

## Permit Submittal Checklist : Deck

Building Permits are required for all decks attached to a structure or that are over 30" above grade. Decks less than 30" above grade that are not attached to a frost protected structures do not require a building permit but are required to meet the land use and setback requirements of the Zoning Code.

Building permit fees are based on square footage. This fee covers the cost associated with the plan review and field inspections that will be performed during construction. An estimate of the permit costs (based on square footage) may be obtained by contacting the Building Inspection Department at 763-479-1720

### Required Inspections:

To schedule an inspection please call Metro West Services 763-479-1720 between the hours of 8:00 a.m. and 4:30 p.m. Monday thru Friday.

**GOPHER STATE ONE CALL:** Call at least two full business days before you dig.  
**651-454-0002 or 800-252-1156 or [www.gopherstateonecall.org](http://www.gopherstateonecall.org)**

1. Footings, after forms and reinforcing are in place, but PRIOR TO POURING CONCRETE
2. Framing (when deck is less than 2 feet above grade)
3. Final (after deck is in place and handrail and guardrail are installed)

### Submittal Information:

To help expedite the permit process, please ensure that all the following information is submitted at the time of your application.

**Building Permit Application Form including:**

- Date
- Site Address
- Owner
- Owner Address
- Telephone Number
- Contractor Information (INCLUDING LICENSE #)
- Description of work being performed
- Valuation of work being performed
- Signature of applicant

**Two (2) copies of Certificate of Survey (available at City Hall) including:**

- Drawn to scale
- Indicating Lot dimensions
- Location and ground coverage area of existing structure(s)
- Location and area of proposed structure
- Setbacks from property lines

**Supplement to Deck Permit Application Worksheet (Page 5 of this handout)**

**Two (2) copies of plans showing proposed design including:**

- Floor plan indicating proposed deck size
- Size of decking
- Type of decking
- Size and spacing of joists
- Size of posts
- Size of beams
- Diameter of footings
- Depth of footings
- Location of footings
- Indicate if there is currently a light source at the top of the landing
- Indicate locations of existing windows within the proximity to the new deck

After you have all above items organized you may submit your application packet to City Hall. Please make sure all listed items are included and marked on your submittal documents, this helps to ensure effective and timely turnaround time.

### **Deck Final Checklist:**

- Is the permit package on site and available?
- Is deck ledger board bolted to house with 7/16" lag bolts and washer in each joist space?
- Are all joist hangers fully nailed with galvanized joist hanger nails in every hole?
- If deck surface is over 30" above grade, is your guardrail at least 36" high?
- If deck surface is over 30" above grade, are all spacing LESS than 4"?
- Is the top of your stairway handrail between 34" and 38" high measured at stair nosing?
- If your stairway has 4 or more risers, do you have a handrail on at least one side?
- A minimum of 3 feet x 3 feet clear, unobstructed permanent landing is required at the top and bottom of each stairway (such as patio block, concrete or weather resistive wood).
- Stairway more than 30" above grade requires 36" guardrails on BOTH sides, with spindle spicing LESS than 4".
- Stairway must be hung with steel hangers or straps.
- Are all stair risers the same heights and not more than 7 ¾"?
- Are all stair treads the same and not less than 10"?
- Is the deck ledger board properly flashed where it meets the siding?
- Are all the nails, screws, fasteners and hardware galvanized?
- Is all lumber either treated or of a species resistant to decay?
- Are cantilevers on joists a maximum of 24" overhang?
- Are cantilevers on beams a maximum of 12" past posts?
- Are all joists, beams, posts and footings as per the approved plan?
- Open stair riser not over 4".

Although this list is not all-inclusive, it does contain the most common reasons for final deck inspection failures. If you check all of these items before you schedule your inspection, you will greatly increase your chances of easily passing the inspection.

### **General Notes:**

1. Some deck designs may not be appropriate for future screen porch or 3-season porches. Setbacks for porches may not be the same as setbacks for decks. **PLEASE NOTE ON PLANS IF THIS DECK IS DESIGNED FOR A FUTURE PORCH.**

2. The approved Plan and Survey shall be kept on the job site until the final inspection has been made.

3. The Inspection Record Card shall be posted until the final inspection has been made. Cards should be protected from the weather.

4. 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 Labor & Industry 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 Labor & Industry at 651-284-5065 or toll free 1-800-342-5354 or visit their website at <http://www.doli.state.mn.us>.*

### **General Deck Building Requirements:**

1. All decks shall be designed to support a minimum load of 50 pounds per square foot.
2. Composite Decking must be pre-approved by the Building Inspection Department.
3. Decks shall not be hung from the cantilever of a house unless joists/trusses are engineered to carry additional deck load.
4. All connections between deck and dwelling shall be weatherproof. Any cuts in exterior finish shall be flashed.
5. Frost footings are required for any deck attached to any structure that has frost footings. The minimum depth to the base of the footing is 42 inches.
6. Header beams and joists that frame into ledgers or beams shall be supported by approved framing anchors such as joist hangers and fastened with hanger nails, not screws.

