



**SCREEN & 3-SEASON PORCHES**  
**BUILDING AND ZONING REQUIREMENTS**  
(REVISED 3/28/2008)

**PERMIT SUBMITTAL CHECKLIST:**

- Signed completed Building Permit application form.
- Two (2) Copies of a Certificate of Survey, 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 the setbacks from property lines and other buildings on lot. A Certificate of Survey for the property may be on file at City Hall.
- Two (2) Copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
  1. A floor plan indicating the following:
    - Proposed porch size.
    - Size, grade and spacing of floor joists and roof rafters.
    - Size of decking and headers.
    - Size, location and spacing of posts.
  2. A cross section view indicating the following:
    - Diameter and depth of footings.
    - Size of posts.
    - Header size supporting floor joists and over glazed and screened openings.
    - Floor joist size and spacing.
    - Flooring material.
    - Guardrail height (if any).
    - Ceiling height.
    - Type(s) of sheathing and siding material.
    - Size and spacing of roof rafters and pitch of roof.
  3. Elevations indicating the following:
    - Height of structure from established grade.
    - Size of headers.
    - Type of roof covering material.

Attached are examples of drawings which are intended as a **GUIDE ONLY!!**

**GENERAL BUILDING CODE AND ZONING REQUIREMENTS:**

- Footings shall be designed and constructed below the minimum frost depth of 42 inches and shall be sized to carry the applicable roof and floor loads.
- Approved wood of natural resistance to decay or treated wood shall be used for framing that is left exposed and not protected by weather resistive construction.

- Porches, which are more than 30 inches above grade, shall be protected by a guardrail not less than 36 inches in height. Open guardrails shall be protected by horizontal, vertical or diagonal rails such that a sphere 4 inches in diameter cannot pass through. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall be protected by guardrail not less than 34 inches in height measured vertically from the nosing of the treads. Stair guardrails shall resist the passage of a 4-3/8 inch sphere, and a 6" sphere where a bottom rail on a stair guardrail forms a triangle with a tread and riser of the stairway.
- Screening alone is Not an approved guardrail.
- Open risers on stairs are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter sphere. The opening is not limited for stairs with a total rise of 30 inches or less.
- Stairs shall have a minimum tread depth of 10" and a maximum riser height of 7¾ inches. The risers and treads shall be uniform within 3/8 inch from the largest to smallest of each. The minimum stair width is 36 inches.
- Floor joist spacing at twenty-four (24) inches on center requires 2 inch minimum decking and floor joist spacing at 16 inches on center requires 5/4 inch minimum decking. Enclosed 3 season porches may have plywood subflooring of varying thickness depending on the span rating of the plywood and the on center spacing of the floor joists.
- There shall be a landing at the top of all exterior stairways with a total rise over 30 inches high measured from the interior floor surface to grade. The landing can be a maximum of 7¾ below the threshold of the door. The landing is not required on screen porches where the only door at the top of the stairs is a screen door that does not swing out over the stairway.
- Tempered glass shall be provided in hazardous locations as required by code.
- Porch floor system shall and any attached decks shall be designed with a minimum 40 pound per square foot live load and a 10 pound per square foot dead load. Balconies shall have minimum 60 pound live load and 10 pound dead load.
- Cantilevered floors of the house shall not support porch construction without special structural design.
- Roof rafters without ceiling joists must be provided with collar ties further up connecting the rafters or the rafters shall be connected to a ridge beam supported by a wall or girder truss.
- Step and kickout flashing shall be installed where roofs intersect with vertical wall surfaces.
- Fasteners for pressure-preservative treated wood shall be of hot-dip zinc-coated galvanized steel, stainless steel, silicon bronze or copper. The coating weights for zinc-coated fasteners shall be in accordance with ASTM A 153.

Exceptions: One-half inch (12.7mm) diameter or larger steel bolts. Fasteners other than nails and timber rivets shall be permitted to be of mechanically deposited zinc-coated steel with coating weights in accordance with ASTM B 695, Class 55, minimum.

