



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

### RESIDENTIAL DECK AND PORCH PERMIT APPLICATION

JOB ADDRESS: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor (if being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractors Lic. #: \_\_\_\_\_

Contractor's lead certification number for pre 1978 structures: \_\_\_\_\_

**Valuation of Work\* \$** \_\_\_\_\_

\*Based on cost of material and labor as if you were to hire a contractor

Total Sq. Ft.: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_ Shoreland Overlay District:  YES  NO

PLEASE CIRCLE AREA OF WORK:      **Deck**      **Covered Deck**      **Screened Porch**  
   **Three Season Porch**      **Four Season Porch**

DECK WORKSHEET IS REQUIRED TO BE COMPLETELY FILLED OUT (SEE ATTACHED).

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**TOTAL PERMIT FEE \$152**

Permit fees for covered decks and porches are based off the valuation of the work, and the fee will be different. Deck repair permits may be approved by the Building Official for minor repairs. Repair permits total fee is \$16.

SIGNATURE OF CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER (IF OWNER BUILDER) \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

## **INFORMATION NECESSARY WHEN APPLYING FOR A DECK OR PORCH PERMIT**

### **DECKS**

- Permit application must be completed and signed.
- Two sets of detailed building plans:
  - Plans are required to show all sizes and locations for footing, post, beam, header and joist sizes and type of treated wood. Other information may be required.
  - Deck worksheet shall be completed.
- Two copies of a site plan: original certificate of survey, an aerial photo may be acceptable if there is no question about distances to the property lines. A survey may be requested. If a survey has never been completed a new one is required.
  - Location of the septic tanks
  - Location of the septic drainfield
  - Location of where the septic plumbing leaves the house
  - Location of the well
  - Distances to property lines, wetlands, rivers, lakes and easements
  - Location of the proposed deck
- Builders license (unless the homeowner is the general contractor).
- Septic systems may need to be upgraded before a permit can be issued. If you have any questions, please contact the Building Department.

### **Three Seasons**

- Permit application must be completed and signed.
- Two sets of detailed building plans.
  - Plan must be 11x17 or larger in size and cannot be sent over the computer.
  - Side view of the addition
  - Detailed floor and roof construction. Plans are required to show all sizes and locations for footing, post, beam, header and joist sizes and type of treated wood. Other information may be required.
  - Braced wall method used and the location of braced wall panels their height and length.
- Two copies of a site plan: original certificate of survey, an aerial photo may be acceptable if there is no question about distances to the property lines. A survey may be requested. If a survey has never been completed a new one is required.
  - Location of the septic tanks
  - Location of the septic drainfield
  - Location of where the septic plumbing leaves the house
  - Location of the well
  - Location of the proposed deck
  - Distances to property lines, wetlands, rivers, lakes and easements.
- Builders license (unless the homeowner is the general contractor).
- Permit fees for covered decks, porches and additions are based off the valuation of the work, and the fee will be different.
- Septic systems may need to be upgraded before a permit is issued. If you have any questions, please contact the Building Department.



*East Bethel Community Development*

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# Deck Worksheet

**Required with all deck/porch applications**

Job Address: \_\_\_\_\_

Type of lumber (example: treated)	
Size of footings	
Depth of footings	
Size and type of floor joists (example: 2x10 treated)	
Size of post(s) and spacing	
Size and type of beams (example: 2x10 treated) (Note: Do not splice beams above posts)	
Type and size of floor boards (Example: plastic decking)	
Type and size of screws supporting ledger board (joist less than 6 feet – minimum 3/8 inch. Joist over 6 feet in length require minimum of 1/2" screws and shall penetrate 1 1/2" into rim or wall stud)	
Height of power lines above proposed deck	
Height of deck from the ground	
Design and height of guardrail (example: 2x6 balusters, less than 4" apart)	
Stair design and connection to deck (example: stair stringers are required at 12" intervals. Note: plastic decking MAY require stringer to be installed closer together)	
Size of deck	
Are deck tension ties required?	
Deck ledger on canted area of home	
Are egress windows installed beneath deck?	