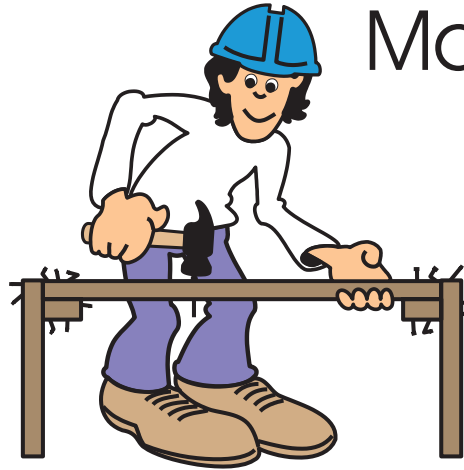




City of Spring Lake Park

1301 Eighty First Avenue NE
 Spring Lake Park, MN 55432
 Office: (763) 792-7212
 Fax: (763) 792-7257

DECK PERMITS Made Easy



BUILDING PERMIT REQUIREMENTS:

Building permits are required for all decks and steps constructed within the City of Spring Lake Park. Building permits include a plan review of your proposed deck or steps, 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:

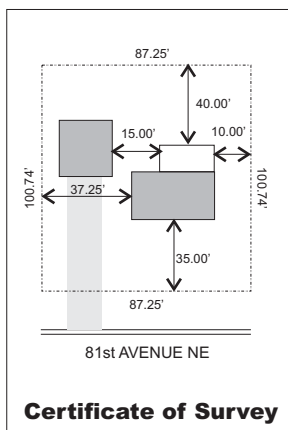
The building permit fee is based on the project construction value and is designed to cover the cost of a plan review and all necessary field inspections that will be conducted during construction. The plan review is performed by the Spring Lake Park Building Official in order to spot potential problems 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.

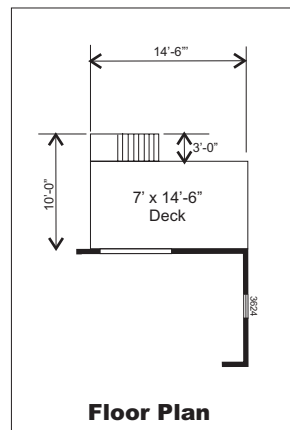
INFORMATION NECESSARY WHEN APPLYING FOR A BUILDING PERMIT:

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:

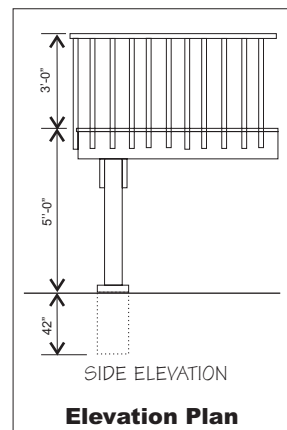
One (1) completed Spring Lake Park Building Permit Application



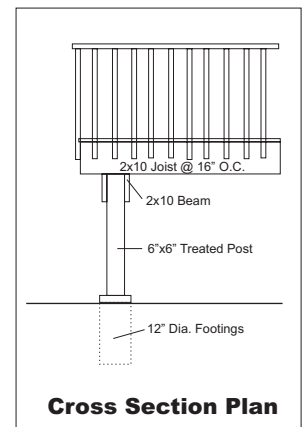
Two (2) Site plan or Certificate of Surveys



Two (2) proposed Floor Plan(s)



Two (2) proposed Elevation Plan(s)



(2) proposed Cross Section Plan

In planning and designing your deck or stairs, 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 deck or stair on your lot.
3. Designing your deck or stairs according to building code requirements.
4. Preparing your Floor and Elevation Plan(s) for your deck or stairs.
5. Completing the Building Permit Application form.