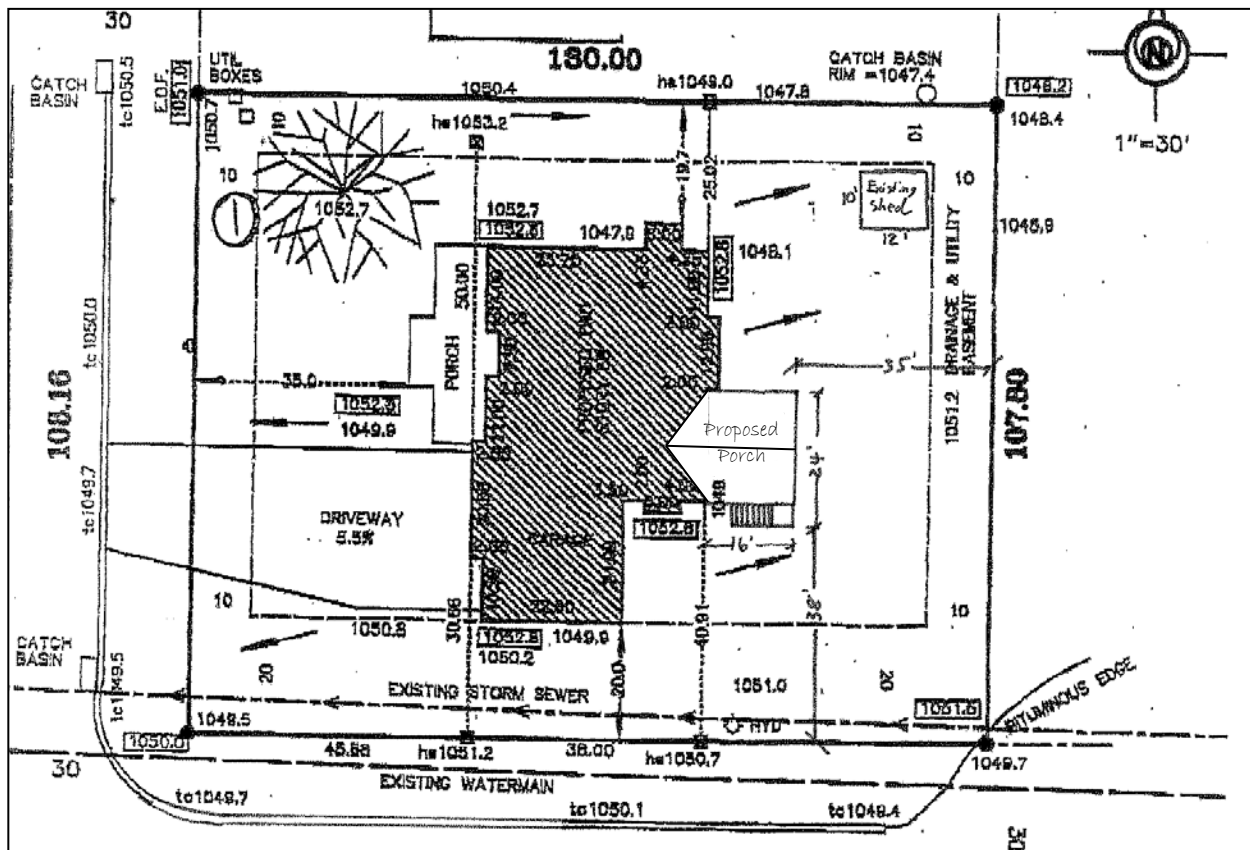
- Screen and 3-season porches are subject to the setback requirements for principal structures in the district in which they are located.

### **REQUIRED INSPECTIONS:**

1. **Footings:** After holes are dug, but **PRIOR TO POURING CONCRETE!!**
2. **Electrical Rough-in:** If electrical wiring is installed in the porch.
3. **Framing:** After all framing and rough in electrical has been inspected.
4. **Insulation:** If insulated for future 4 season possibilities.
5. **Electrical Final:** If electrical was installed in the porch.
6. **Final:** When the structure has been completed.

