

Deck

# Residential Building Permit Application

**BUILDING INSPECTIONS**  
Midwest Inspection Services  
310 1<sup>st</sup> Avenue SE  
Mapleton, ND 58059  
Phone: 701-532-1078  
Fax: 701-532-1608

Please email completed applications to: [midwestinspectionsservicesnd@gmail.com](mailto:midwestinspectionsservicesnd@gmail.com)  
Incomplete applications will cause delays in the routing/review and permitting process.

Project Title*:		Office use only:	
Address:			
Project Value:			
Project Description:			
Owner:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
Designer:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
General Contractor:		Contact Person:	
Address:		Phone:	Fax:
		E-mail:	
ND Contractor License No.			
Foundation Contractor:		Mechanical Contractor:	
Phone:		Phone:	
E-Mail:		E-Mail:	
ND Contractor License No.		ND Contractor License No.	
Excavator:		Yard Grading Contractor:	
Phone:		Phone:	
Plumbing Contractor:		Electrical Contractor:	
Phone:		Phone:	

Complete back side.

**TYPE OF IMPROVEMENT:**

New Construction  Addition  Remodel  Demolition  Move  Repair  Miscellaneous  Temporary

**PERMIT FOR:**

Single Family Dwelling  Two Family Dwelling (Separate Permit for each Unit)  Townhouse (      Units)  
 Accessory Building  Deck  Residing  Lower Level Finish  
 Other (Please Explain:      )

**BUILDING/STRUCTURE SIZE:**

Width  Ft. Depth  Ft. Height  Ft. No. of Stories  Basement Finished  Yes  No  
 Basement Floor Area  SF  Number of Bedrooms  
 Main Floor Area  SF  Number of Bedrooms  
 Second Floor Area  SF  Number of Bedrooms  
 Third Floor Area  SF  Number of Bedrooms  
 Garage Floor Area  SF

# of Units	HVAC EQUIPMENT	TON'S/BTU's

**BUILDING LOCATION ON SITE:**

Property Zoning Designation      Property Area      SF  
 North Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 East Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 South Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way  
 West Property Setback Distance      Ft.  Front  Side  Rear  Adjacent to Public Way

**REQUIREMENTS FOR CONSTRUCTION IN FLOODPLAIN:**

Is the Building Located in the Special Floodplain Hazard area?  Yes  No (If yes complete the following)  
 Base Flood Elevation      Ft. Flood Protection Elevation      Ft. Letter of Map Revision Issued  Yes  No  
 Acknowledgement Form Submitted  Yes  No

**For Office Use Only**

**Septic Permit Required:**

Yes  No

**Planning and Zoning Approval:**

P.U.D.  Yes  No      Conditional Use  Yes  No      Overlay District  Yes  No  
 Date Approved

*I hereby acknowledge that this application is not a Building Permit, nor does it authorize the start of construction. If you do not wish to electronically sign please print and sign application before submittal*

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**AFFIDAVIT**

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

ADDRESS OF SITE \_\_\_\_\_

Date \_\_\_\_\_

We, the undersigned, being first duly sworn, on oath depose and state based on personal knowledge as follows, to-wit:

1. That we are all the fee owners of the said real estate, or if all of the owners have not personally signed this affidavit below, then a valid power of attorney, conservator or person acting with proper authority as demonstrated by an attached court order for each said person has signed below on their behalf.
2. That we are in approval of the permit application submitted on (date) \_\_\_\_\_ to the City of \_\_\_\_\_ for changes, alterations, new building and/or additions to the buildings/land at:  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_
3. That we are knowledgeable of the permit application design and /or changes to the said property and approve of such work being done on/to the property.
4. That all information contained in the attached permit application submitted herewith is true and correct.

