

Screened Porch or 3 – Season Porch

Requirements for Building Permit Application

1. Completed Building Permit application form with signature.
2. Submit two (2) copies of plans showing proposed designs and materials; plans shall be drawn to scale and shall include the following information:
 - a. A floor plan indicating the proposed porch size, size and spacing of floor joists, size of decking, size, location and spacing of posts, size of headers, size and spacing of rafters.
 - b. A cross section view indicating the diameter and depth of footings, size of posts, header size supporting floor joists, floor joist size and spacing, flooring material, guardrail height (if any), ceiling height, header size over glazed and screened openings, type(s) of sheathing and siding material, size and spacing of roof rafters, and pitch of roof.
 - c. Elevations indicating the height of structure from established grade, type of roof covering material.

Attached are examples of drawings, which are intended as a GUIDE. If your porch is similar in design, you may use the attached plans by filling in the blanks.

General Building Code Requirements

1. Footings shall be designed to adequately support the structure and constructed below frost depth (42 inches minimum).
2. Approved wood of natural resistance to decay or treated wood shall be used. If treated wood is to be used below grade, it must be .6 treated material.
3. Porches, which are more than thirty (30) inches above grade, shall be protected by a guardrail not less than thirty-six (36) inches in height. Open guardrails shall be protected by vertical or diagonal rails (such that a sphere four (4) inches in diameter cannot pass through), mesh screen, or tempered safety glass.
4. Floor joist spacing at twenty-four (24) inches on center requires two (2) inch minimum decking and floor joist spacing at sixteen (16) inches on center requires one (1) inch minimum decking.

NOTE: The aforementioned criterion represents general code requirements relative to porch construction. For specific code and zoning requirements, please contact the Building Inspection Department or Zoning Department at your local City Hall.

Required Inspections

1. Footing/Slab: After forms and reinforcing are in place, but **PRIOR TO POURING CONCRETE!!**
2. Framing: To be made after the roof, all framing and rough electrical (if any) is approved, but prior to the application of any insulation or siding materials.
3. Insulation (if applicable)
4. Electrical (if applicable)
5. Final

General Notes

1. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall near the addition and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
3. Post address on construction site visible from the street.

**The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Commerce to the City before a permit can be issued.*

** To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce at 651-296-2594 or toll free 1-800-657-3602.*

If you should have any questions, please call the Building Official.

For inspections call the Building Official at (763) 479-1720 or toll free 1-800-223-1720 between 7:00 a.m. and 4:30 p.m. Monday thru Friday.

EXISTING HOUSE

SHINGLES - VERIFY
MATERIAL & WEIGHT

JOIST HANGERS
DROPPED BEAM
VERIFY SIZE

DECKING OR SHEATHING
VERIFY TYPE & SIZE

RAFTERS - VERIFY
SIZE & SPACING

RIDGE BEAM
VERIFY SIZE OR
COLLAR TIES OR
CEILING JOISTS - VERIFY
SIZE AND SPACING

HEADER - VERIFY SIZE

POSTS - VERIFY SIZE
AND SPACING

WINDOW OR SCREEN UNITS

RAILING OR LOW WALL
(REQUIRED FOR SCREENS)

DECKING OR SHEATHING
VERIFY SIZE AND TYPE

RIM JOISTS - VERIFY SIZE

APPROVED TREATED OR
NATURALLY MOISTURE
RESISTANT POSTS
VERIFY SIZE

PLINTH BLOCKS

CONCRETE FOOTINGS
VERIFY SIZE

JOISTS - VERIFY SIZE,
SPACING AND DIRECTION

GRADE

36" MIN.

SIDE ELEVATION 1/4" = 1'-0"

CROSS SECTION 1/4" = 1'-0"