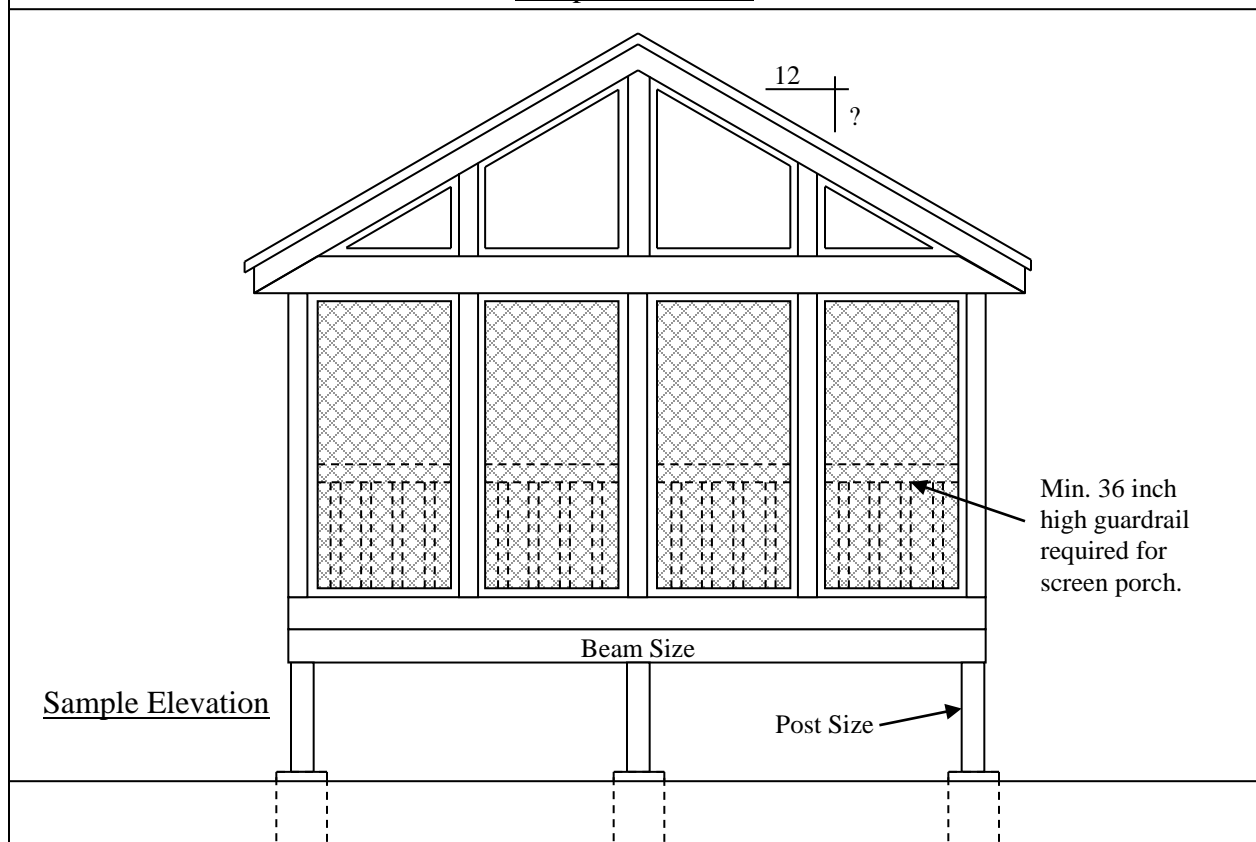
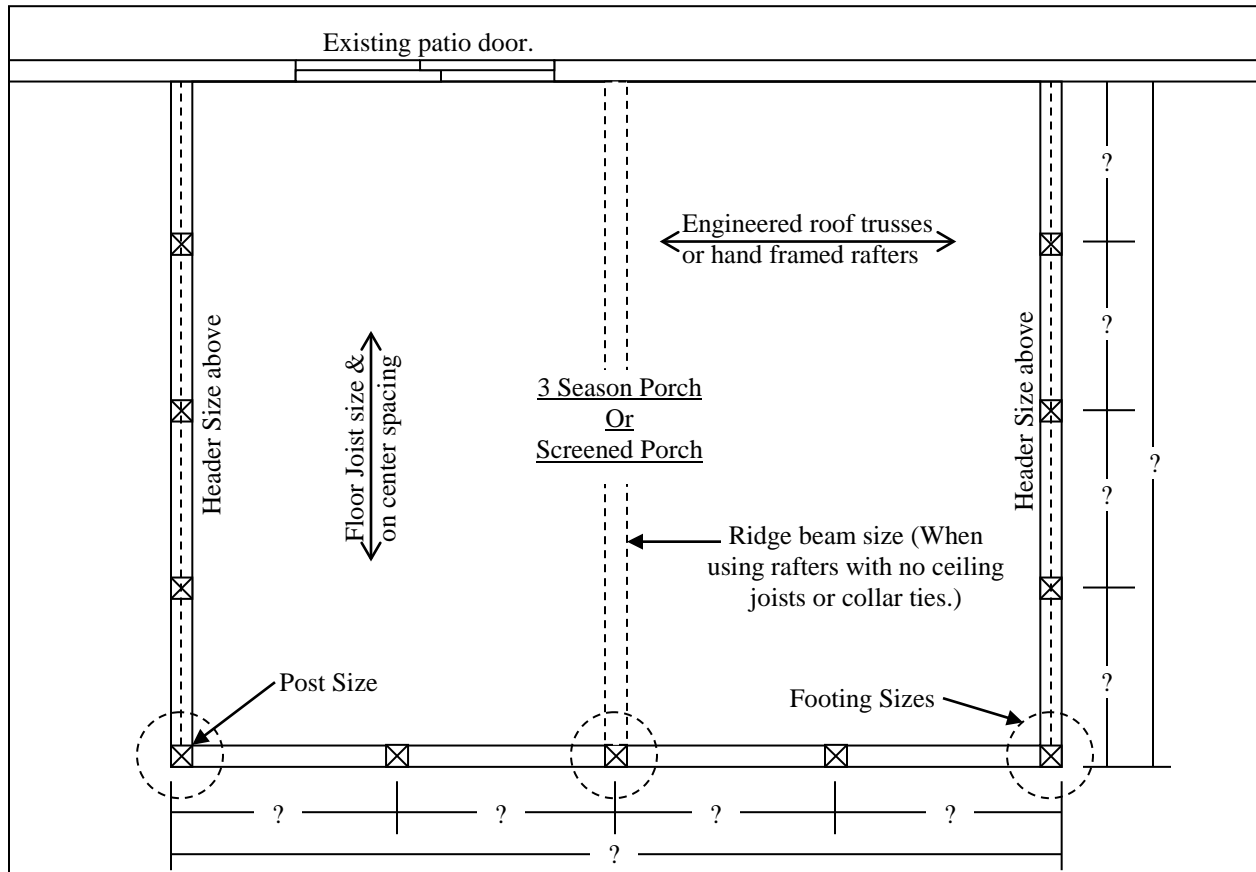
### **GENERAL NOTES:**

