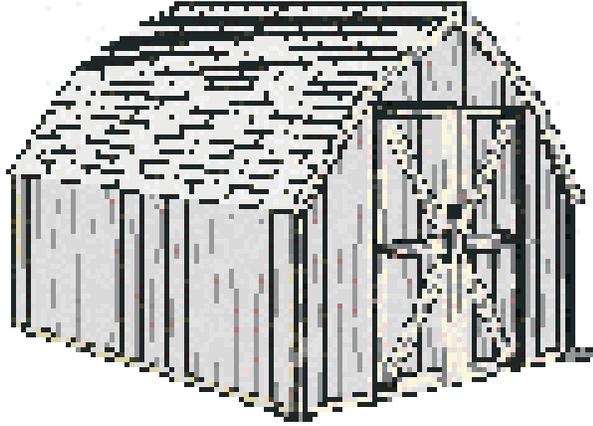




200 Civic Heights Circle
Circle Pines, Minnesota 55014

Phone: 763- 784-5898
Fax: 763-785-2859

SHED PERMITS



BUILDING PERMIT REQUIREMENTS:

Building permits are required for all sheds constructed within the City of Circle Pines. Building permits include a plan review of your proposed shed and inspections to assure compliance with all federal, state, and local building codes. Building permits are not designed to be a guarantee of the work but to provide a reasonable degree of review and observation so that the project will be successful, safe and long lasting.

PERMIT FEES:

The building permit fee is based on the project's construction value and is designed to cover the cost of a plan review and the field inspections that will be conducted during construction. The plan review is performed by the City of Circle Pines in order to spot potential problems or pitfalls that may arise.

INFORMATION NECESSARY WHEN APPLYING FOR A BUILDING PERMIT:

Information necessary for the Circle Pines Inspections Department to do a proper job of plan review and to help the project go smoothly is as follows:

1. One copy of Application for Permit
2. Two copies of Site plan or survey
3. Two copies of proposed Floor plan

Remember, the purpose of the plan review is for the inspector to use his or her experience to inform you of potential problems or make suggestions. The more information shown on the plans, the more likely your project will be successful.

In planning and designing your shed the City of Circle Pines recommends that you apply these easy five steps as shown in order to assure that your addition will be in full compliance with applicable codes.

1. Preparing a Site Plan or Survey.
2. Sizing your shed according to setback.
3. Designing your shed according to building code requirements.
4. Completing the Building Permit Application form.

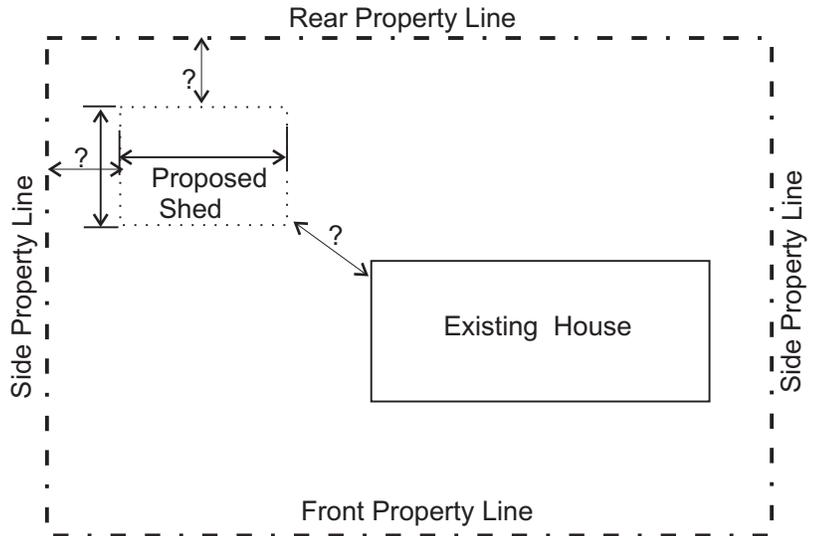
1. PREPARING A SITE PLAN OR SURVEY:

The City of Circle Pines requires two copies of a certificate of survey or site plan drawn to scale indicating the lot dimensions, the location and size of the existing structure(s), and the location and size of the proposed shed. Survey or site plan must indicate the setback (or distance) from the property line(s) of the existing and proposed structure(s). See Sample Below.

A certificate of Survey for your lot may be on file at the Circle Pines city hall. If no certificate is available, the City of Circle Pines highly recommends that you hire a State of Minnesota registered land surveyor to survey and plot your site plan.

Listed below, for your information are registered surveyor available in the area:

- EG Rud & Sons, Inc. 763-786-5556
- Carley-Torgersen, Inc. 651-484-3301
- Kurth Surveying, Inc. 763-788-9769
- Lot Surveys Co. 763-560-3093
- Kemper & Assc. 651-631-0351
- Midwest 763-786-6909



SAMPLE SITE PLAN

2. SIZING YOUR SHED ACCORDING TO OPEN SPACE AND SETBACK REQUIREMENTS:

Setbacks are defined as open space between a property line and a structure. This space is needed for fire access and municipal open area preference. The City of Circle Pines also requires size restrictions for sheds. Sheds maximum size shall not exceed 150 square feet.

Setbacks for sheds are set forth as follows:

- Side Property Line Setback: 5 feet
- Setback from house, decks, shed, pools: 5 feet
- Front Property Line Setback: 30 feet
- Rear Property Line Setback: 5 feet
- Maximum Height: 12 feet