**OWNERS**

(All owners or those with proper authority as described above)

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner to complete and return to:

City of Ada  
P.O. Box 32  
Ada, MN 56510  
Phone: (218)784-5520  
Fax: (218)784-2711

NOTARY PUBLIC SIGNATURE \_\_\_\_\_

NOTARY PUBLIC PRINTED NAME \_\_\_\_\_

Permit Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

# Property Owner Waiver

## Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.*

I understand that 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. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

\_\_\_\_\_  
*Signature or Property Owner*

\_\_\_\_\_  
*Printed Name of Property Owner*

\_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Date*

**PLEASE RETURN THIS SIGNED WAIVER WITH THE BUILDING PERMIT APPLICATION.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.



# GUIDELINE FOR BUILDING RESIDENTIAL DECKS

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This handout is a **guide** only and does not cover all of the Township Code requirements.

**Building Permits** are required for all decks regardless of size or if the deck is attached or unattached to a dwelling.

**Building Permit Fees** are based on the valuation of the construction project; this includes the materials and labor. If you will be doing the work yourself an estimate of labor cost shall be determined and included with the cost of materials.

Plan submittals shall be drawn to scale, neat and legible on suitable material (min. 11x17). The plan submittal shall be of sufficient clarity to indicate the location and extent of the work proposed.

Information required to be submitted along with your application for a building permit:

**SITE PLAN** – Drawing to scale shown lot dimensions, deck location and distances from property lines.

**PLAN VIEW** – Proposed deck size and location of stairs.

- Size, type and spacing of floor joists.

- Size and type of decking. (Plastic/composite decking must be approved before installing.)

**ELEVATIONS** – Size, type, location and spacing of posts, beams and headers.

- Height of structure from grade.

- Diameter and depth of footings.

- Joist hangers, flashing and fasteners.

- Guard height (if any) and spacing intermediate rails.

- Stair and handrail details.