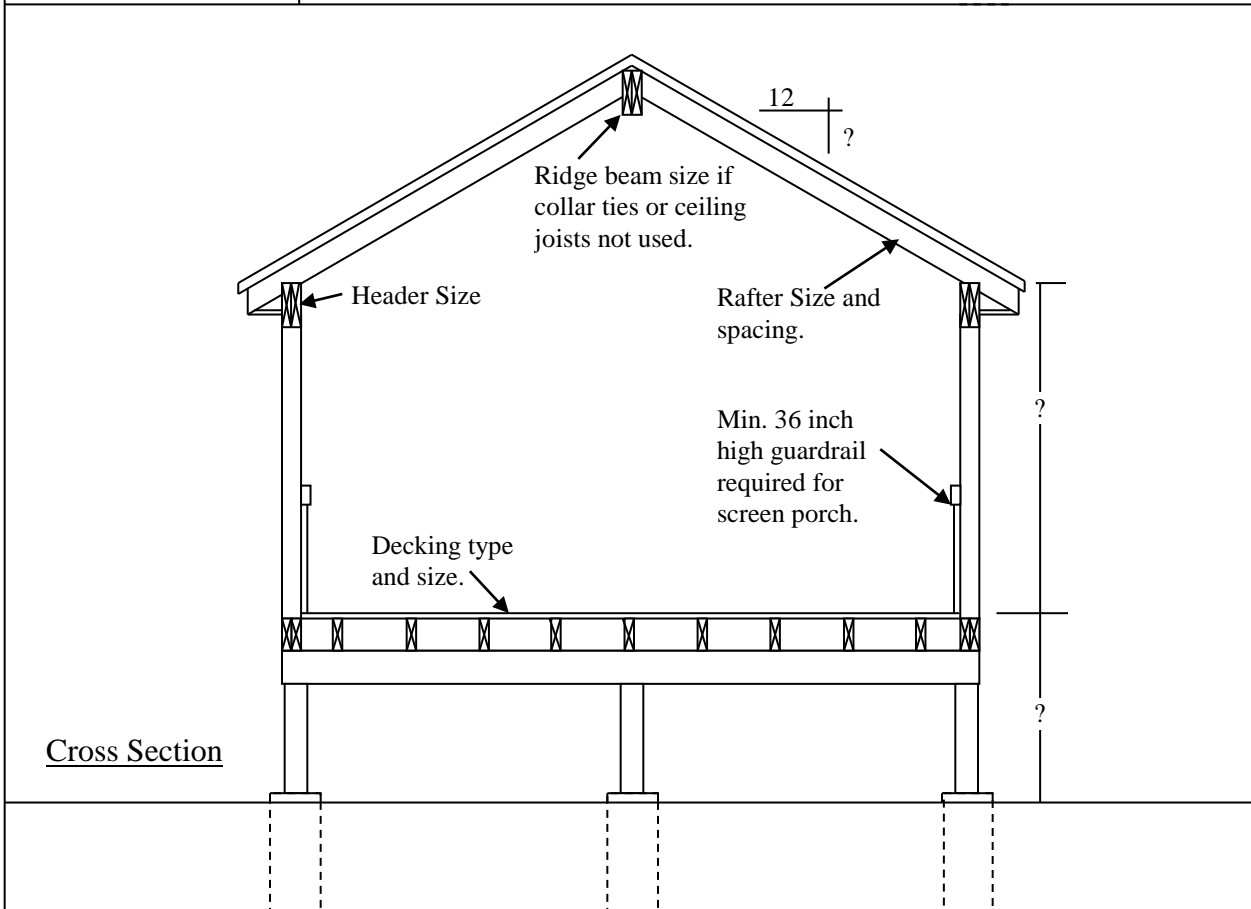
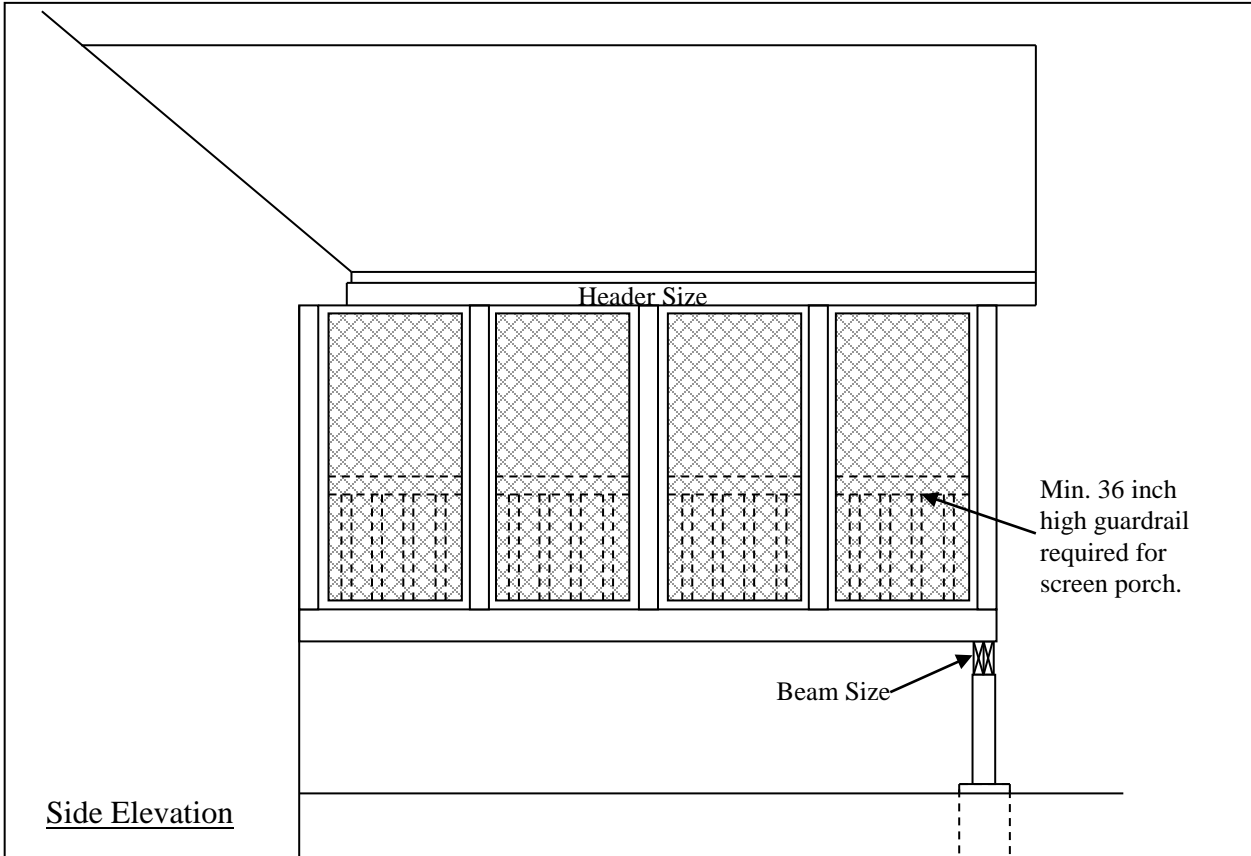
- This handout lists general code requirements relative to porch construction. Feel free to contact the Building Inspections Department at 952-985-4440 or stop in our office Monday through Friday from 8am to 4:30pm with specific questions to your project.
- The stamped, approved Plan and Survey shall be kept on the job site and readily available until the final inspection has been made.
- The Inspection Record Card shall be placed on an exterior wall of the porch and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
- Call 952-985-4440 between 8:00 A.M. and 4:30 P.M. to schedule for an inspection. **Provide at least 24-hour advance notice and provide permit number at time of scheduling.**



