



Building Inspections Division  
11155 Robinson Dr  
Coon Rapids, MN 55433  
(763)767-6476 fax (763)767-6573

# PORCHES, SCREEN PORCH, THREE SEASON PORCH

A Building permit is required for all attached porches, screen porches, three season porches regardless of size or cost. Three season porches can not be heated per the Zoning Ordinance. The integrity of the dwellings outside wall must be maintained. If the door is removed, it will be considered an addition and be required to be on full foundation. Heating and cooling systems in porches, screen porches, and three season porches must have independent sources from the main dwelling.

To obtain a building permit for work, provide site drawing of property (see example) on certificate of survey showing location of dwelling on lot and location of proposed porch, screen porch or three season porch. Lot irons will be required to be located to determine distances from property lines with must be stated on the drawing.

Provide two copies of construction plans indicating size and depth of footings, roof, and structural materials to be used in the construction and/or cross section of proposed construction. See Details.

All permit applications for porches must be submitted for review by a building inspector. Please allow a minimum of five to seven working days for plan review process before permit is issued.

Please contact this office at 763-767-6476 for questions or to schedule inspections. We ask that a minimum of 48 hours be given for inspections requests, depending on the season. Inspections are conducted between the hours of 7:30 am to 11:30 am and 1:30 pm to 4:30 pm.

## SETBACKS

<b>LDR-1 District</b>	Front Setback	40 feet
	Rear Setback	50 feet
	Side Yard Setback	15 feet
Side yard property line on street side	Corner Lot Setback	20 feet
<b>LDR-2 District</b>	Front Setback	35 feet
	Rear Setback	35 feet
	Side Yard Setback	10 feet
Side yard property line on street side	Corner Lot Setback	20 feet

For questions or concerns regarding applicable setbacks, you may contact the Planning Division of Community Development at 763-767-6430.

**ALL SETBACKS ARE MEASURED FROM PROPERTY LINE, NOT STREET LINE.**

# PORCH PERMIT APPLICATION CHECKLIST

**Please complete this form and submit a copy with your permit application.**

**Check-off and fill-in items appropriate to your porch.**

**Applicant's Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Project address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

## **To obtain a permit, you need the following:**

- 1. Site Plan** *(example enclosed)*
- 2. Porch Plan\***
- 3. Permit Application Checklist** *(This form)*
- 4. Porch Diagram Profile** *(on back)*
- 5. If you are in a development with a homeowners' association, a letter from the Board of Directors either approving the Porch, or stating the Board does not have to approve the porch.**

*\* Incomplete plans will not be reviewed. Please allow 5-7 working days for review*

## **Your Porch Plan must include all of the following:**

- Footing depth: \_\_\_\_\_
- Footing size: \_\_\_\_\_ Column size: \_\_\_\_\_
- Post spacing: \_\_\_\_\_
- Distance between deck and ground: \_\_\_\_\_
- Header Information for windows/doors: \_\_\_\_\_
- Attachment to house information: \_\_\_\_\_
- Dimensions of deck: length \_\_\_\_\_, width \_\_\_\_\_
- Size of beam/beams: \_\_\_\_\_
- Size of joists: \_\_\_\_\_
- Spacing of joists: \_\_\_\_\_
- Roofing system/information: \_\_\_\_\_
- Siding system/information: \_\_\_\_\_

## **If your porch has stairs you also need:**

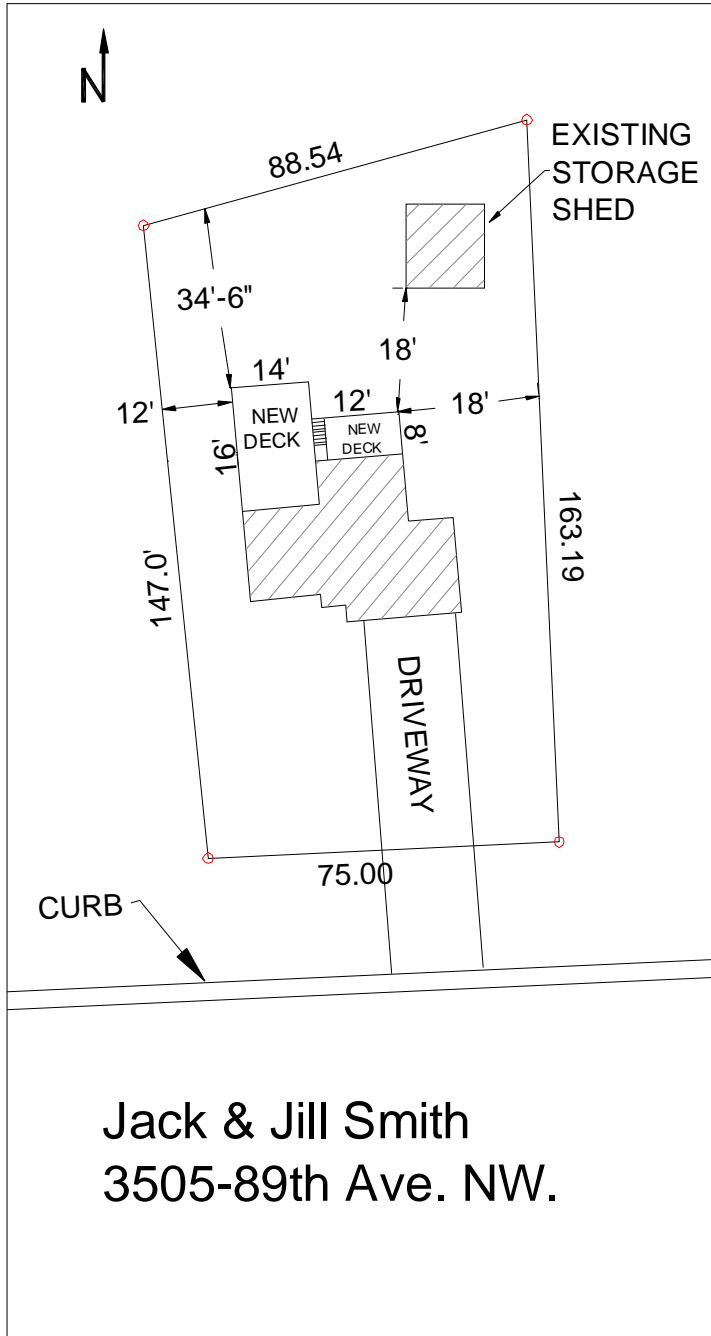
- Size of openings in guardrail: Distance between balusters: \_\_\_\_\_
- Height of the stair riser: \_\_\_\_\_
- Depth of stair treads: \_\_\_\_\_
- Height of the handrail: \_\_\_\_\_

