



RESIDENTIAL ACCESSORY BUILDING

Permit # _____

Date Received _____

16319 Kettle River Blvd, Columbus, MN 55025

Phone: 651-464-3120 Email: permitcdr@ci.columbus.mn.us

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

SITE ADDRESS:		PID:	
PROPERTY OWNER:		Address:	
City:	State:	Zip:	Email:
Contact Name:		Phone:	
CONTRACTOR COMPANY NAME:		Address:	
City:	State:	Zip:	Phone:
Email:		Contact Name:	
Contractor License No:		Contact Phone:	
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Other		Valuation: \$	
Type of Accessory Structure: <input type="checkbox"/> Shed/Acc Structure Over 200sf <input type="checkbox"/> Detached Garage <input type="checkbox"/> Post Frame (Pole Shed)			
Detailed Description of Work:			
Total SF of Proposed Structure:		Is this property within 1,000 feet of a lake or waterway?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Height of proposed structure:		Sidewall height of proposed structure:	
Connecting to water/septic (requires separate permits): <input type="checkbox"/> Yes <input type="checkbox"/> No		Connecting to electricity (requires state permit): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Structure Colors:		Primary Structure (House) Colors:	
How many existing accessory buildings are on the property?		Total SF of existing accessory buildings:	
Proposed Structure Driveway: <input type="checkbox"/> New Driveway (requires separate permit) <input type="checkbox"/> Using Existing <input type="checkbox"/> Expanding Existing <input type="checkbox"/> None			
Watershed District: <input type="checkbox"/> Rice Creek <input type="checkbox"/> Coon Creek <input type="checkbox"/> Sunrise WMO		Watershed Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>**The Primary and Secondary Septic Sites MUST BE PROTECTED AT ALL TIMES. Only a septic system can be located in a verified septic area.**</i>			
REFER TO THE FOLLOWING HANDOUTS: SHEDS & ACCESSORY STRUCTURES OVER 200SF, DETACHED GARAGES OR POST FRAME BUILDINGS (POLE SHEDS)			
<small>Separate permits are required for electrical, plumbing, and mechanical. 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 herein 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.</small>			
<small>Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.</small>			
SIGNATURE OF APPLICANT:			DATE:
PRINTED NAME:		Signature of: <input type="checkbox"/> Owner or <input type="checkbox"/> Owner's Representative	

ADDITIONAL INFORMATION MAY BE REQUIRED TO BE SUBMITTED TO THE BUILDING OFFICIAL FOR REVIEW IN ORDER TO VERIFY COMPLIANCE WITH APPLICABLE CODES OR ORDINANCES	
<p style="text-align: center;"><i>Payment options: Check or Cash only (Checks payable to City of Columbus)</i></p> <p style="text-align: center;">Permit Fee: _____</p> <p style="text-align: center;">Plan Review Fee: _____</p> <p style="text-align: center;">State Surcharge: _____</p> <p style="text-align: center;">Driveway Permit: _____</p> <p style="text-align: center;">Other: _____</p> <p style="text-align: center;">TOTAL DUE: _____</p>	<p style="text-align: center;">Issued By: _____</p> <p style="text-align: center;">Paid: _____</p> <p style="text-align: center;">Date: _____</p> <p style="text-align: center;">Check Number: _____</p> <p style="text-align: center;">Receipt Number: _____</p>

24-HOUR NOTICE REQUIRED FOR INSPECTIONS. CALL 952-442-7520.

