

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Permit #: \_\_\_\_\_



651-747-3900  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

## BUILDING PERMIT APPLICATION - DECK

Project Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ Email Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
License #: \_\_\_\_\_ Phone # \_\_\_\_\_  
Email Address: \_\_\_\_\_

Proposed Use: (check one) Deck \_\_\_\_\_ Other \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \_\_\_\_\_

### Requirements for a complete deck permit application:

- All blanks on "exhibit A" filled in and attached.
- A copy of a certificate of survey or site plan drawn to scale, showing all property lines, existing buildings and the proposed structure location with distances to property lines.
- Two copies of building plans to include the following:
  - All dimension drawn to scale
  - Size and depth of footing
  - Size and spacing of posts
  - Size of beams and headers
  - Stair location (if applicable)
  - Size, direction and spacing of joists
  - One elevation showing deck height and guard design
  - Size, direction and type of decking
  - Type and size of all materials used

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### City Use Only

Planning: Zoning District: \_\_\_\_\_ Minimum Setbacks Required: Front \_\_\_\_\_ Side \_\_\_\_\_

Rear \_\_\_\_\_ Road Right of Way \_\_\_\_\_ Other \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_

Building Inspections: Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_





# DECK HANDOUT

Department of Building Safety | 3800 Laverne Ave N, Lake Elmo, MN 55042  
Office: 651-747-3900

This information only outlines general code requirements related to building a residential deck. For specific code requirements, please contact a design professional or the Lake Elmo Building Department at 651-747-3910.

A building permit is required to construct a deck if attached to a structure or more than 30" above grade. To obtain a permit, the following items must be submitted:

## REQUIREMENTS

- A signed, completed building permit application form.
- A copy of the Certificate of Survey or site plan drawn to scale, showing property lines, existing buildings and the proposed structure location with distances to property lines.
- Two copies of building plans. All structural members must be sized and properly spaced to support all loads. The following pages may be used in designing your deck. If there is any overhead wires in the vicinity of your proposed deck, contact the state electrical inspector for required clearances. The following items must be included with the deck plans:
  - All dimensions drawn to scale
  - Size and depth of footings
  - Size and spacing of posts
  - Size of beams and headers
  - Stair location (if applicable)
  - Size, direction and spacing of joists
  - One elevation showing deck height and guard design
  - Size, direction and type of decking
  - Type and size of all materials used

## PERMIT PROCESS

Your application will be reviewed for code compliance and setback requirements. Permit fees will be calculated and you will be notified when the permit is ready to be picked up.

Before digging, call GOPHER STATE ONE CALL to locate utilities 48 hours in advance.

## REQUIRED INSPECTIONS

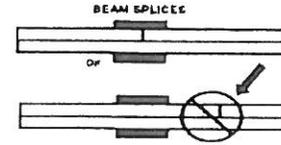
Please call 651-747-3900 a minimum of 24 hours in advance to schedule inspections. Inspections are scheduled Monday thru Friday, 8:30 am until 4:00 pm.

- FOOTING  
After holes are dug, loose dirt and water removed and prior to pouring concrete
- FRAMING  
Only if the deck joists are lower than 60" above grade
- FINAL  
Final building inspection after work is complete

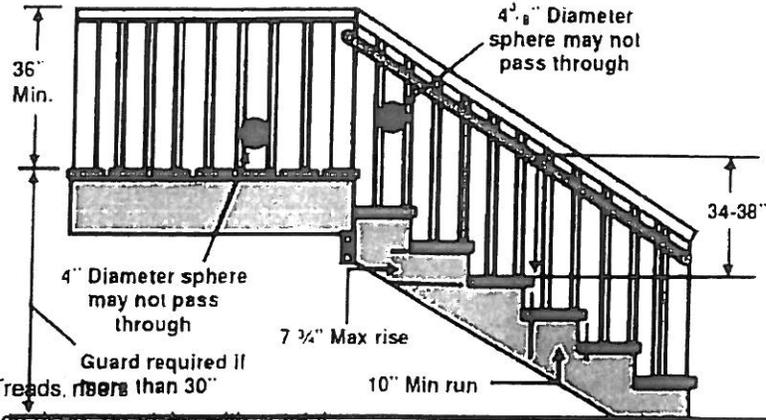
## 2015 MINNESTOA STATE BUILDING CODE

- The bottom of the footing must be 42" minimum below undisturbed soil, measured either vertically or horizontally. Augured footings shall have smooth forms installed prior to the footing inspection.