# EXAMPLE SITE PLAN

## PROPOSED NEW DECK LOCATION

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING AND INSPECTIONS DIVISION  
TELEPHONE 763-767-6476

USE CERTIFICATE OF SURVEY  
CONTACT BUILDING DEPARTMENT



### SHOW ON PLAN

1. LOT LINES.
2. LOT DIMENSIONS.
3. OWNERS NAME.
4. ADDRESS.
5. DRIVEWAY.
6. POND/LAKE/STREAM.
7. EASEMENTS.
8. POWER SUPPLY.
9. DIMENSIONS TO PROPOSED PROJECT AND ALL OTHER STRUCTURES.
10. SIZE OF NEW STRUCTURE.
11. DIMENSIONS TO LOT LINES.
12. DIMENSIONS TO OTHER BLDGS.
13. INCLUDE YARD SETBACKS AND EASEMENTS ON SIDE, FRONT, AND BACK YARDS.
14. LABEL ALL ADJACENT STREETS.
15. INCLUDE SCALE.

### NOTE:

IF SITE PLAN IS NOT COMPLETE,  
THE PROCESS FOR REVIEW OF  
APPLICATION WILL BE HELD UP.

PROVIDE 2 COPIES OF A SITE  
PLAN.

Jack & Jill Smith  
3505-89th Ave. NW.

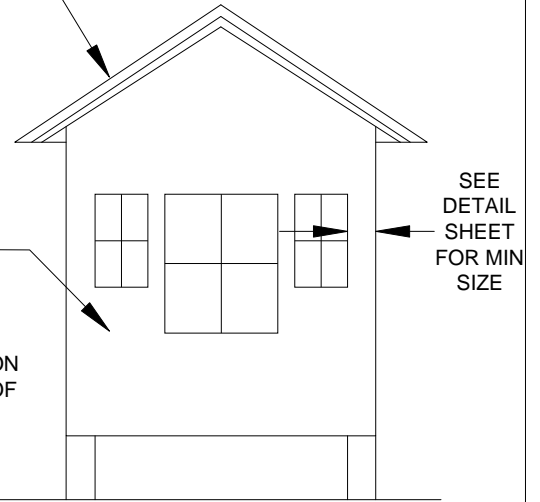
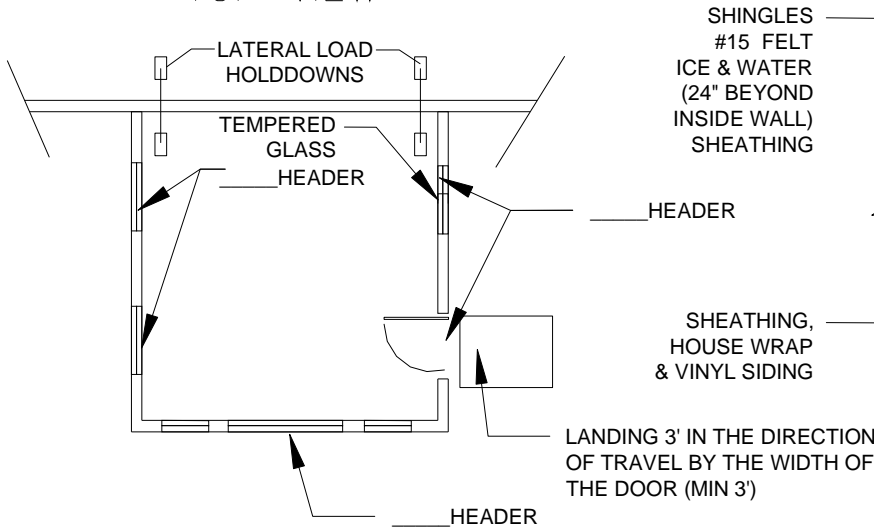
1"=20' SCALE

