



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: \$
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Type of Accessory Structure: Shed/Acc Structure Over 200sf Detached Garage 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
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Height of proposed structure:	Sidewall height of proposed structure:
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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
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Proposed Structure Colors:	Primary Structure (House) Colors:
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How many existing accessory buildings are on the property?	Total SF of existing accessory buildings:
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Proposed Structure Driveway: New Driveway (requires separate permit) Using Existing Expanding Existing 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
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The Primary and Secondary Septic Sites MUST BE PROTECTED AT ALL TIMES. Only a septic system can be located in a verified septic area.

REFER TO THE FOLLOWING HANDOUTS: SHEDS & ACCESSORY STRUCTURES OVER 200SF, DETACHED GARAGES OR POST FRAME BUILDINGS (POLE SHEDS)

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.

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.

SIGNATURE OF APPLICANT:	DATE:
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PRINTED NAME:	Signature of: <input type="checkbox"/> Owner or <input type="checkbox"/> Owner's Representative
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ADDITIONAL INFORMATION MAY BE REQUIRED TO BE SUBMITTED TO THE BUILDING OFFICIAL FOR REVIEW IN ORDER TO VERIFY COMPLIANCE WITH APPLICABLE CODES OR ORDINANCES

OFFICE USE ONLY	<i>Payment options: Check or Cash only (Checks payable to City of Columbus)</i>	
	Permit Fee: _____	Issued By: _____
	Plan Review Fee: _____	Paid: _____
	State Surcharge: _____	Date: _____
	Driveway Permit: _____	Check Number: _____
	Other: _____	Receipt Number: _____
TOTAL DUE: _____		

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

POST FRAME (POLE SHED) ACCESSORY STRUCTURES

- 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.
- A building permit is required unless the building meets the requirements of an agricultural structure under MN Statute 326B.103 Subd 3.
- The Building Code cannot anticipate all possible future construction materials, methods, or techniques. As a result, it includes standard construction methods for light frame, steel frame, and masonry construction. Post frame construction or "pole buildings" have dynamic loading requirements for wind and other external forces that change based on number of openings, location and size of each opening, post/rafter/truss spacing, and other factors – moving a door two feet could have an impact on design. Because of the infinite number of configurations, there is no "code" for the structural aspects of post frame construction (pole buildings). MN Rule 1309 section 301.1.3 indicates that if construction does not conform to the applicable code, the structural elements shall be designed in accordance with accepted engineering practice. Since the code does not address the construction of pole style construction, engineering is required. In addition, plan review from our department is required to verify compliance with all other aspects of the code.

BUILDING Permit Submittal shall include:

- Building Permit Application**, completed in its entirety, including signature and valuation.
- 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, and the location of both the primary and secondary septic sites.
 - A **Certificate of Survey** is required for any accessory building proposed within 30' of the side/rear lot line.
- A **signed engineered plan**. Plans should include:
 - A **floor plan** indicating the proposed building size, size of headers over openings, size and spacing of roof rafters/trusses.
 - A **cross-section view** indicating the depth of concrete slab and perimeter bearing, size and spacing of anchor bolts, pitch of roof, size and spacing of roof rafters/trusses, type(s) of sheathing and siding material, size and spacing of studs, ceiling height.
 - Elevations** indicating the height of structure from established grade, type of roof covering materials, type of exterior wall covering. Include the proposed color of the building. The color must be harmonious with the primary building.
- 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 obstruct 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, woodsheds, 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:** After holes are dug, but **PRIOR TO POURING CONCRETE.**
- **Framing:** Before framing is covered, and after plumbing, mechanical and/or electrical rough-ins (if applicable) have been approved.
- **Final:** After the structure is complete.

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.