

## Accessory Structures >200 Sq. Ft.

Below are the required documents to include with your Building Permit Application.

1. Completed Building Permit application form with signature.
2. Submit two (2) copies of a Certificate of Survey, drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines. A Certificate of Survey for the property may be on file at City Hall.
3. Submit two (2) copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information. Lumberyard standard shed plans may also be submitted.
  - a. A floor plan indicating the proposed accessory building size, size of headers over openings, size and spacing of roof rafters;
  - b. A cross section view indicating the depth of concrete slab and perimeter bearing, size and spacing of anchor bolts, size and spacing of skids, size and spacing of floor joists, pitch of roof, size and spacing of roof rafters, type(s) of sheathing and siding material, ceiling height;
  - c. Elevations indicating the height of structure from established grade, type of roof covering materials, type of exterior wall covering.

Attached on pages 3 and 4 are examples of drawings which are intended as a guide. If your accessory structure is similar in design, you may use the attached plans by filling in the blanks on pages 3-5.

### General Building and Zoning Code Requirements

1. A detached accessory structure shall not exceed 840 square feet or exceed the ground floor area of the principal structure located on the same lot, whichever is less.
2. Garage door openings shall not exceed 9 feet in height.
3. No accessory structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
4. The sidewall of the accessory structure shall not exceed 10 feet, measured from the finished grade. The highest point of the entire accessory structure cannot exceed the height of the primary structure.
5. The roof pitch, measured as steepness of roof, of an accessory structure may meet, but not exceed the roof pitch of the primary structure.
6. Exterior building materials, roof style, and colors must be similar to the principal structure.
7. The accessory structure shall be located to the side or rear of the principal structure and are not permitted within the front yard or within corner side yards.

8. One accessory structure is permitted on a lot with an existing attached garage. One accessory structure is permitted on a lot in addition to a detached garage with the combination of the 2 structures not exceeding 1,000 square feet. A detached garage shall be considered a detached accessory structure.
9. Accessory Buildings having floor area larger than 200 square feet shall be placed on a concrete slab or anchored to the ground.
10. The minimum thickness of concrete floor slabs supported directly on the ground shall not be less than three and one-half (3½) inches.
11. All stumps, roots, and black dirt shall be removed from the soil to depth of at least twelve (12) inches below the surface of the ground if concrete slab is used.
12. One-half (½) inch diameter anchor bolts spaced six (6) feet on center max. spaced around perimeter of slab.
13. Foundation plates or sills resting on concrete slabs shall be treated wood or foundation grade redwood.
14. For sheds that are not placed on concrete slabs, treated skids shall be placed around the perimeters of the building or in locations that provide adequate bearing for the floor framing. The structure shall be anchored into the ground by an acceptable anchoring system.
15. Accessory Buildings having framed floor systems shall be of treated material. This included the floor framing system and floor sheathing.
16. Minimum six (6) inches clearance between ground and nontreated wood.
17. Roof framing must be designed for 30-pound snow load.
18. Caulk and flash all exterior openings.

*Note: The aforementioned criteria represent general code requirements relative to Accessory Structures. For specific building code requirements, please contact the Building Official at (763) 479-1720 or toll free at 1-800-223-1720. For specific zoning code requirements, please call the Planning Department at (952) 492-2535.*