GOPHER STATE 1 CALL  
FOR UTILITY LOCATIONS  
651-454-0002 OR 811

# PLAN DETAILS

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING AND INSPECTIONS DIVISION  
TELEPHONE 763-767-6476

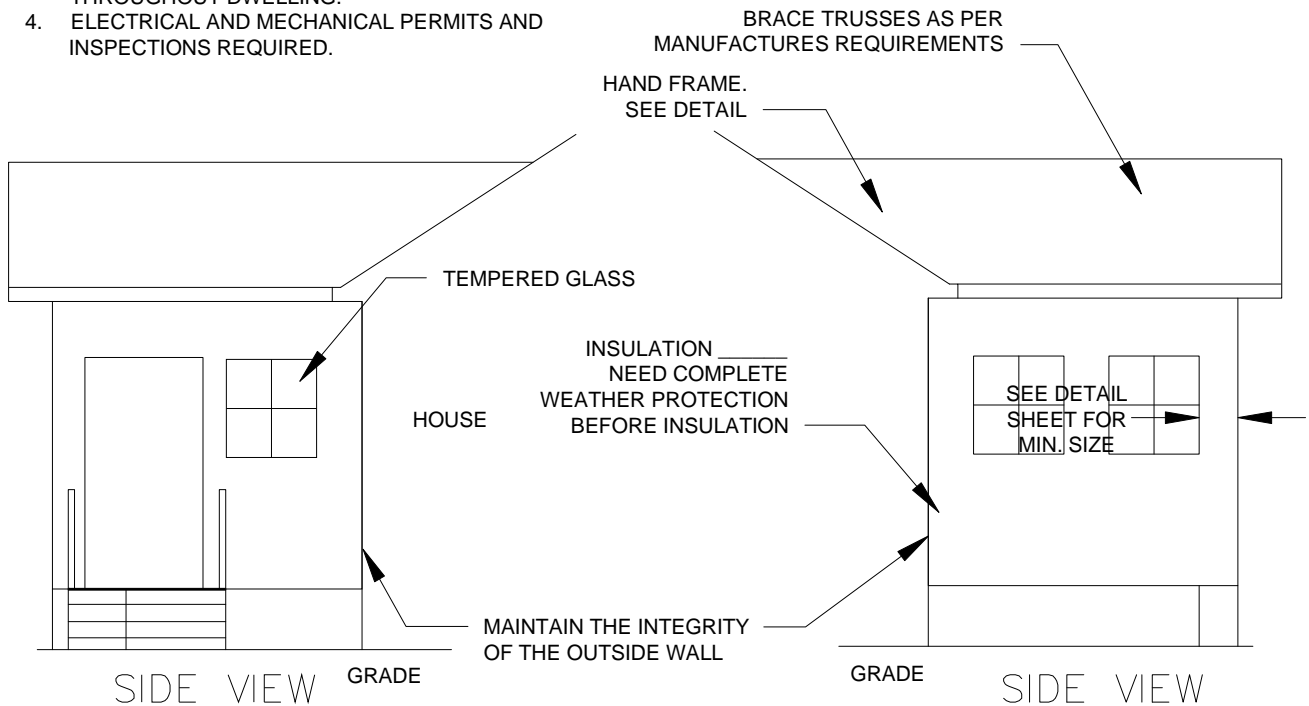
## TOP VIEW



## FRONT VIEW

### NOTES:

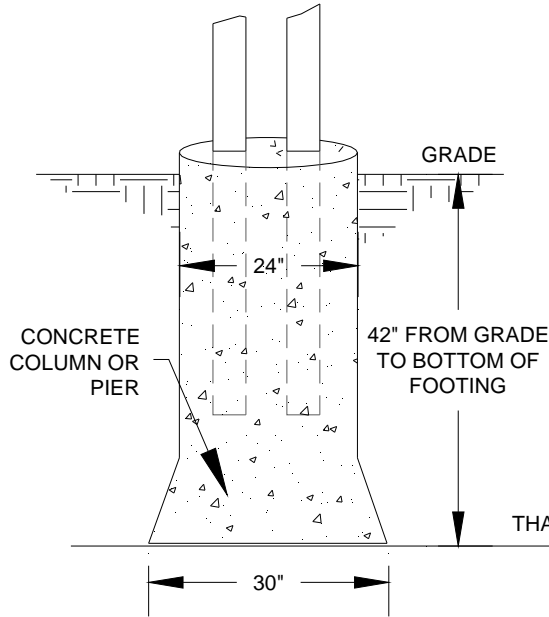
1. THREE SEASON PORCHES MUST MAINTAIN THE INTEGRITY OF THE OUTSIDE WALL.
2. THE HEATING/COOLING SYSTEM MUST BE INDEPENDANT OF THE MAIN HOUSE SOURCE.
3. SMOKE AND CO ALARM UP-GRADE REQUIRED THROUGHOUT DWELLING.
4. ELECTRICAL AND MECHANICAL PERMITS AND INSPECTIONS REQUIRED.



