

# KANDIYOHI COUNTY DECK PERMIT REQUIREMENTS

1-30-18

The following information must be submitted to the Building Department before a building permit can be processed and approved.

1. **Building Permit Application Form**
2. **Site Plan**
3. **Building Plans**
4. **Miscellaneous as required**

A more detailed description of items 1-4 is listed below. After a preliminary review additional information may be required. Allow a minimum of **ten** (10) working days for processing.

-----

**1. Building Permit Application:** Complete a building permit application form. Application forms and handouts are also available on-line at [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)

**2. Site Plan:** Complete the Site Plan form providing an updated diagram of the property. The type of information required and details to be included regarding the construction site is listed at the top of the form. An example of a site drawing is provided for reference. A registered survey may be required.

**3. Building Plans:**

- A. **Section drawing** - Provide a side cut-away drawing showing the footing width and thickness, post size, joist size, beam size, decking material, height above grade, type of guardrail and handrail, spindle type and spacing, cantilevers (overhang), anchoring, flashing, connectors and hanger types, include grade and species of lumber.
- B. **Plan View** - Provide drawings of the deck showing the length and width of the deck, beam locations, post spacing, joist spacing, stair location and type of lumber you intend to use. (pressure treated, redwood, cedar, etc.)

*(See the technical handout for sizing the footings, joists and beams)*

**4. Miscellaneous:**

**Zoning:** The submitted plan will be reviewed by the zoning office. If additional information, permits and/or hearings are necessary for approval, the zoning office will contact you.

**Permit Fees:** Building and zoning fees will be determined after the application and required plans have been reviewed and approved. Fees must be paid in full before a permit can be issued or work can begin.

# GENERAL INFORMATION

## DECKS

### Required Inspections

1. **Footing** - After the holes are dug and before concrete is poured.
2. **Framing** - After all framing, blocking and bracing are in place.
3. **Final** - After all construction work has been completed.

**For inspections call 320-231-6229, a minimum 24 hours in advance.**

**Footings/Posts:** Footings must be minimum 42" below final grade. The base of the footing must be wide enough to transfer the weight of the deck to the soil. Columns or posts in contact with the ground or embedded in concrete, earth, or masonry must be of pressure treated wood designed for ground embedment. Cedar or redwood posts require an 8" separation from the ground.

**Framing:** Decks need to be designed to carry a minimum 40 lb. per square foot live load and balconies to a minimum 60 lb. per square foot live load. Decks exposed to the weather must be constructed of approved wood with natural resistance to decay such as redwood, cedar, and treated wood or other material with prior approval of the building inspector. (Composite materials)

**Guardrails:** Residential decks 30" or more above grade must be protected by a guardrail with a minimum height of 36". Open guardrails shall have intermediate rails or ornamental pattern such that a 4" (four inch) diameter sphere cannot pass through at any point.

**Stairs/Residential:** The minimum width of a stairway is 36". The maximum riser height on stairs is 7<sup>3</sup>/<sub>4</sub>" and the minimum run of the treads is 10". Riser heights and tread lengths can not vary more than <sup>3</sup>/<sub>8</sub>" from the largest to the smallest. A handrail is required on all stairs with four or more risers. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4" diameter sphere.

**Handrails:** Handrails are required on stair systems with four or more risers. The handrail must be between 34" and 38" in height measured in a plumb line from the front of the finished stair nosing, be continuous and uninterrupted the full length of the stairs. The handgrip portion of the handrail shall be not less than 1<sup>1</sup>/<sub>4</sub>" or more than 2" in cross sectional diameter. The ends of the handrail shall be returned to or terminate into a newel post or safety terminal. Open handrails shall have intermediate rails or ornamental pattern such that a 4<sup>3</sup>/<sub>8</sub>" sphere cannot pass through at any point.

**Special Design Note:** Some designs may not be appropriate if a future porch, room addition or hot tub is intended to be installed on the deck. Footings, beams and joists should be sized for all future loads.

**Excavation:** Before excavating call Gopher State One Call a minimum of 48 hours in advance at 1-800-252-1166 to verify the location of underground utilities, etc.

If you have any questions, please contact the building department Monday - Friday, 8:00 am to 4:30 pm at:

**Department of Environmental Services**  
**400 Benson Ave SW**  
**Willmar, MN. 56201**  
**Ph. 320-231-6229 / Fax 320-231-6263 / [www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)**