



COMMUNITY DEVELOPMENT DEPARTMENT  
2660 Civic Center Drive, Roseville, MN 55113  
GENERAL INFORMATION and INSPECTION SCHEDULING 651-792-7080  
FAX 651-792-7070

**INFORMATION REQUIRED TO CONSTRUCT A DECK**

1. Signed, completed Building Permit application form.
2. Two copies of a Site Plan drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate drainage pattern with arrows. Indicate setback distances to property lines.
3. Two copies of plans showing proposed design and materials. Plans shall be drawn to scale and shall include the following information.
  - A. A floor plan indicating the following:
    - Proposed deck size.
    - Size, spacing and direction of floor joists.
    - Size and direction of decking.
    - Size, location and spacing of posts.
    - Size of headers.
    - Type and species of lumber to be used.
    - Size and location of footings.
  - B. Elevations indicating the following:
    - Height of structure from established grade (as measured at 5 feet beyond perimeter of deck).
    - Diameter and depth of footings.
    - Guardrail height (if any).
    - Spacing of intermediate rails (if any).
    - A detailed drawing of your proposed stair and handrail design (if any).

Attached are examples of drawings, which are intended as a guide only.

**LAND-USE RESTRICTIONS:**

1. Minimum required setback distances from the side and rear lot lines may vary according to location. Zoning Ordinance sets them. Contact the Community Development Department for this information (when requesting this information please provide the address of the property).

Note: Locating the property corner irons (legal markers) is the responsibility of the property owner. Irons must be visible when the footing inspection is requested. Setbacks are measured from the legal property line to the structure edge.
2. A deck may encroach up to two (2) feet from a side or rear property line if the deck has its floor no higher than the entrance floor of the building. An open railing may be placed around such areas.
3. No deck, landing, or stairway shall be erected upon or over any legal easement.

## **GENERAL BUILDING CODE REQUIREMENTS:**

1. Footings shall be designed and constructed below frost depth (42" minimum).
2. Approved wood of natural resistance to decay or treated wood shall be used.
3. Decks, balconies and porches that are more than 30 inches above grade shall be protected by a guardrail not less than 36 inches in height. Open guardrails and stair railings shall have intermediate rails or an ornamental pattern such that the spacing be less than four (4) inches.
4. If a stairway is to be provided, it shall be not less than 36 inches in width. Stair treads shall have a 7 3/4 inch maximum rise and a 10-inch minimum run.
5. Handrails shall be provided to all stairways having four (4) or more risers.
6. Handrails shall be placed not less than 34 inches, nor more than 38 inches above the nosing of treads.
7. The hand grip portion of a handrail shall have a smooth surface, be continuous the full length of the stairway, and be not less than 1 1/4 inches not more than 2 inches in cross-sectional dimension.
8. Floor joist spacing at 24 inches on center requires 2-inch minimum thickness decking, floor joist spacing at 16 inches on center may use not less than 1 inch decking.

Note: The above represent general code requirements relative to deck construction. For specific code requirements, please contact the Roseville Community Development Department at 651-792-7080.