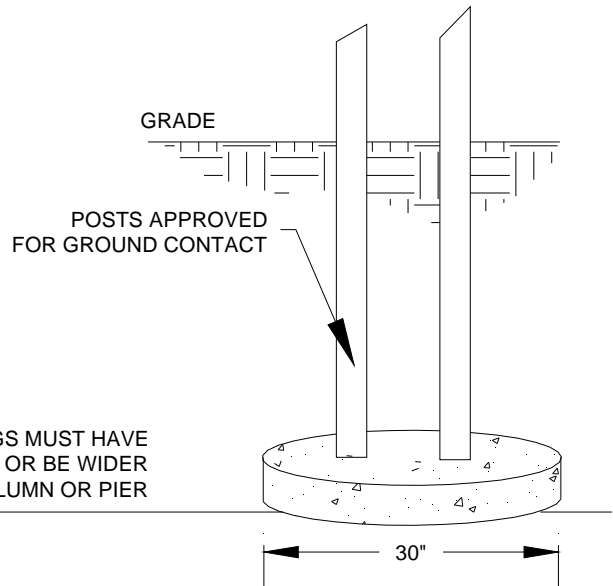
## SIDE VIEW

## SIDE VIEW

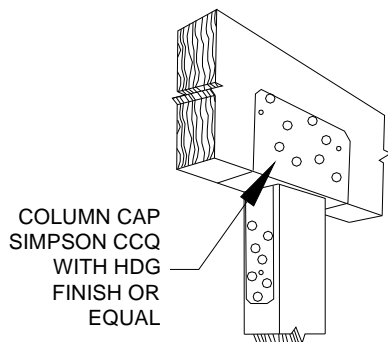
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING AND INSPECTIONS DIVISION  
TELEPHONE 763-767-6476



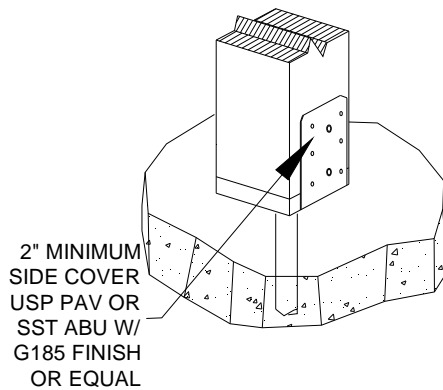
USING NOTCHED POST



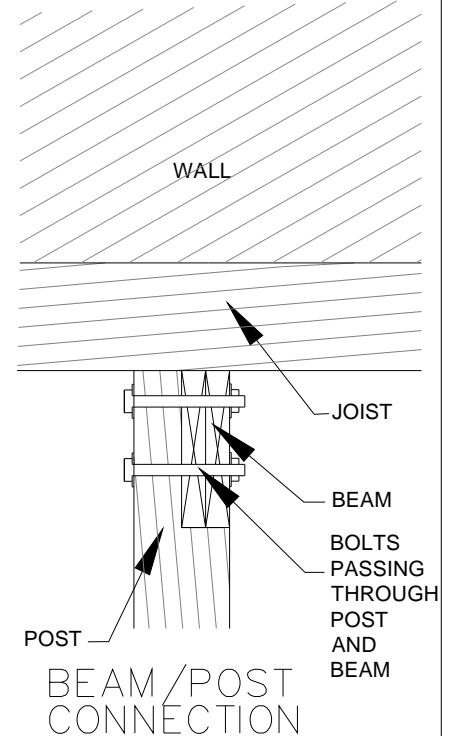
SPLIT BEAM CONNECTION  
USING HARDWARE/BRACKETS



