between the exterior wall where joist are parallel to the rafters. If manufactured trusses are to be used, submit 1 copy of truss plans.

4. PREPARING A FLOOR AND ELEVATION PLAN FOR YOUR HOME ADDITION:

Elevations should show the height of your addition from the ground to the roof peak. Elevations should also indicate size, material, and other important construction details such as ceiling heights, stair details (if any), attic ventilation and access, insulation R-factors. When you have completed your addition elevation, it should look like the illustration below:



HEADERS SIZES FOR OPENINGS IN BEARING WALLS				
For one (1) Story Structures Onlt				
Based on 1200 f Grade Lumber 30 PSF Live Load & 15 PSF Dead Load				
Header Span	Roof Span 6'-0"	Roof Span 8'-0"	Roof Span 10'-0"	Roof Span 12'-0"
10'-0"	2-2"x10"	2-2"x10"	2-2"x12"	2-2"x12"
12'-0"	2-2"x12"	2-2"x12"	Engineered Micro-Lam	Engineered Micro-Lam
16'-0"	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam

ALLOWABLE SPANS FOR ROOF RAFTERS USING NONSTRESS-GRADED LUMBER			
Size of Roof Rafters (inches)	Spacing of Roof Rafters (inches)	Snow Load = 30 PSF Plate to Ridge = SPAN Use: number 2 - 1200 f Grade Douglas Fir, Western Larch, Southern Pine	
		Supporting Ceiling	Non-Supporting Ceiling
2x4	12	7'-0"	8'-0"
	16	6'-0"	7'-0"
	24	5'-0"	5'-6"
	32	4'-0"	5'-0"
2x6	12	12'-0"	13'-6"
	16	10'-6"	12'-0"
	24	8'-6"	9'-6"
	32	7'-6"	8'-6"
2x8	12	16'-0"	18'-0"
	16	13'-0"	15'-6"
	24	11'-6"	13'-0"
	32	10'-0"	11'-0"
2x10	12	20'-0"	22'-6"
	16	17'-6"	19'-6"
	24	14'-6"	16'-0"
	32	12'-6"	14'-0"
2x12	12	24'-0"	27'-0"
	16	20'-0"	23'-6"
	24	17'-6"	19'-6"
	32	15'-0"	17'-0"

5. COMPLETE THE BUILDING PERMIT APPLICATION:

Attached with this information sheet you will find a building permit application for your convenience. If you hire a contractor to construct your addition, the contractor must be license by the State of Minnesota. It is required that the contractor hired to construct your structure must apply for the building permit indicating his/her license number. Some contractors might suggest that you the homeowner apply for the building permit. By doing this, the contractor avoids direct responsibility. If you are building yourself, please remember if you hire any subcontractors, they too must be licensed.