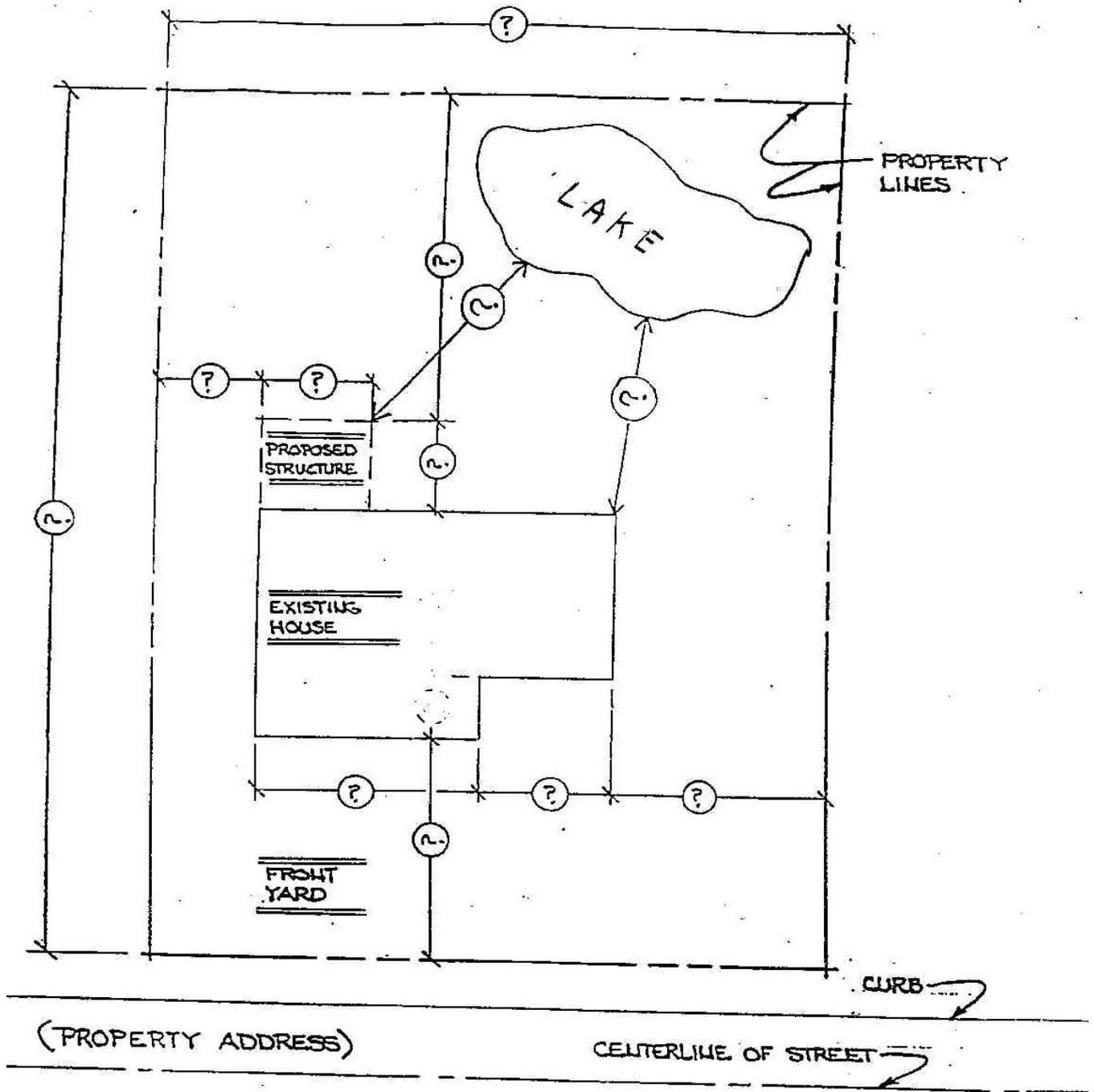
## **REQUIRED INSPECTIONS:**

1. Footings: After holes are dug, but PRIOR TO POURING CONCRETE.
2. Framing: If height of deck is 30 inches or less from finished grade. Call for an inspection of the joists prior to installing the decking.
3. Final: When the structure has been completed.

## **GENERAL NOTES:**

1. Plan review and Building Permit issuance normally require five (5) working days from receipt of the complete application. You will be contacted when the permit is ready.
2. The stamped, approved Building plan and Plot plan shall be kept on the job site until the Final Inspection has been made.
3. The Inspection Record Card shall be placed on the outside exterior wall near the deck and shall remain posted until the Final Inspection has been made. Cards should be protected from the weather.
4. Call 651-792-7080 between 8:00 a.m. to 4:30 p.m. to arrange for an inspection. Please provide the Permit Number with your request. Thank you.

**24 HOUR NOTICE IS RECOMMENDED FOR ALL INSPECTIONS**



SITE PLAN (VERIFY SCALE)

 NORTH (VERIFY DIRECTION)

## SITE PLAN EXAMPLE

# TREATED WOOD DECKS