BEAM/POST  
CONNECTION USING  
COLUMN CAP

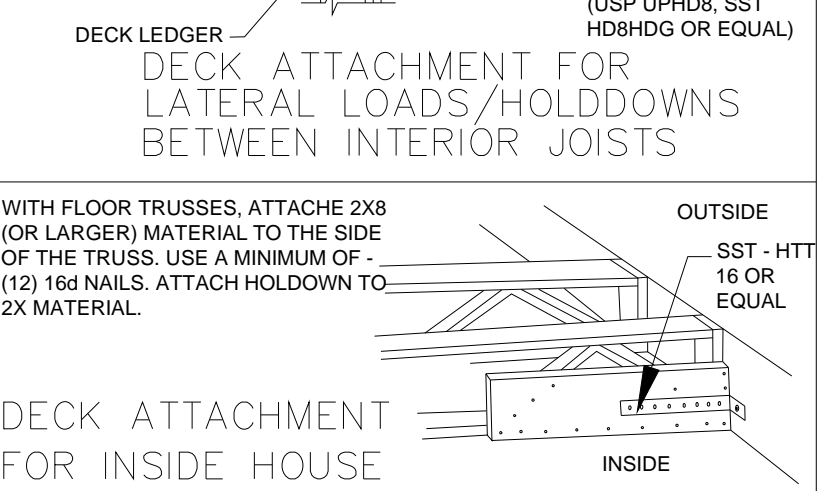
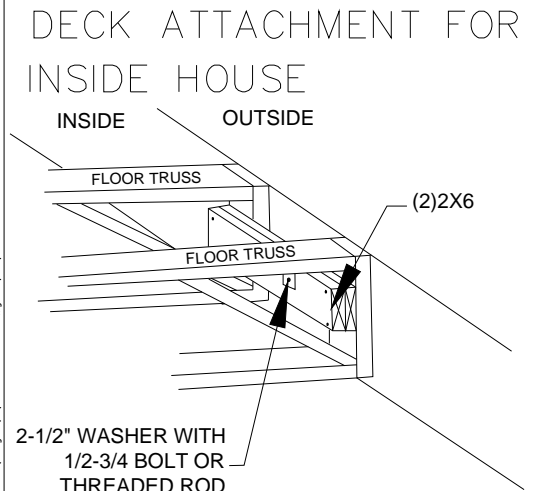
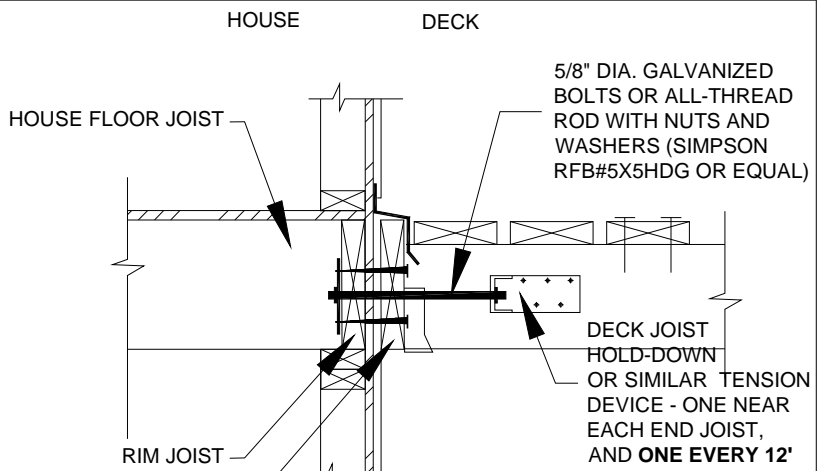
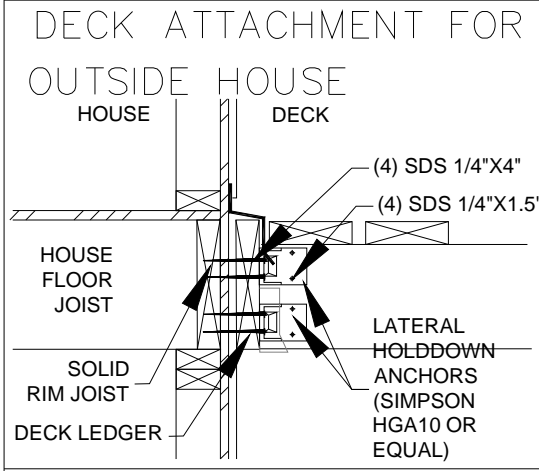
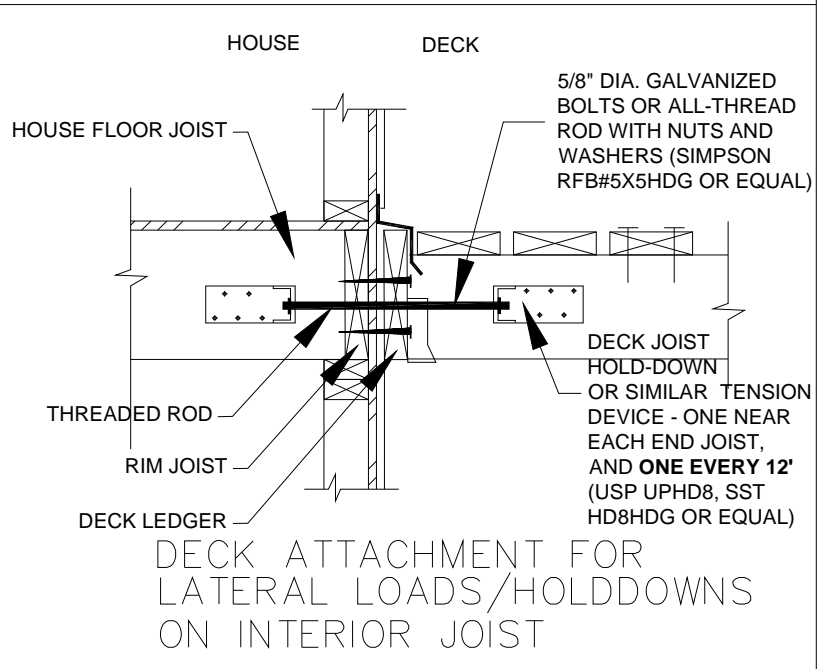
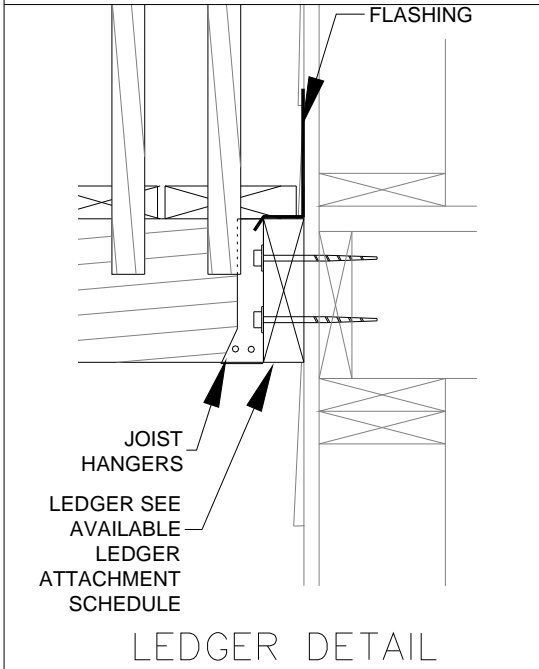