SHEDS & ACCESSORY STRUCTURES OVER 200 SF

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code and the manufacturers' installation specifications for each product.
- **There are separate handouts for DETACHED GARAGES, and POST-FRAME BUILDINGS (POLE SHEDS). If you are building a detached garage or pole shed, use the guidelines in the appropriate handout.**
- An accessory structure which meets **ALL** of the following criteria does not require a building permit:
 - ❖ One-story
 - ❖ Detached / freestanding
 - ❖ Does not exceed 200 square feet of floor area
 - ❖ Used only for tools and storage, playhouses and other similar uses (non-habitable)
- **An accessory structure that does not meet ALL of the above criteria requires a building permit.**

BUILDING Permit Submittal shall include:

- Permit Application**, completed in its entirety, including signature and valuation.
- SUPPLEMENTAL WORKSHEET FOR SHEDS OVER 200 SF** (see pg 4).
- One set of plans** (drawn to scale) showing the proposed design, and including:
 - Elevation view of all sides of the proposed structure, including the proposed color of the building. The color must be harmonious with the primary building.
 - Floor plan showing:
 - ✓ Proposed building size
 - ✓ Design of floor structure
 - ✓ Size and location of any posts, headers, and footings
 - ✓ Size and spacing of roof supports, and roof support type (wood rafter size, sheathing thickness, etc.)
 - ✓ Method of attachment to foundation or ground
 - Wall section showing:
 - ✓ Floor information (thickness, rebar, etc.) Note: the floor does not have to be concrete.
 - ✓ Wall construction (size and spacing of studs, treated sill plate, sill plate anchor, sheathing and siding material, etc.)
 - ✓ Roof structure information (rafter or truss sizes and spacing, roof sheathing, roof slope, roof cover materials, and ice protection membrane (if structure is heated or attached to dwelling)).
- A site plan** to scale and dimensioned, identifying proposed shed dimensions with measurements from the adjacent lot lines; as well as all lot lines, setbacks, easements, all structures on the property, delineated wetlands, and the location of both the primary and secondary septic sites. The City may have a copy of a recent survey to use.
 - A **Certificate of Survey** is required for any accessory building proposed within 30' of the side/rear lot line.
- A Soil Boring** conducted at the center of the proposed site proving that the structure will be at least 24" above the high water table.
 - If adding a **driveway**, a soil boring will be required showing the driveway is 24" above the high water table. Multiple borings may be required depending on the length of the driveway and soil conditions. A separate permit is required for the driveway.
- Watershed approval.** Provide proof of contact with your watershed district. If you do not know your watershed, contact city offices at (651) 419-9007.
- Additional information may be required by the plan reviewer.**

Zoning Guidelines

Location

- Rural Residential accessory building setback requirements are listed below. Please refer to City Ordinance Section 7A-801, or contact city offices, for setback requirements in other districts.

Setback	Distance
Right-of-way (ROW)	75'
Side Yard Lot Line	20' or the height of the building, whichever is greater.
Rear Yard Lot Line	20' or the height of the building, whichever is greater.
Sewage/Holding Tank	10'
Absorption Area/Drainage Field	20'
Well	3'

- **No accessory structure shall be placed in the front yard unless:**
 - The proposed structure still abides by the 75' Right of Way setback
 - The property is a minimum of 5 acres and 220' in width
 - Fencing, landscaping, or natural vegetation is present at the time of construction between the street and the Accessory Building and must effectively obstructed view from adjacent residential properties at 80% opacity throughout the year. Screening must be maintained continually and replaced if damaged/destroyed.

Size

- The maximum building size is the sum of the area of all accessory buildings that exist on the lot. This sum does not include principal garages and gazebos, wood sheds, potting sheds, and similar structures not exceeding 200 square feet.
- The building size is measured from the footings, outer walls, or support posts.

Parcel Size	Maximum Building Size
0.0-0.99 ac.	1,800 sqft.
1.0-4.99 ac.	First acre = 2,700 sqft. + 600 sqft. / acre remaining
>5 ac.	First acre = 6,800 sqft. + 700 sqft. / acre remaining
<i>Example: A parcel of 1.75 acres would be allowed a maximum building size of 3,150 sqft. based on the following equation: 2,700 sqft. + (600 sqft. X 0.75 acres)</i>	

Don'ts:

The following are not allowed:

1. No vehicle, trailer or manufactured home shall be used as an Accessory Building.
2. Residing, or taking up residence is not allowed in accessory buildings.

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be: POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector.

