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# Screened/3-Season Porch Information Packet

## Information Required for Building Permit to Construct a Screened Porch or a 3-season Porch

- Electronic signed and completed Building Permit application form
- Submit an electronic 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.
- Submit an electronic copy of plans drawn to scale showing proposed designs and material including the following:
  - A. A floor plan indicating the following:
    1. Proposed porch size.
    2. Size and spacing of floor joists.
    3. Size and type of decking/flooring.
    4. Size, location and spacing of posts/footings.
    5. Size and number of plies used for beams/headers.
    6. Size, location and spacing of roof rafters/trusses.
  - B. A cross-section view indicating the following:
    1. Diameter and depth of footings.
    2. Size of posts.
    3. Beam size supporting floor joists.
    4. Floor joist size.
    5. Flooring material.
    6. Guardrail height, if any.
    7. Ceiling height.
    8. Header size over glazed and screened openings.
    9. Type(s) of sheathing and siding materials.
    10. Size and spacing of roof rafters/trusses.
    11. Pitch of roof.
  - C. Elevation indicating the following:
    1. Height of structure from established grade.
    2. Type of roof covering material.
    3. Type of wall covering material.

**General Building Code Requirements:** For specific code requirements, please call 952-443-4210.

- Footings shall be designed and constructed below frost depth (forty-two (42) inches below grade minimum).
- Approved wood of natural resistance to decay or treated wood shall be used.
- Porches which are more than thirty (30) inches above grade shall be protected by a guard rail not less than thirty-six (36) inches in height, with spindle spacing such that a sphere four (4) inches in diameter cannot pass through.
- 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, or use an approved floor sheathing for applicable joist spacing.

## Required Inspections

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

## General Notes

- **AN ELECTRICAL PERMIT NEEDS TO BE OBTAINED FROM THE STATE BOARD OF ELECTRICITY AT (651) 642-0800.**
- The stamped, approved Plan and Survey shall be kept on the job site until the final inspection is complete.
- The Inspection Record Card shall be available at all inspections. Cards should be protected from the weather.
- Call **(952) 443-4210** between 8:00 A.M and 4:30 P.M. to arrange for an inspection. **PLEASE GIVE A 24-HOUR NOTICE WHEN SCHEDULING INSPECTION.**
- Prior to digging, call Gopher State One Call at 811 to verify utility location. 48 - hour notice is required, excluding weekends and holidays.
- Attached are examples of drawings, which are intended as a **GUIDE ONLY.**