POST ANCHOR  
USP-PAU  
OR EQUAL



BEAM/POST  
CONNECTION

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING AND INSPECTIONS DIVISION  
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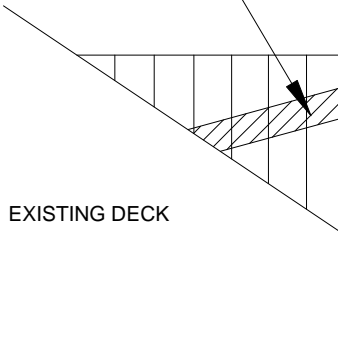




# STRUCTURAL DETAILS

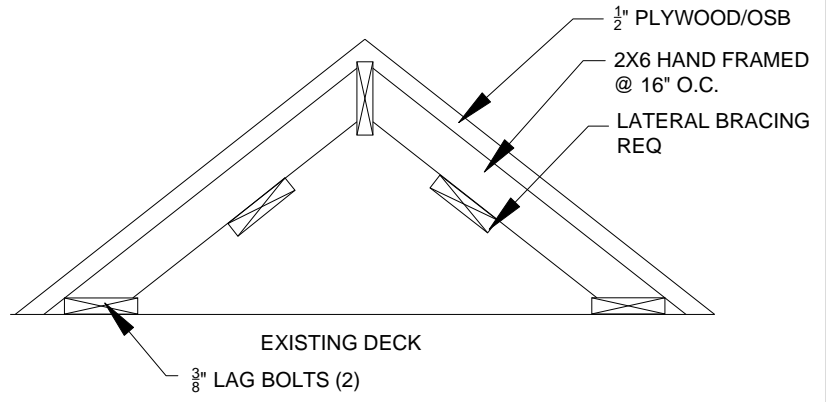
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 BUILDING AND INSPECTIONS DIVISION  
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BRACING - ON EACH  
 SIDE OF GABLE END