- Beam splices must be directly over posts, minimum of 1½" bearing.
- Deck ledger boards must be secured and attached to the structure per table R507.2 and R507.2.1 within this handout.
- Joist hangers are required wherever joists do not have at least 1½" of bearing. (Exceptions: cantilevered ends.)



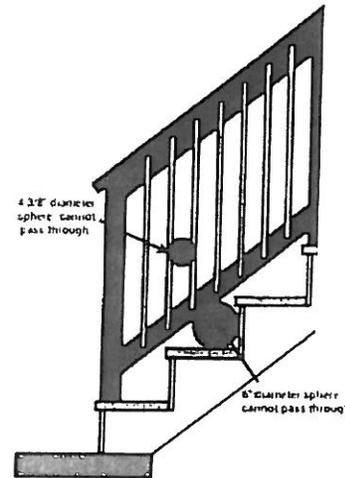
- Galvanized connectors are required for footing to post, post to beam, and beam to joist connections.
- Guards are required on all decks more than 30" above grade. Guards must be 36" minimum in height. Open guards must have intermediate rails or an ornamental pattern that a 4" sphere cannot pass through. Guards must be able to withstand 200 lbs. of applied pressure.



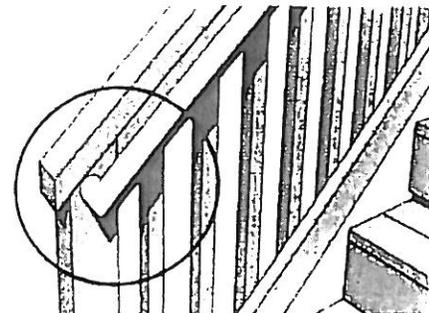
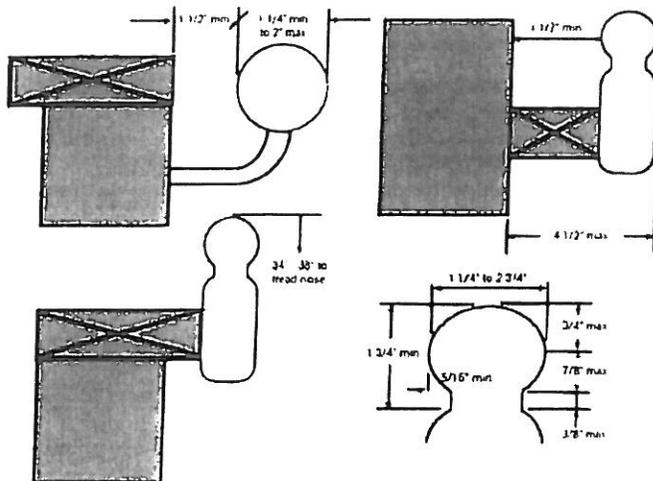
Hand Rail

- Stairways must be 36" between guards for the full length of the stairway.
- The maximum rise is 7¾", the minimum run is 10". Treads, more than 30" and nosing's shall be consistent within 3/8". Open risers on stairs with a total rise greater than 30" is not permitted to allow the passage of a 4" diameter sphere. A nosing not less than ¾ inch or greater than 1 ¼" shall be provided on stairways. Spiral stairs are to comply with Section R311.7.9.1.

- Stairways require a guard not less than 36" in height from the nose of the treads. Open guards shall have intermediate rails or an ornamental pattern such that a sphere 4 3/8" in diameter cannot pass through. The triangular openings formed by the riser, tread and bottom rail of guards shall be such that a sphere 6" in diameter cannot pass through.



- Handrails are required on stairs with four or more risers.



- Handrails must have a continuous graspable surface and be 34" to 38" above the tread nosing and run the full length of the stairs with ends returned. Handrails shall have a space of not less than 1½" between the handrail and the wall or guard. The handrails shall be not less than 1¼" or more than 2" in diameter.