### Sample Survey

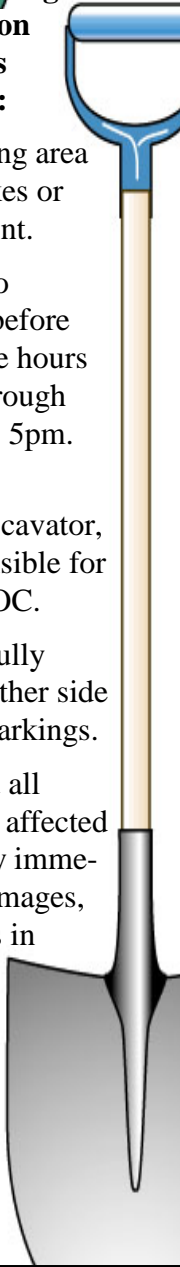
- Draw porch on survey to scale with dimensions showing proposed size and setbacks to property lines.
- Property pins to be located by owner if needed to verify setbacks.
- Show all existing structures, including pools and sheds.
  - a. All detached accessory buildings 120 square feet or less shall be set back at least 6 feet from any other building or structure on the same lot and shall not be located within a required buffer yard or drainage and/or utility easement.
  - b. All detached accessory buildings in excess of 120 square feet shall be set back at least 10 feet from any other building or structure on the same lot, and shall not be located within a required buffer yard or drainage and/or utility easement.
  - c. In all residential districts, swimming pools and any attached or functionally related deck that is more than 30 inches above grade shall be set back 10 feet from all adjoining lots and, except for fences and pump enclosures, shall be located at least 10 feet away from any other building or structure on the same lot and shall not be located within a drainage or utility easement or required buffer yard.





**How the Damage  
Prevention  
Process  
Works:**

1. Mark the digging area with white stakes or white spray paint.
2. Call GSOC two business days before digging. Office hours are Monday through Friday. 7am to 5pm.
3. If you hire a professional excavator, they are responsible for contacting GSOC.
4. Hand dig carefully within 2 feet either side of the utility markings.
5. Report any and all damages to the affected utility company immediately. All damages, including nicks in cables and dents in steel, can and will eventually cause the facility to fail.



**MARKING COLOR CHART**

- WHITE - PROPOSED EXCAVATION
- PINK - TEMPORARY SURVEY MARKINGS
- RED - ELECTRIC POWER LINES, CABLES, CONDUIT AND LIGHTING CABLES
- YELLOW - GAS, OIL, STEAM, PETROLEUM OR GASEOUS MATERIALS
- ORANGE - COMMUNICATION, ALARM OR SIGNAL LINES, CABLE OR CONDUIT
- BLUE - POTABLE WATER
- PURPLE - RECLAIMED WATER, IRRIGATION AND SLURRY LINES
- GREEN - SEWER AND DRAIN LINES

**Call This Time and Every Time!**



(800) 252-1166  
Or  
(651) 454-0002