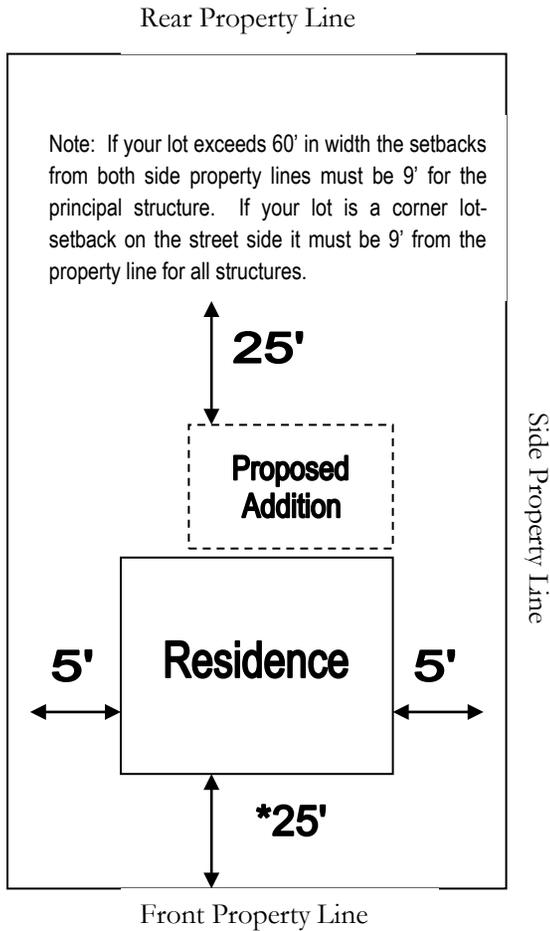


Example Site Plan



*Front setback – average of houses on same side of street. No structure closer than 25 feet, unless average setback is less than 25 feet.

Rear Setback – 25 feet.

WHERE DO I OBTAIN A PERMIT?

Building Inspections
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

QUESTIONS?

Please contact our office between the hours of 8:00 a.m. and 4:30 p.m. at 651-554-3220.

CALL BEFORE YOU DIG

Verify underground utility locations at least 2 days before you dig. Call Gopher State One at (651) 454-0002.

Porch Additions Screened or 3-Season

City of South St. Paul



City of South St. Paul

Permit & Inspections Department
125 3rd Avenue North
South St. Paul, MN 55075

Phone: 651-554-3220
Fax: 651-554-3271

SCREENED PORCH OR A 3-SEASON PORCH CHECKLIST

A building permit is required for all screened porch or 3-season porch additions. Listed below are the required items for obtaining a building permit.

Requirements:

- Building Permit Application
- Site Plan: This is a drawing of the lot with dimensions from the addition to all the property lines. Measurements of the existing building are also needed.
- Plans: Submit two copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
 - A. Floor Plan indicating the following:
 - Proposed porch size.
 - Size and spacing of floor joists.
 - Size of decking.
 - Size, location and spacing of posts.
 - Size of headers.
 - Size and spacing of roof rafters.
 - B. Cross-section view indicating the following:
 - Diameter and depth of footings.
 - Size of posts.
 - Header size supporting floor joists.

- Floor joist size and spacing.
- Flooring material.
- Guardrail height (if any).
- Ceiling height.
- Header size over glazed and screened openings.
- Type(s) of sheathing and siding materials.
- Size and spacing of roof rafters. Roof pitch

- C. Elevations indicating the following:
 - Height of structure from established grade.
 - Size of headers.
 - Type of roof covering material.

Additional Information:

- Footings shall be designed and constructed below frost depth (42" minimum).
- Approved wood of natural resistance to decay or treated wood shall be used.
- A guardrail shall protect porches that are more and 30" above grade not less than 36" inches in height. Open guardrails and stair railings shall have horizontal, vertical or diagonal rails such that a sphere 4" in diameter cannot pass through.
- Floor joist spaced at 24" on center requires 2" minimum decking and floor joist spaced at 16" on center requires 1" minimum decking.

- You may need to obtain additional permits if you are doing any electrical, plumbing or mechanical work.

Please Note: Items listed in this brochure are intended for informational purposes, further building and/or zoning code guidelines or restrictions may be applicable.