## DECK CONSTRUCTION GUIDELINES

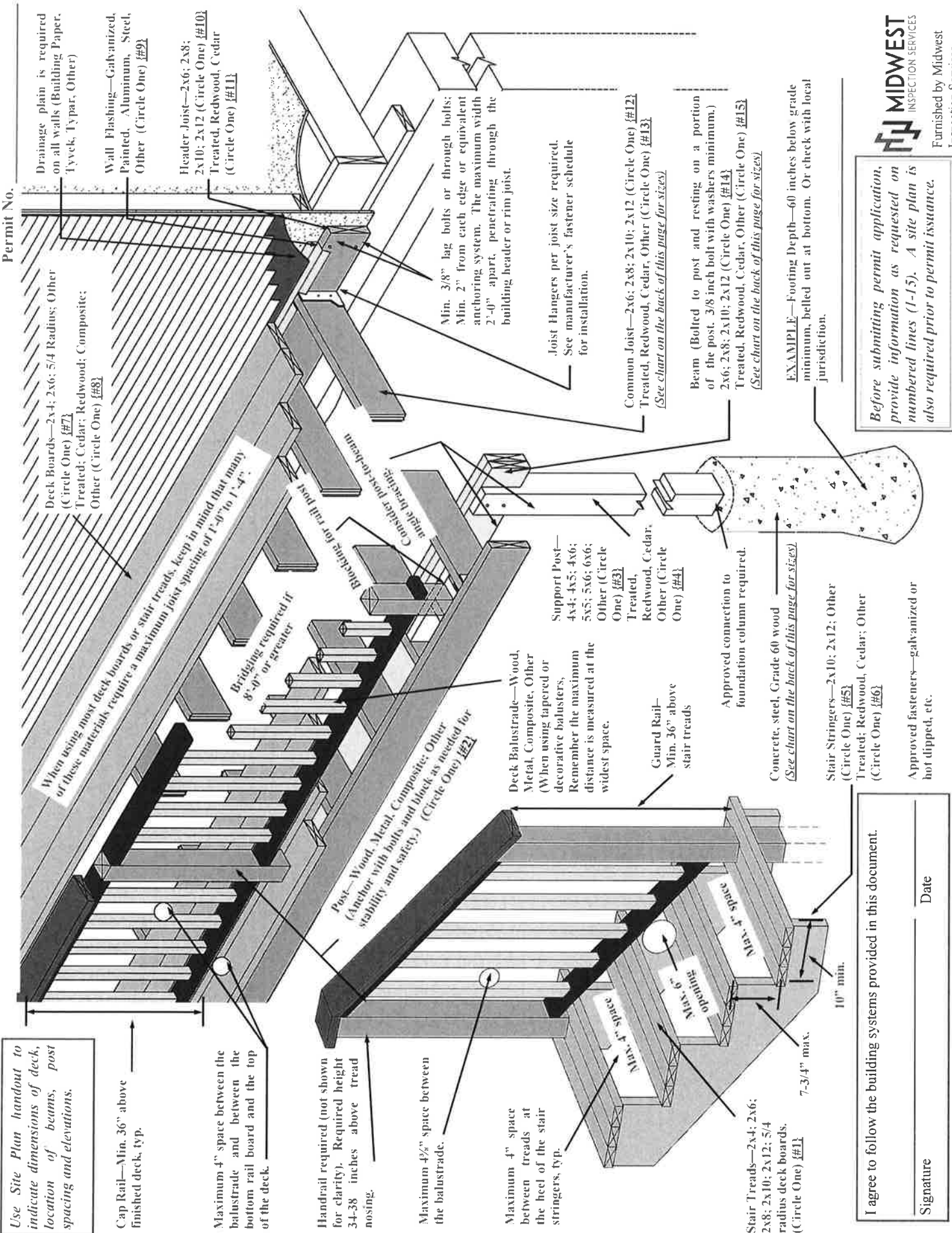
1. **Setbacks** – Check township ordinance for required setbacks in designated zones.
2. **Live Loads** – All deck floor systems must be designed to support a live load of 40 pounds per square foot.
3. **Footings** – Frost protected footings are not required but are recommended. Frost depth for the City of Casselton is 54 inches. Consideration should be made if the deck is intended to be enclosed in the future, if so then a frost protected footings will be required and may need to be designed by a Registered Professional Structural Engineer.
4. **Wood Required** – All exposed wood used in the construction of decks are required of natural resistance to decay (heartwood of redwood, cedar or black locust) or approved treated wood. This includes posts, beams, joists, decking, guards, stairs and rails. All lumber must bear the quality mark of an approved inspection agency. Plastic/composite decking must be installed and supports spaced on center per manufactures specifications. A copy of these specs report must be made available for the installer and inspector.
5. **Flashing** – All connections between deck and dwelling must be flashed and weatherproof.
6. **Ledger Board** – Siding must be removed to allow this member to be properly fastened. Where supported by attachment to an exterior wall, decks shall be anchored to the structure and designed for

- both vertical and lateral loads. Toenails or nails are not to be used for this purpose because they are subject to withdrawal. Where positive connection to the primary building structure cannot be verified during inspection, deck must be self supporting. Fasteners must be long enough to penetrate framing members. Decks shall not be supported by cantilevered floor framing without specific engineering.
7. **Joist/beams** – Attached are design guideline to assist in determining the minimum size and spacing for floor joists and supporting beams. Joist with cantilevers which exceed 3 times the nominal depth of the joist will require structural engineering. Beams cannot overhang posts by more than 12 inches unless designed by a structural engineer. Built-up beams (two or more members) are to be nailed, screwed or bolted together.
  8. **Joist Hangers** – floor joists are to be supported by approved framing anchors and joist hangers.
  9. **Fasteners** – All fasteners shall be non-corrosive. Joist hangers and other framing anchors are to be installed according to product manufacturer's instructions and their recommended fasteners.
  10. **Guards** – All open side of decks which are more than 30 inches above the grade or floor below, must be protected by a guard rail not less 36 inches in height. Open side of stairs with a total rise of more than 30 inches above the grade or floor below shall have guards not less than 34 inches in height measured vertical from the nose of the tread. Required guards shall have intermediate rails or ornamental closures that do not allow passage of a sphere 4 inches in diameter. The triangular openings formed by the riser and the bottom rail of a guard at the open side of a stairway may be of such size that a sphere of 6 inches in diameter cannot pass through.
  11. **Stairs** – Stairways shall be a minimum of 36 inches in width. The maximum riser height shall be 8" inches (3/8 inch maximum variation in riser height) and the minimum tread depth shall be 9" inches (3/8 inch maximum variation in tread depths). Open risers are permitted, provided that the opening between treads does not permit the passage of a 4 inch diameter sphere. For minimum width stairs, a minimum of three stringers is required. If 5/8 inch decking material is used for treads, stringers shall be spaced a maximum of 16 inches on center.
  12. **Handrails** – A handrail shall be provided on at least one side of all stairways having 4 or more risers. Handrails shall be placed not less than 34 inches or more than 38 inches above the nosing of the treads and be continuous the full length of the stairs. Handrails projecting from a wall or guardrail must have space of not less than 1 ½ inches between the wall or guardrail and the handrail. The handgrip portion of handrails shall have a cross section of 1 ¼ inches minimum to 2 5/8 inches maximum in cross-sectional dimension and must have a smooth surface with no sharp corners.