MINIMUM END AND EDGE DISTANCES AND SPACING BETWEEN ROWS				
	TOP EDGE	BOTTOM EDGE	ENDS	ROW SPACING
Ledger <sup>a</sup>	2 inches <sup>d</sup>	1/4 inch	2 inches <sup>b</sup>	1 5/8 inches <sup>b</sup>
Band Joist <sup>c</sup>	3/4 inch	2 inches	2 inches <sup>b</sup>	1 5/8 inches <sup>b</sup>

For SI: 1 inch = 25.4 mm.

- a. Lag screws or bolts shall be staggered from the top to the bottom along the horizontal run of the deck ledger in accordance with Figure R507.2.1(1).
- b. Maximum 5 inches.
- c. For engineered rim joists, the manufacturer's recommendations shall govern.
- d. The minimum distance from bottom row of lag screws or bolts to the top edge of the ledger shall be in accordance with Figure R507.2.1(1).

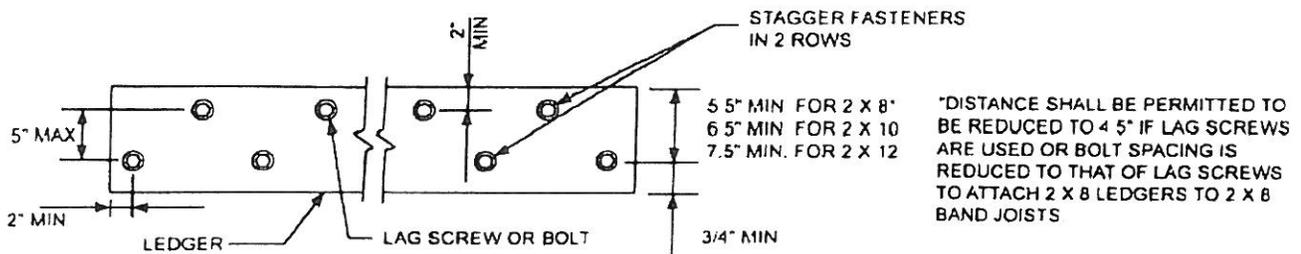
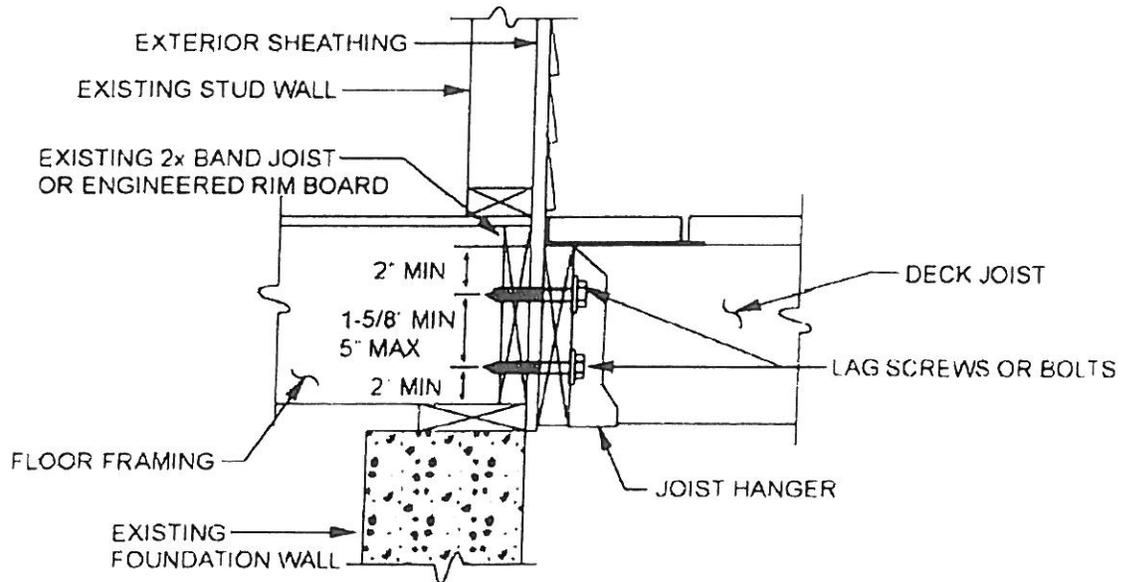
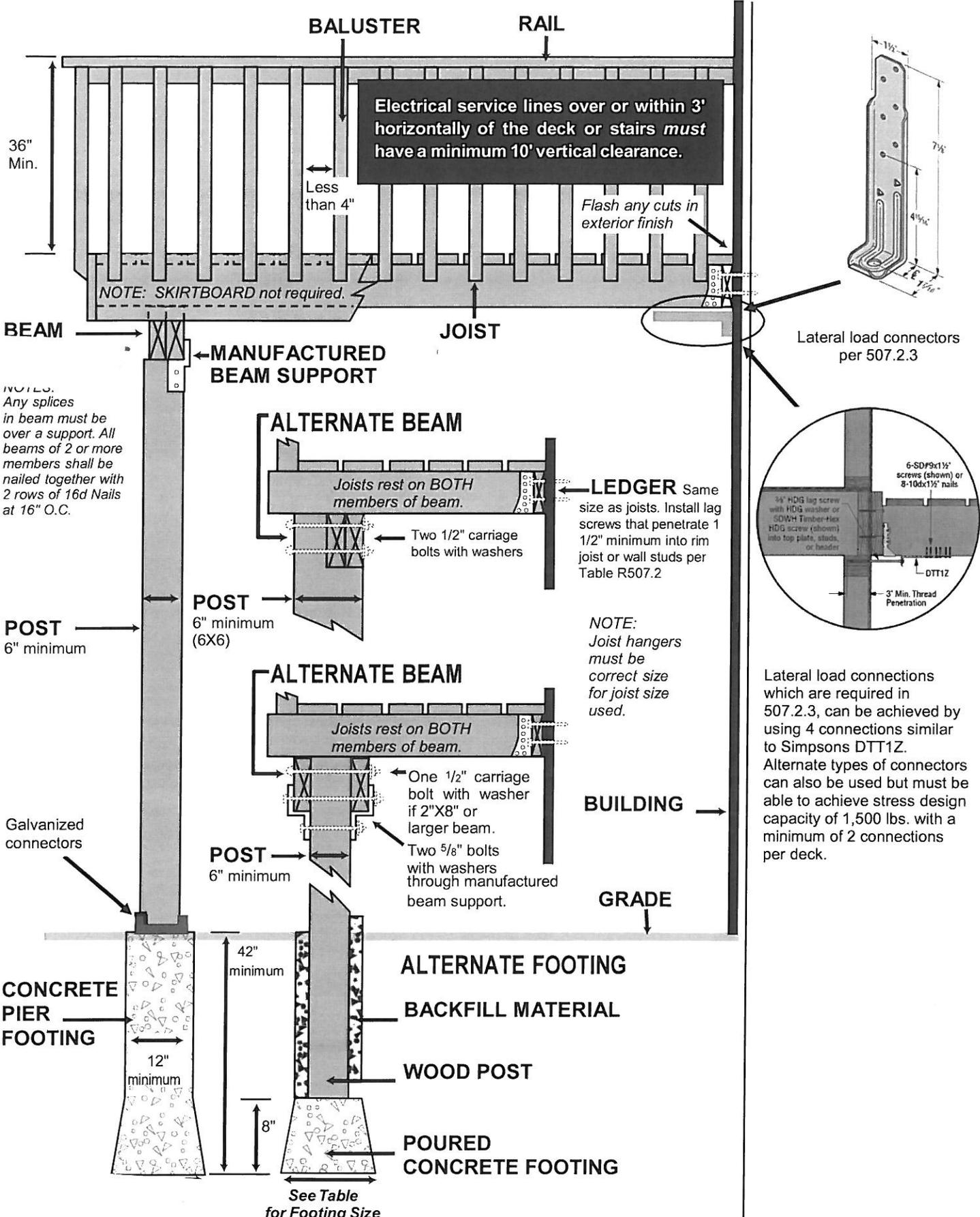


FIGURE R507.2.1(1) PLACEMENT OF LAG SCREWS AND BOLTS IN LEDGERS





Revised February 2015