*BUILDING INSPECTIONS DEPARTMENT*

# SCREENED PORCH

## INFORMATION REQUIRED FOR A BUILDING PERMIT TO CONSTRUCT A SCREENED PORCH OR A 3-SEASON PORCH

*Submittal Requirements:*

1. Signed completed residential remodel building permit application form.

2. Submit two (2) copy of a certificate of survey, drawn to scale, indicating the lot dimensions, location and ground coverage area of existing structure(s), and location and area of the proposed structure. Indicate the setbacks from property lines. (A certificate of survey for the property may be on file at City Hall.)

3. Submit two (2) 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 porch size
      - Size and spacing of floor joists
      - Size and type of decking
      - Size, location and spacing of posts
      - Size and number of headers
      - Size, location and spacing of roof rafters

   B. A 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
      - Pitch of roof

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

**City of Victoria**
7951 Rose St., PO Box 36, Victoria, MN 55386
Phone (952) 443-4210 ◆ Fax (952) 443-2110

## GENERAL BUILDING CODE REQUIREMENTS

1. Footings shall be designed and constructed below frost depth (forty-two (42) inches below grade minimum).

2. Approved wood of natural resistance to decay or treated wood shall be used.

3. Porches which are more than thirty (30) inches above grade shall be protected by a guard not less than thirty-six (36) inches in height. Open guards shall be protected by horizontal, vertical or diagonal rails, such that a sphere four (4) inches in diameter cannot pass through.

4. Floor joist spacing at twenty-four (24) inches on center requires two (2) inch minimum decking and floor joist spacing at sixteen (16) inches on center requires five-quarter (5/4) inch minimum decking. If using a manufactured decking material, provide specifications for approval (not all man-made products are approved for use).

NOTE The above represent general code requirements relative to porch construction. For specific code and zoning requirements, please contact the Building Inspection Department at **(952)443-4220**.

**ELECTRICAL PERMITS ARE OBTAINED FROM THE STATE ELECTRICAL INSPECTOR.**
**He can be reached at (952) 448-3356 M-F FROM 7:00 a.m. through 8:30 a.m.**

## REQUIRED INSPECTIONS

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| Footings | After holes are dug, but **PRIOR TO POURING CONCRETE!** |
| Framing | After all framing, insulation, and ductwork are in place and the rough electrical has been inspected and approved. Provide truss specification documents (if applicable). |
| Final | When the structure has been completed. |

## GENERAL NOTES

1. The stamped, approved job site plan and survey shall be kept on the job site until the final inspection has been made.

2. The Inspection Record Card shall be available at all inspections. Cards should be protected from the weather.

3. Call **(952) 443-4210** between 8:00 a.m. and 4:30 p.m. to arrange for an inspection.

4. Prior to digging, call Gopher State One Call at **(651) 454-0002** to verify utility locations. Forty-eight (48) hour notice is required, excluding weekends and holidays.

*Attached are examples of drawings and information,*
*which are intended as **GUIDES ONLY!!***

***PLEASE ALLOW 24-HOUR NOTICE WHEN SCHEDULING INSPECTIONS***