#### Required Inspections (3)

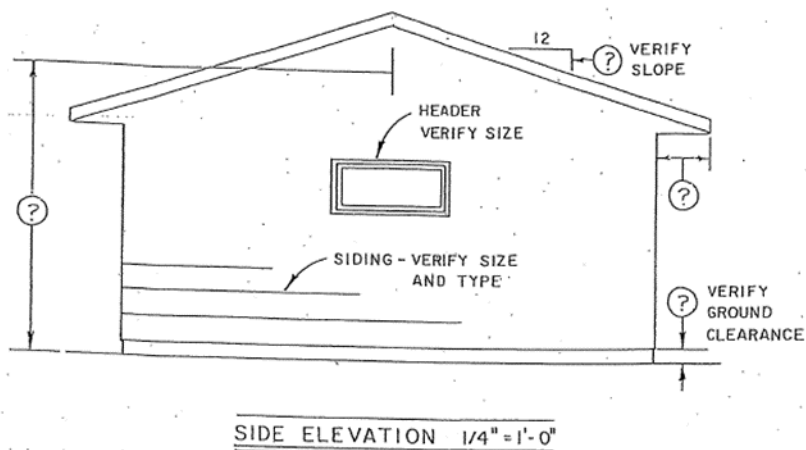
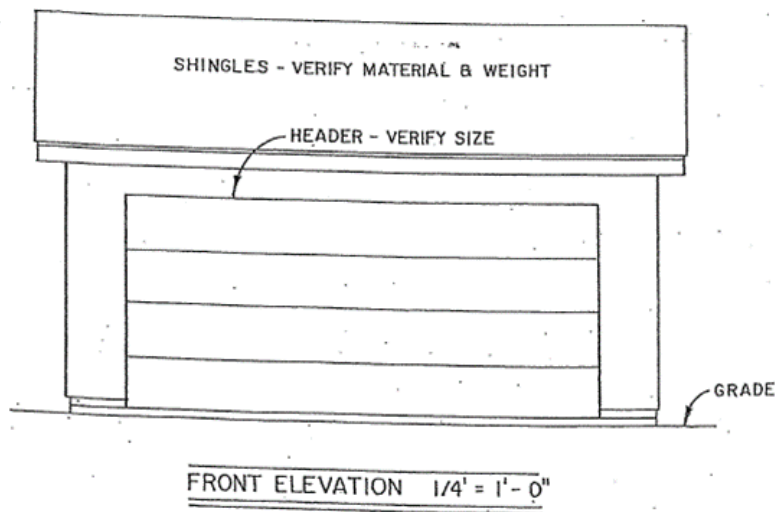
1. Footing/Slab: After forms and reinforcing are in place, but PRIOR TO POURING CONCRETE
2. Framing: To be made after the roof, all framing and rough electrical (if any) is approved, but prior to the application of any insulation or siding materials.
3. Final: When the structure has been completed.