INSPECTION REQUIREMENTS:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

Inspections: (Refer to your permit card regarding project-specific inspections)

- **Footings/slab:** After forms and reinforcing are in place, but PRIOR TO POURING CONCRETE. Locate survey stakes to allow inspector to verify setbacks.
- **Framing/Wall Bracing:** After all wall and roof framing and any bracing is in place and sheathing is applied; but prior to the application of any insulation, or interior or exterior wall coverings. Rough-in electrical, plumbing and mechanical work (if any – separate permits required) must be inspected and approved prior to the framing inspection. The manufacturer's roof truss package must be on site at the time of the framing inspection.
- **Final:** After the building has been completed, and any electrical, plumbing, and mechanical work has been inspected and approved.

NOTICE: Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

Note: The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit will be issued.

Note: To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: infoMN@safebuilt.com.

PROJECT CHECKLIST:

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

- BEFORE YOU DIG, contact Gopher State One Call to locate buried utilities: (651) 454-0002 or (800) 252-1166. www.gopherstateonecall.org.
- Check with your local municipality to determine if a Certificate of Survey or a new or updated Registered Land Survey is required.
- Contact your Homeowner's Association or your municipality to identify if restrictive covenants are recorded against your property, which may be more restrictive than the municipality's regulations.
- All exterior footings shall be placed at least 12" below the undisturbed ground surface. Frost footings or a floating slab is permissible in certain circumstances (per MRC R403.1.4.1 and MN Rules 1303.0160).
- For sheds which are not placed on concrete slabs, treated skids shall be placed around the perimeters of the building or in locations that provide adequate bearing for the floor framing. The structure shall be anchored into the ground by an acceptable anchoring system to resist uplift and overturning forces.
- If a shed has a wood framed floor system, it shall be of preservative treated material or rot/decay resistant. This includes the floor sheathing unless there is a minimum 18" of separation from sheathing and joists to ground.
- All reinforcing steel shall have 3" of concrete cover provided.
- Floor surfaces may be concrete, asphalt, sand, gravel, crushed rock, or natural earth.
- There shall be a minimum 6" clearance between ground and non-treated wood.
- Wood exposed to ground, exposed to weather, located on concrete, or within 6" of grade, shall be a naturally durable wood (redwood, cedars, etc.) or approved treated lumber.
- Foundation sill plates shall be a naturally durable wood (redwood, cedars, and black locust) or approved treated lumber.
- Anchor bolts shall be a maximum of 6' on center, with a minimum of two bolts per plate section, located a minimum of 4" and a maximum of 12" from plate ends and splices. The bolts shall be at least 1/2" diameter and shall be embedded a minimum of 7" into masonry or concrete and placed within 8" of vertical reinforcement if used. (If curb blocks are used, they must be a minimum of 6" wide to ensure required concrete cover on anchor bolts.)
- Approved corrosion-resistant fasteners must be used on treated lumber.
- Each header shall have a length of bearing not less than 1 1/2" for full width header. Additional bearing may be required for longer spans or if using engineered wood products.
- Wall bracing must comply with MRC R602.10.
- Roof must be designed to handle snow load of 35 lbs per sf.
- All doors, including overhead doors, must be rated for 115 mph ultimate wind speed (90 mph nominal).
- A water resistive barrier compliant with MRC R703.2 is required.
- Siding must be secured per MRC Table R703.3(1).
- Exterior walls of detached garages within 5' of the property line shall be protected with a minimum fire resistance rating of one hour with exposure from both sides.
- Caulk and flash all exterior openings.

SUPPLEMENTAL WORKSHEET FOR SHEDS OVER 200 SF

(This sheet MUST be included with your permit submittal)

1. Size and spacing of footings: _____
2. Size and spacing of studs: _____
3. Type of lumber: _____
4. Size of beams: _____
5. Size and spacing of rafters: _____
6. Size of structure: _____
7. Distance from property lines:

Side 1: _____

Side 2: _____

Rear: _____

Other: _____

8. Distance from house:

Side 1: _____

Side 2: _____

Rear: _____

Other: _____

9. Total height: _____