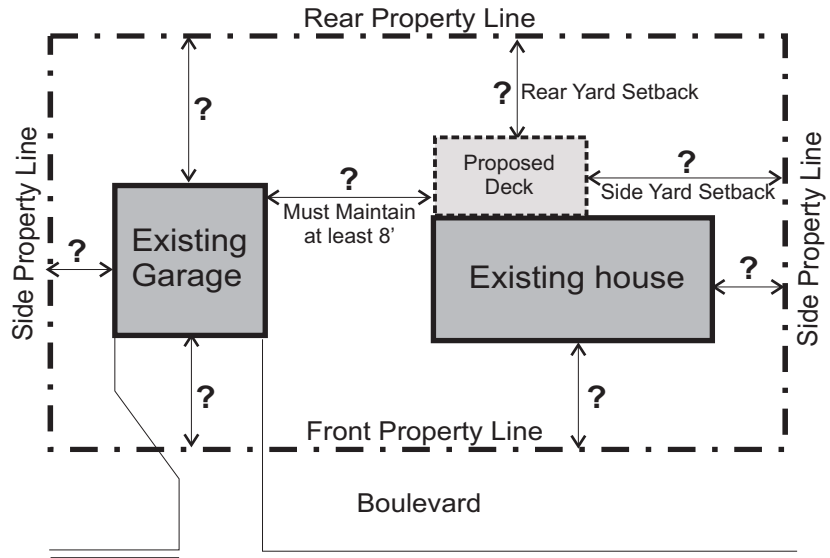
1. PREPARING YOUR SITE PLAN OR SURVEY:

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 deck or stairs. 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 DECK OR STAIRS 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 decks must maintain a distance of 8 feet between any other structures on site including garages, sheds, swimming pools, and play structures.

DETERMINING YOUR MAXIMUM DECK 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 deck size is as follows: Your Lot size is 100 feet wide by 100 feet deep; thus your area equals 100 multiplied by 100 (100 x 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 x 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 x 40 = 1,280), your detached garage is 30 feet deep by 24 feet wide (30 x 24 = 720), your shed is 12 feet deep by 10 feet wide (12 x 10 = 120), your swimming pool is 15 feet deep by 50 feet wide (15 x 50 = 750), your play structure is 12 feet deep by 30 feet deep (12 x 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:	<u>- 360 square feet</u>

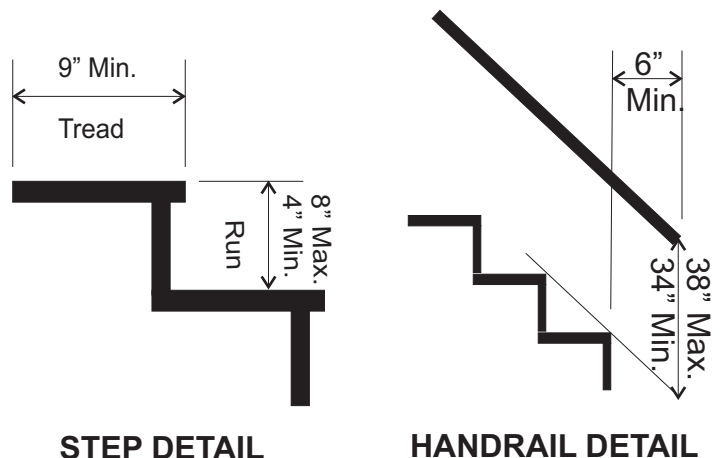
Equals Maximum allowable deck size of: 270 square feet.

3. DESIGNING YOUR DECK ACCORDING TO BUILDING CODE REQUIREMENTS:

Frost footings are required for any deck attached to a dwelling, porch or garage that has frost footings. The minimum depth to the base of the footing is 42". All decks shall be designed to support a live load of 40 pounds per square foot. Joist shall not overhang beams by more than two (2) feet, nor should beams overhang post by more than one (1) foot unless a special design is approved. All header beams more than six (6) feet long and joist over 12 feet long that frame into ledgers or beams, shall be supported by approved framing anchors such as hangers. Use only stainless steel, high strength aluminum or hot dipped galvanized nails and screws. All exposed wood shall be an approved wood of natural resistance to decay (redwood, cedar, etc.), Or approved treated wood. This includes post, beams, joist, decking, and railings. All connections between deck and dwelling shall be weatherproof. Any cuts in the exterior finish must be flashed with corrosion proof metal.