## REQUIRED INSPECTIONS

1. **Framing/Final** – In most instances the framing can be inspected at the final inspection. If your deck is less than 3 feet above the ground, a separate framing inspection may be required. Please contact the Building Department to verify if a framing inspection is needed.

Use Site Plan handout to indicate dimensions of deck, location of beams, post spacing and elevations.



Permit No. \_\_\_\_\_

Drainage plan is required on all walls (Building Paper, Tyvek, Typar, Other)

Wall Flashing—Galvanized, Painted, Aluminum, Steel, Other (Circle One) **##9**

Header Joist—2x6; 2x8; 2x10; 2x12 (Circle One) **##10**  
Treated, Redwood, Cedar (Circle One) **##11**

Deck Boards—2x4; 2x6; 5/4 Radius; Other (Circle One) **##7**  
Treated; Cedar; Redwood; Composite; Other (Circle One) **##8**

When using most deck boards or stair treads, keep in mind that many of these materials require a maximum joist spacing of 1'-0" to 1'-4".

Bridging required if 8'-0" or greater

Post—Wood, Metal, Composite; Other (Anchor with bolts and block as needed for stability and safety.) (Circle One) **##2**

Deck Balustrade—Wood, Metal, Composite, Other (When using tapered or decorative balusters, Remember the maximum distance is measured at the widest space.)

Guard Rail—Min. 36" above stair treads

Approved connection to foundation column required.

Concrete, steel, Grade 60 wood (See chart on the back of this page for sizes)

Stair Stringers—2x10; 2x12; Other (Circle One) **##5**  
Treated; Redwood, Cedar; Other (Circle One) **##6**

Approved fasteners—galvanized or hot dipped, etc.

Min. 3/8" lag bolts or through bolts; Min. 2" from each edge or equivalent anchoring system. The maximum width 2'-0" apart, penetrating through the building header or rim joist.

Joist Hangers per joist size required. See manufacturer's fastener schedule for installation.

Common Joist—2x6; 2x8; 2x10; 2x12 (Circle One) **##12**  
Treated, Redwood, Cedar, Other (Circle One) **##13**  
(See chart on the back of this page for sizes)

Beam (Bolted to post and resting on a portion of the post. 3/8 inch bolt with washers minimum.) 2x6; 2x8; 2x10; 2x12 (Circle One) **##14**  
Treated, Redwood, Cedar, Other (Circle One) **##15**  
(See chart on the back of this page for sizes)

**EXAMPLE**—Footing Depth—60 inches below grade minimum, belled out at bottom. Or check with local jurisdiction.

Before submitting permit application, provide information as requested on numbered lines (1-15). A site plan is also required prior to permit issuance.

I agree to follow the building systems provided in this document.

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

