

DECK PERMIT

General Requirements:

- Building Permits are required for all decks/platforms that are attached to a structure or are 30” or more above grade. A deck/platform that is less than 30” above grade and is not attached to a structure does not require a building permit.
- Submit two copies of Certificate of Survey (available at City Hall) with proposed new deck.
- Submit two copies of plans showing the proposed design.
 - Location of footings
 - Location of posts
 - Location of beams
 - Direction of joists
 - Direction of decking
- The “SUPPLEMENT to DECK Permit Application Worksheet” MUST be included with your permit application
- All materials and the installation of all materials must comply with the 2009 Minnesota State Mechanical and Fuel Gas Codes and the manufacturers’ installation specifications for each product.

PERMIT CARD: (THROUGHOUT THE PROJECT)

- **POSTED** PRIOR TO START OF WORK
- **VISIBLE** FROM STREET OR DRIVEWAY
- **ACCESSIBLE** TO THE INSPECTOR

Inspection:

- **MUST Schedule by 4:30 p.m. the Business Day Prior to the Inspection Day.**
- Required Inspection: (Someone 18 years or older must be present)
NOTE: The required inspections are dependent on the project type.
 - Footing - After holes are dug, but PRIOR TO POURING CONCRETE
 - Framing – If deck is less than 5 feet above grade and before decking is installed
 - Final – After deck is complete with handrails and guardrails installed.
- Office Hours: Monday–Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Warning: The inspector may issue an order to remove materials to prove compliance with the MN State Building Code and manufacturer’s installation requirements.

If a re-inspection is required to verify compliance with the code, a re-inspection fee will apply and the permit holder (the signing applicant) or the permit holder’s representative must meet the inspector at the site to provide access.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians 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.

Note: 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.

Note: The aforementioned criteria represent general code requirements relative to a deck project. For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

Deck Checklist

The following is a guideline to assist in the compliance with the requirements of the MN State Building Code.

- Composite Decking must be pre-approved by the Building Inspection Department.
- Decks shall not be hung from the cantilever of a house unless joists/trusses are engineered to carry additional deck load and documentation is provided.
- All connections between deck and dwelling shall be weatherproof. Any cuts in exterior finish shall be flashed.
- All exposed wood used in the construction of decks is required to be a type with natural resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes posts, beams, joists, decking and railings.
- Fasteners - all fasteners (nails, bolts, screws, hangers, etc.) must be corrosion resistant as required by the code.
- 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.
- Joist spacing** of 24 inches on center requires 2 inch minimum decking, and joist spacing of 16 inches on center requires one inch minimum decking.
- All joist hangers holes must be filled with approved joist hanger nails/screws.
- Cantilevers** (overhanging joists and beams) – joists cannot extend more than 2 feet beyond the beam, nor should beams extend more than 1 foot beyond the posts.
- Guardrails** are required on all decks more than 30 inches above grade or floor below. Guardrails 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 inch sphere cannot pass through. The triangular opening formed by the riser, tread and bottom element of a guardrail may be sized so that a 6 inch sphere cannot pass through

- Handrails** are required on at least one side of any stairway with 4 or more risers. The handrail must be placed so that the top of the handrail is between 34 and 38 inches measured above the nosing of the treads. The handrails must be continuous the full length of stairs and returned at the ends. The handgrip must have a smooth surface with no sharp corners, must be between 1 and 2 5/8 inches in width, and shall provide a grippable surface. Please contact the inspection office for specific design details if you are using a 2x_ material placed on end.
- Stairways** must be a minimum width of 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 ≥ 11")
- Stairway attachment** must be made with steel hangers or straps.
- Lighting** must be provided to illuminate the stairway and shall have a light source in the immediate vicinity of the top landing of the stairway.
- Landings** are required at the top and bottom of each stairway. Minimum size of a landing shall be a 3 feet x 3 feet clear, unobstructed area.

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: Also identify on Certificate of Survey
 - a. Side 1: _____
 - b. Side 2: _____
 - c. Rear: _____
 - d. Other: _____