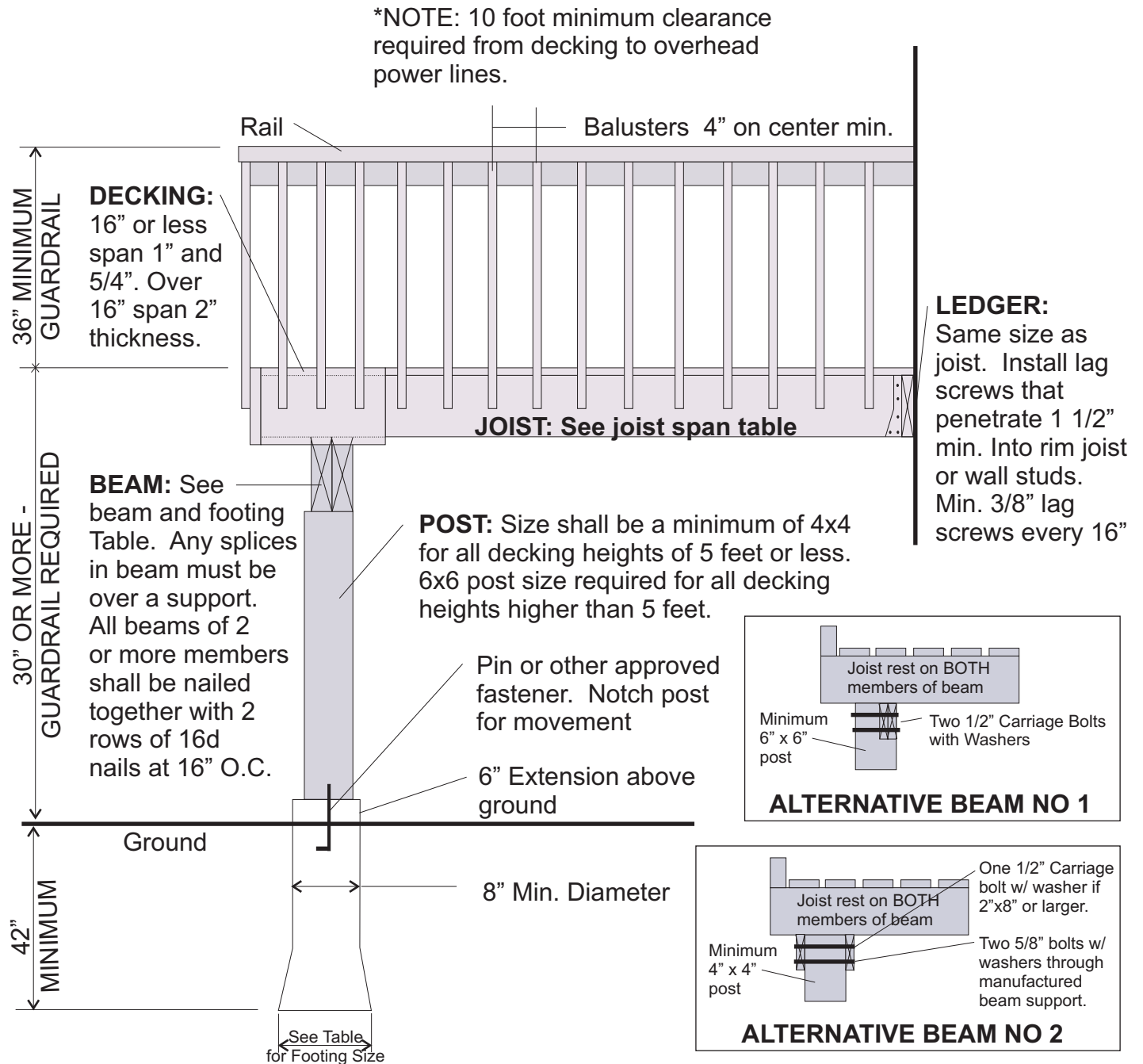
Guardrails are required on all decks more than 30 inches above the ground or a lower deck. Rails must be 36 inches minimum in height. Open guardrails and stair railings must have intermediate rails in which a four (4) inch sphere cannot pass through.

Minimum width for stairs shall be 36 inches. Maximum 8 inch, and minimum 4 inch rise. Minimum run shall be 9 inches. Largest tread width or riser shall not exceed the smallest by more than 3/8". Handrails shall be placed not less than 34" or more than 38" above nosing of the stair treads.



4. PREPARING A FLOOR AND ELEVATION PLAN FOR YOUR STAIRS OR DECK:

Elevations should show the height of your stair or deck from the ground, footing depth and size, guardrail and handrail height and spacing, stairway width, stairway rise/run, handrail height, clearance to overhead wires, and construction materials. When you have completed your deck elevation, it should look like the illustration below:



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 stairs or deck, 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.