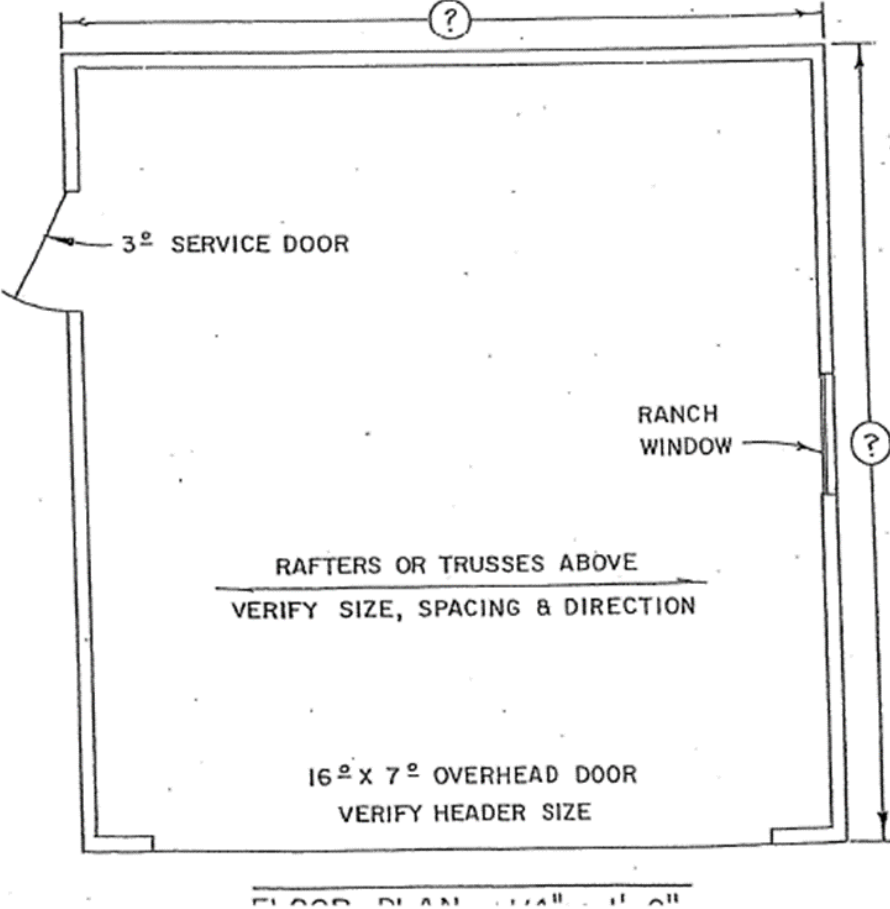
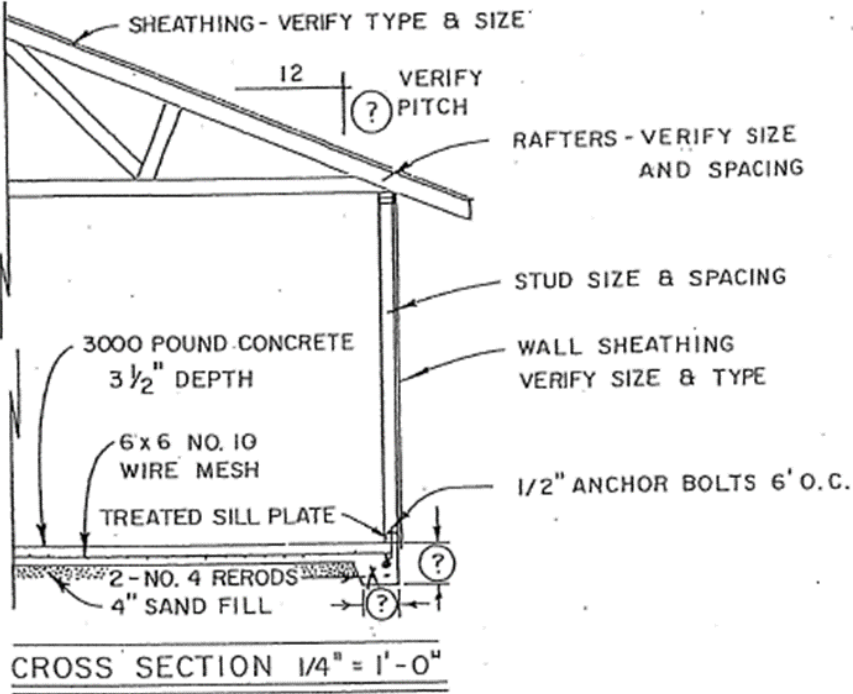
To schedule an inspection, please call the Building Official at (763) 479-1720 or toll free 1-800-223-1720 between 7:00 a.m. and 4:30 p.m. Monday through Friday.

#### General Notes

1. The Building Permit, including 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 of the garage 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 street.
4. 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.
  - a. 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.





Structural & Site Dimensions

- 1. Size and spacing of footings \_\_\_\_\_
  - 2. Size and spacing of studs \_\_\_\_\_
  - 3. Type of lumber \_\_\_\_\_
  - 4. Size of beams \_\_\_\_\_
  - 5. Size and spacing of rafters \_\_\_\_\_
  - 6. Size of garage \_\_\_\_\_
    - a. Side 1 \_\_\_\_\_
    - b. Side 2 \_\_\_\_\_
    - c. Rear \_\_\_\_\_
    - d. Other \_\_\_\_\_
  - 7. Distance from house \_\_\_\_\_
    - a. Side 1 \_\_\_\_\_
    - b. Side 2 \_\_\_\_\_
    - c. Rear \_\_\_\_\_
    - d. Other \_\_\_\_\_
  - 8. 8. Total Height \_\_\_\_\_
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