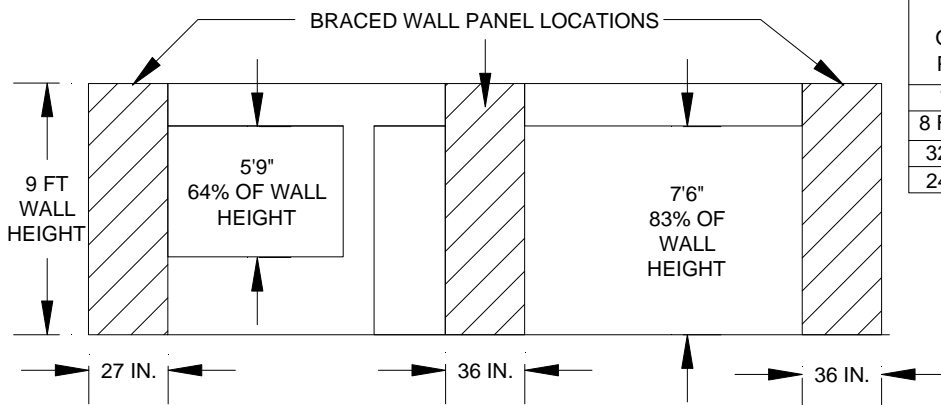


EXISTING DECK

HAND FRAME ROOF

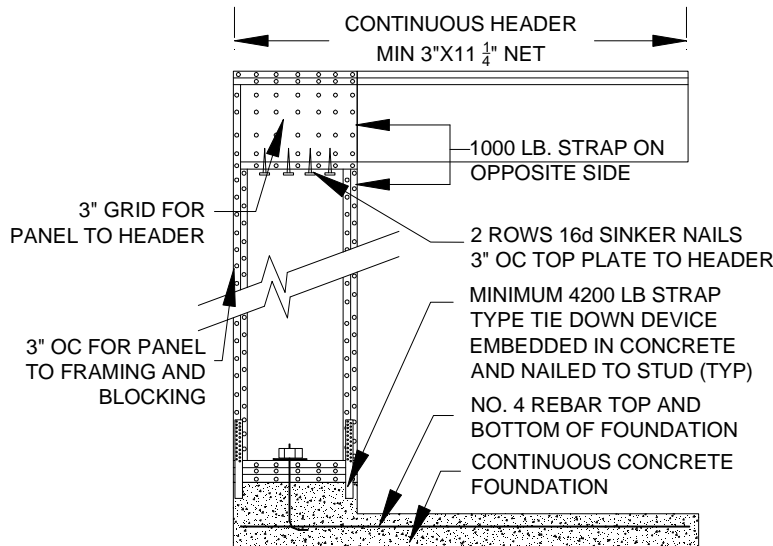


HAND FRAME ROOF



MINIMUM LENGTH OF BRACED WALL PANELS (INCHES)			MAXIMUM OPENING HEIGHT
WALL HEIGHT			
8 FT	9 FT	10 FT	85%
32	36	40	
24	27	30	65%

CONTINUOUS WOOD STRUCTURAL PANEL SHEATHING



NOTES:

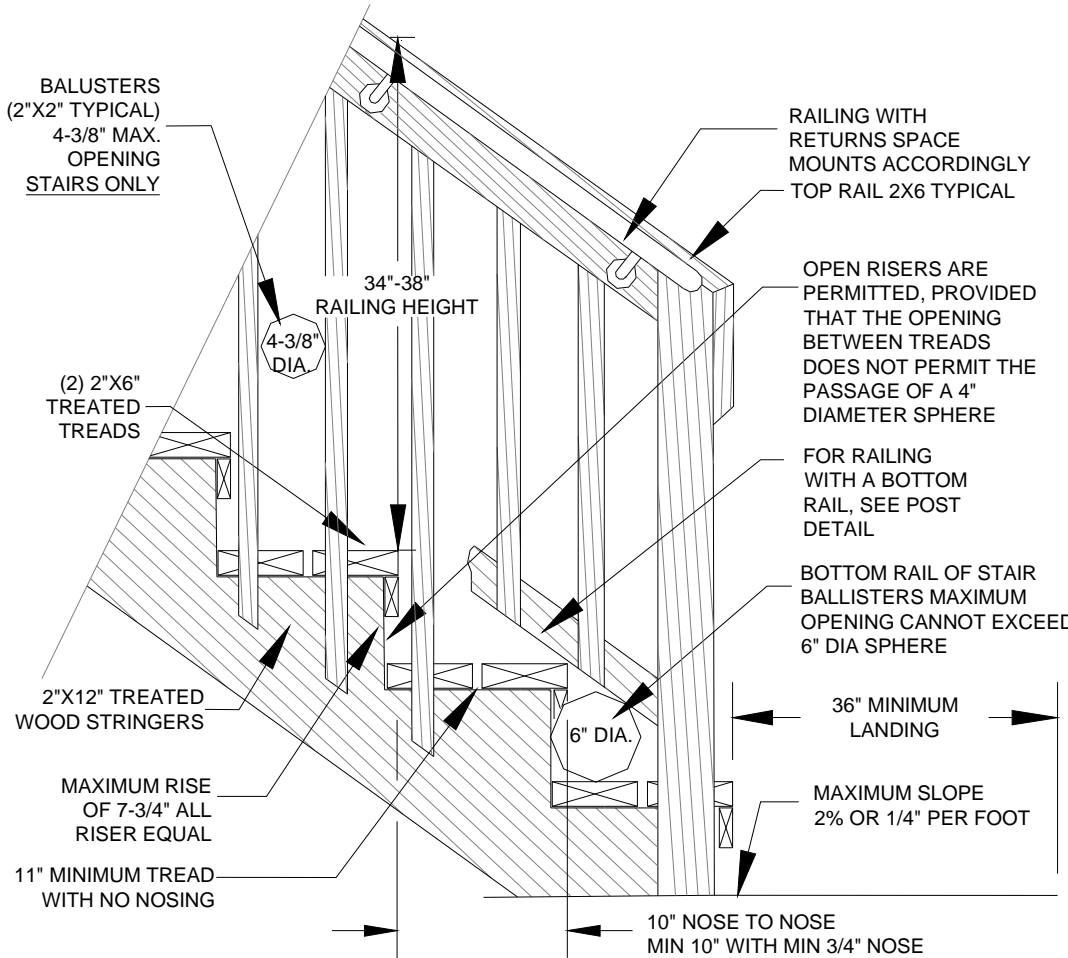
1. MINIMUM  $\frac{3}{8}$ " THICK WOOD STRUCTURAL PANEL SHEATHING
2. MINIMUM NARROW WALL WITH NARROW WALL BRACING
  - A. 16" ONE STORY
  - B. 24" TWO STORY