Required Inspections:

- Footings – after the holes are dug and prior to pouring concrete.
- Framing – after all framing, insulation and ductwork are in place and the rough electrical has been inspected.
- Final – when the structure is complete.

EXISTING HOUSE

SHINGLES - VERIFY MATERIAL & WEIGHT

DECKING OR SHEATHING
VERIFY TYPE & SIZE

RAFTERS - VERIFY SIZE & SPACING

RIDGE BEAM
VERIFY SIZE OR COLLAR TIES OR
CEILING JOISTS - VERIFY SIZE AND SPACING

HEADER - VERIFY SIZE

POSTS - VERIFY SIZE AND SPACING

WINDOW OR SCREEN UNITS
RAILING OR LOW WALL
(REQUIRED FOR SCREENS)

DECKING OR SHEATHING
VERIFY SIZE AND TYPE

36" MIN.

JOIST HANGERS

DROPPED BEAM
VERIFY SIZE

JOISTS - VERIFY SIZE, SPACING AND DIRECTION

RIM JOISTS - VERIFY SIZE

APPROVED TREATED OR NATURALLY MOISTURE RESISTANT POSTS
VERIFY SIZE
PLINTH BLOCKS

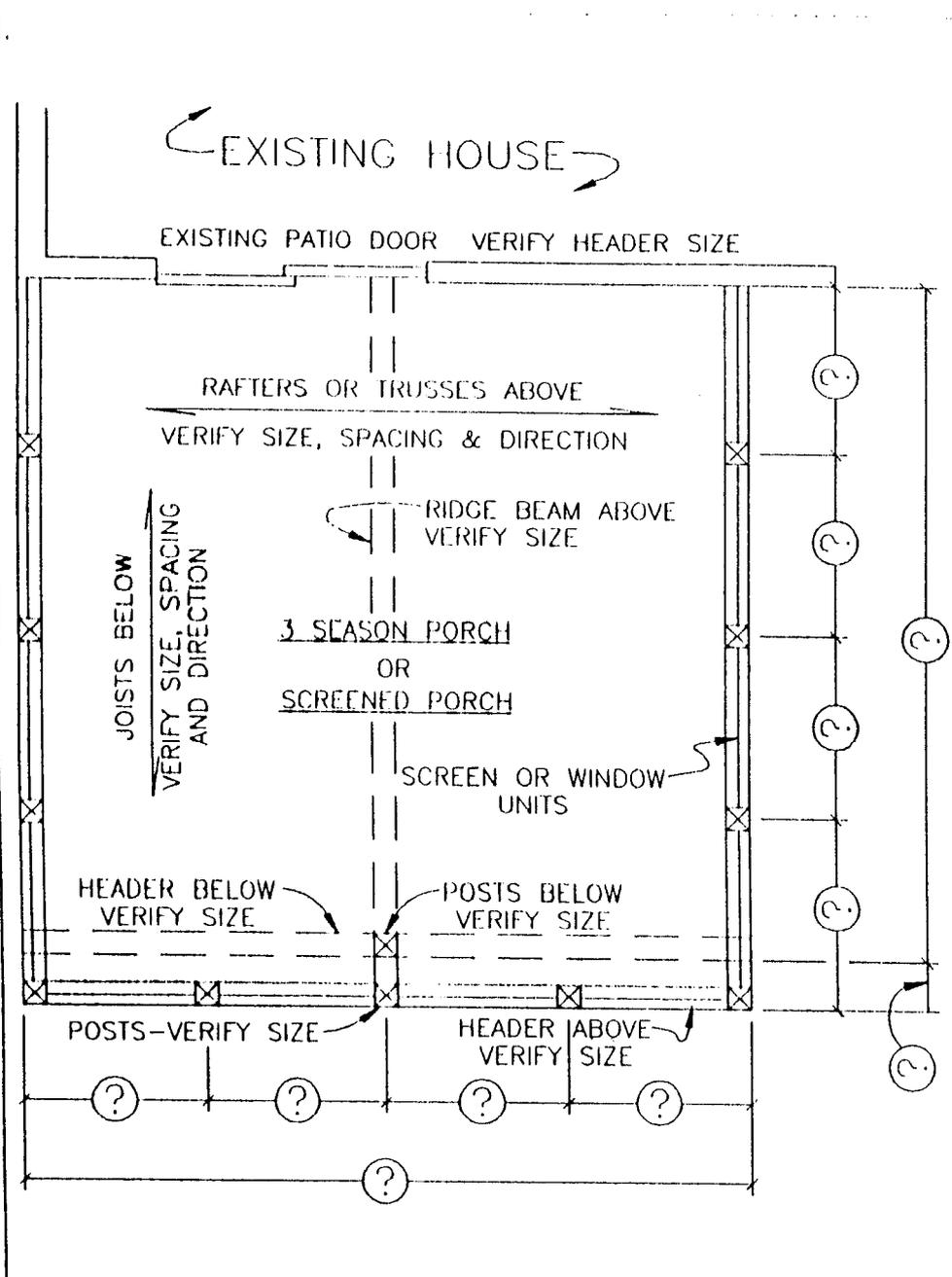
GRADE

CONCRETE FOOTINGS
VERIFY SIZE

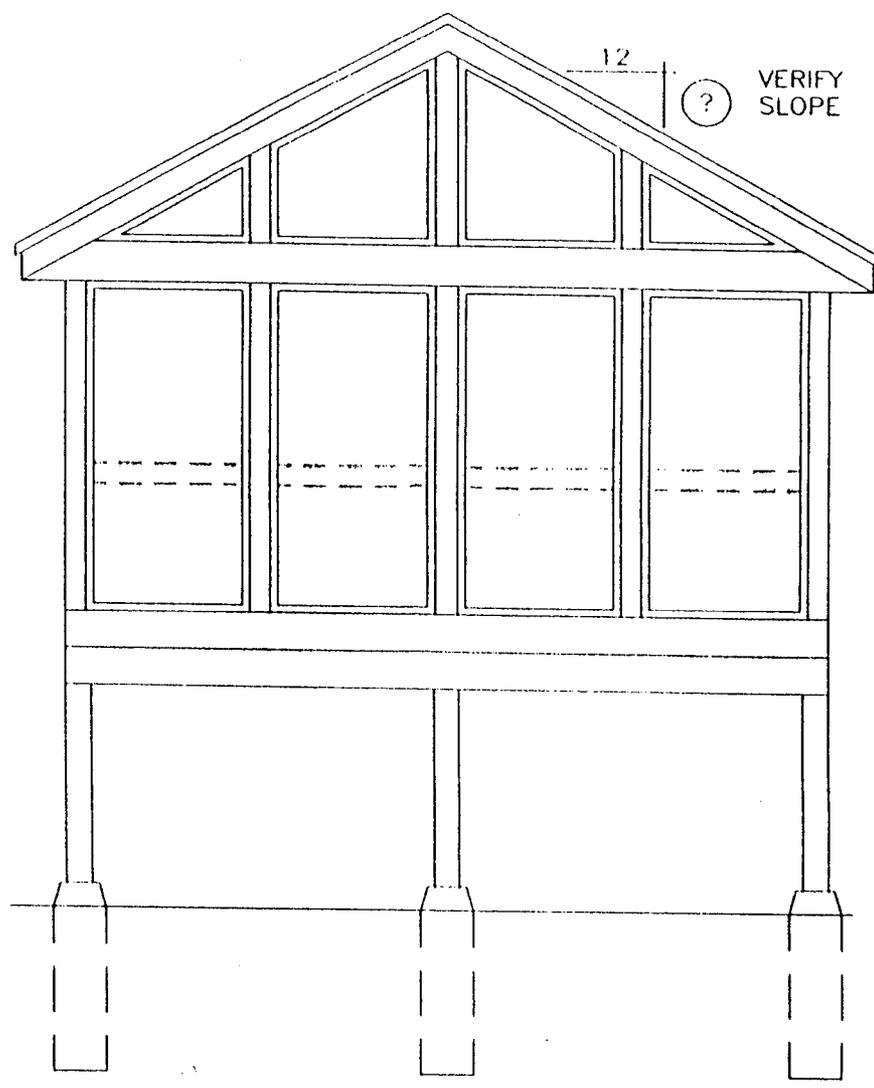
SIDE ELEVATION 1/4" = 1'-0"

CROSS SECTION 1/4" = 1'-0"

DET-19



FLOOR PLAN 1/4" = 1'-0"



FRONT ELEVATION 1/4" = 1'-0"