7. 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.
8. Cantilevers (overhanging joists and beams) – joists should not overhang by more than two feet, nor should beams overhang posts by more than one foot. If cantilever is larger than specified above it must be approved by the Building Inspection Department.
9. Guardrails are required on all decks more than 30 inches above grade or floor below. Rail must be 36 inches minimum in height. Open guardrails must have intermediate rails or an ornamental pattern that a four-inch sphere cannot pass through.  
Stair Exception: Guardrails on stairs must be 34 inches minimum in height. Open guardrails on stairs must have intermediate rails or an ornamental pattern that a 4 3/8" sphere cannot pass through. The triangular opening formed by the riser, tread and bottom element of a guardrail may be sized so that a six inch sphere cannot pass through.
10. Stairs minimum width is 36 inches. Maximum rise is 7 3/4 inches. Minimum run is 10 inches. Largest tread width or riser height shall not exceed the smallest by more than 3/8 inch. Stairways with 4 risers or more requires a handrail. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4 inch sphere. Nosing not less than 3/4" and not more than 1 1/4" shall be provided with solid risers (not required when tread is  $\geq 11"$ ).
11. The top of the handrail shall be placed not less than 34 inches or more than 38 inches above the nosing of the treads. The handgrip shall have a smooth surface with no sharp corners. Handrails shall be continuous the full length of stairs and returned at ends. The handgrip portion of handrails shall not be less than 1 inches or more than 2 5/8 inches and shall provide a grippable surface.
12. Exterior stairways shall be provided with a means to illuminate the stairway and shall have a light source in the immediate vicinity of the top landing of the stairway.
13. All exposed wood used in the construction of decks is required to be of approved wood of natural resistance to decay (redwood, cedar, black locust, black walnut, etc.) or approved treated wood. This includes posts, beams, joists, decking and railings.
14. Fasteners - all fasteners (nails, bolts, screws, hangers, etc.) must be corrosion resistant as required by the code and manufacturer. Some of the newer chemicals used to treat wood may be considerably more corrosive and require the use of special corrosion resistant fasteners.
15. Pressure Treated Wood: Recent changes have been made in the chemicals used in the manufacture of pressure-treated wood. Chromated copper arsenate, also known as CCA, is being phased out and the most common new treatments approved for outdoor use are Alkaline Copper Quaternary (ACQ) and Copper Azole. According to the lumber and fastener industry, the newer chemicals being used to treat the wood approved for outdoor use are considerably more corrosive than those previously treated with CCA and therefore require special fasteners, hangers, and greater care in the selection of materials that may come in contact with the wood. The fastener industry has indicated that some of the hangers and fasteners currently on the market may not perform with some of the new treatments. Designers, builders, and home owners will need to pay particular attention to the grade marks on the lumber, and verify that proper hardware (hangers, nails, brackets) are appropriate with the particular treatment of lumber. This not only applies to decks utilizing these products but sill plates and posts as well. The code references the American Wood Preservers Associates (AWPA), which has published information on this issue. Particular attention should also be made to the manufacturer's installation instructions for the hardware. Questions should be directed to your wood and fastener supplier or your local Building Official.

**Note:** The aforementioned criteria represents general code requirements relative to decks. For specific code requirements, please contact the Building Inspection Department



**SUPPLEMENT to DECK Permit Application Worksheet**  
**(must be included when applying for permit)**

The following information is required to be included with a Deck permit application.

1. Footing Diameter: \_\_\_\_\_ Depth \_\_\_\_\_
2. Size of posts: \_\_\_\_\_
3. Size of beams: \_\_\_\_\_
4. Cantilever on beams: \_\_\_\_\_
5. Size of joists: \_\_\_\_\_ Spacing \_\_\_\_\_
6. Cantilever on joists: \_\_\_\_\_
7. Size of floor boards: \_\_\_\_\_ Type \_\_\_\_\_
8. Species of lumber (please check one):  Southern Yellow Pine  Ponderosa Pine  
 Spruce Pine Fir  Hemlock Fir  Douglas Fir  Cedar  Composite  Unknown  
If using composite decking materials please indicate the manufacture. \_\_\_\_\_
9. Height of deck off ground: \_\_\_\_\_
10. Height of guardrail: \_\_\_\_\_
11. Spacing of Spindles: \_\_\_\_\_
12. Height of Handrail: \_\_\_\_\_
13. Size of deck: \_\_\_\_\_
14. Distance to property lines: \_\_\_\_\_
  - a. Side 1: \_\_\_\_\_
  - b. Side 2: \_\_\_\_\_
  - c. Rear: \_\_\_\_\_
  - d. Other: \_\_\_\_\_