ALTERNATE BRACED WALL PANEL ADJACENT TO OPENING WITH CONTINUOUS HEADER

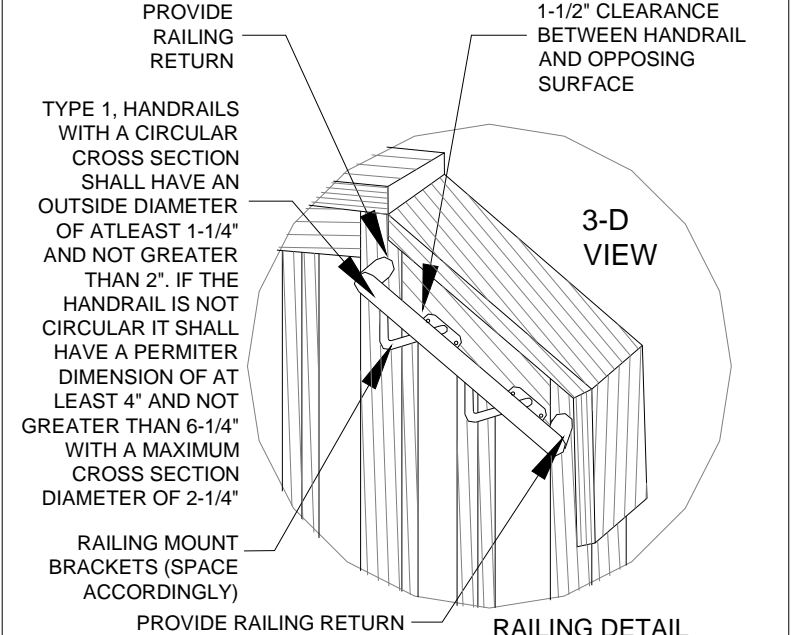
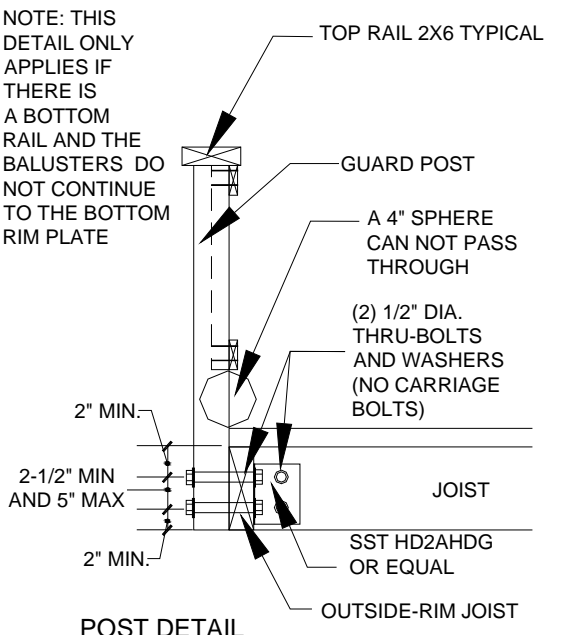


# DECK STEP & RAILING DETAILS

COMMUNITY DEVELOPMENT DEPARTMENT  
 BUILDING AND INSPECTIONS DIVISION  
 TELEPHONE 763-767-6476



NOTES:  
 1. THE GREATEST RISER HEIGHT WITHIN ANY FLIGHT OF STAIRS SHALL NOT EXCEED THE SMALLEST BY MORE THAN 3/8". THE GREATEST TREAD DEPTH WITHIN ANY FLIGHT OF STAIRS SHALL NOT EXCEED THE SMALLEST BY MORE THAN 3/8".  
 2. ALL REQUIRED HANDRAILS SHALL BE PROVIDED EQUIVALENT GRASPABILITY.



H:\details\Decks\_Details\_2.dwg

# INSPECTOR'S GUIDE TO LEDGER ATTACHMENT

NUMBER OF LAG SCREWS FOR DECK LEDGER (1)								
CLEAR SPAN	3/8" LAG		1/2" LAG		LedgerLok (A)		Simpson Strong-tie 1/4" SDS (B)	
	16" O.C.	24" O.C.	16" O.C.	24" O.C.	16" O.C.	24" O.C.	16" O.C.	24" O.C.
6 FEET	2	3	2	2	1	2	1	2
8 FEET	3	4*	2	3	2	2	2	2
10 FEET	3	5*	2	3	2	3	2	3
12 FEET	4*	5*	3	4*	2	3	2	3
14 FEET	4*	6*	3	4*	2	3	3	4

- (1) Southern Yellow Pine ledger and conventionally wood framed structure with sawn joists or wood trusses.
- (2) 40 pounds per square foot live load and 15 pounds per square foot dead load.
- (A) FastenMaster® LedgerLok™ Ledger Board Fastener, see ICC, EST-1078. This evaluation report does not address fastener corrosion when the fastener is installed in chemically treated wood. <http://www.olyfast.com/pdf/LedgerLok%20Ad%20HIE.pdf>.
- (B) Simpson Strong-drive S-series Wood Screw, see ICC ER 5268. The double-barrier coating finish provides corrosion resistance superior to hot-dip galvanization, see their web site. <http://www.storntie.com/products/connectors/screws.html>.

\* Excessive Application of screws into the ledger board may cause deck/ledger failure, other fasteners listed recommended. In a board 2X10 or less, 4 screws may be a problem.