City of Circle Pines
200 Civic Heights Circle
Circle Pines, Minnesota 55014
Phone: 784-5898
Fax: 785-2859

DECK PERMITS
Made Easy

BUILDING PERMIT REQUIREMENTS:
Building permits are required for all decks constructed within the City of Circle Pines. Building permits include a plan review of your proposed deck 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. Merlin Wilbur will do the building inspections 651-437-7397.

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
4. Two copies of deck Elevation

Remember, the purpose of the plan review is for the City and 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

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

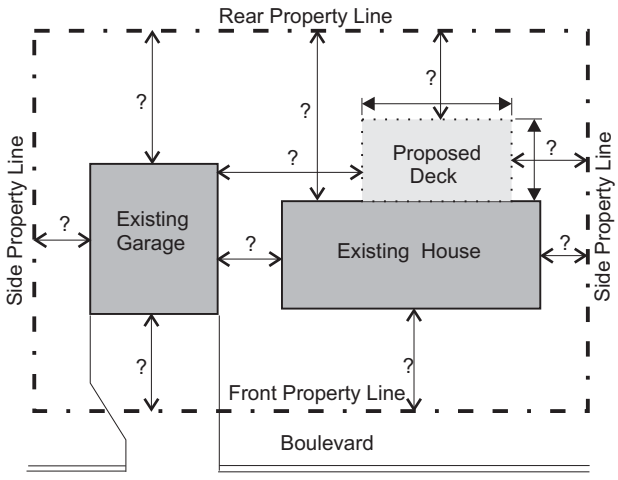
1. ☐ Preparing a Site Plan or Survey.
2. ☐ Sizing your deck according to setback requirements.
3. ☐ Designing your deck according to building code requirements.
4. ☐ Preparing an Elevation Plan for your deck.
5. ☐ Completing the Building Permit Application form.

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 deck. 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 DECK ACCORDING TO 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 current setbacks requirements for decks are as follows:

Side Property Line Setback:	10 feet
Setback from detached garage, shed, pools:	10 feet
Front Property Line Setback:	30 feet
Rear Property Line Setback:	See Below Requirements

Rear yard setbacks are based on zone location, and property size. To determine your setback apply these simple rules:

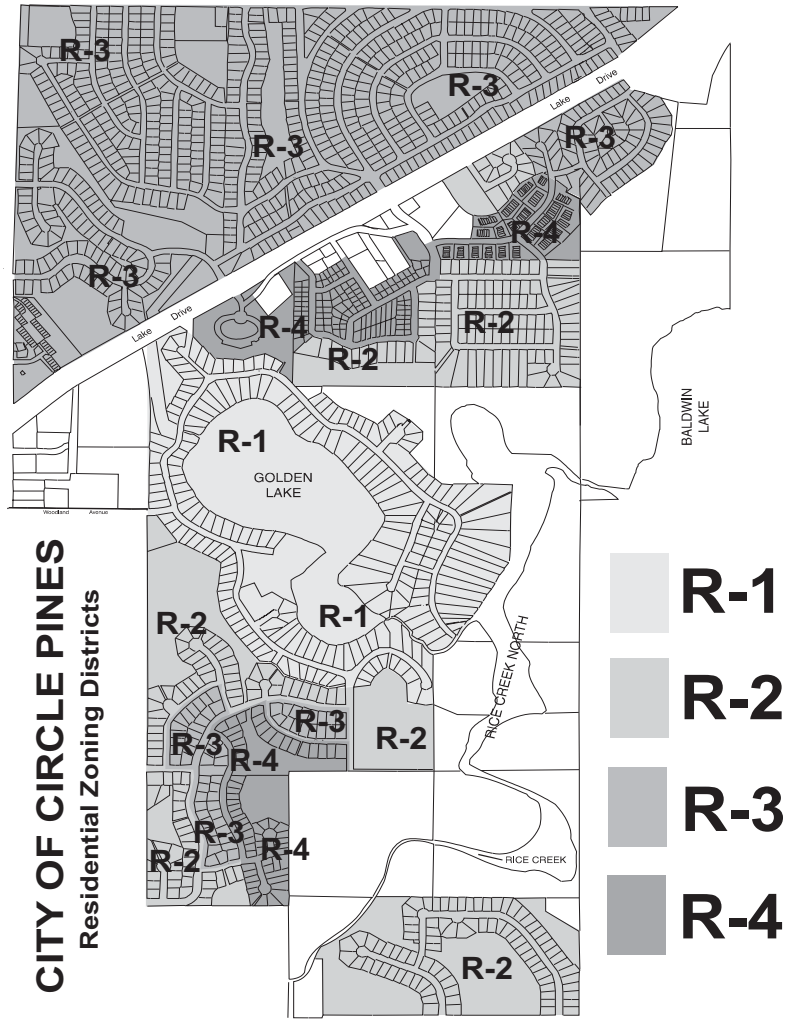
1. *Calculate your lot size:* Example; your lot is 90 feet wide by 156 feet deep. Thus, 90 x 156 equals 14,040 square feet.

2. *Calculate the Average Lot Depth*: Example; One side of your property is 152 feet long. The other side is 160 feet long. 152 + 160 equals 312. 312 divided by two (2) equals 156. The Average Lot Depth for this example is 156 feet.

3. *Determine your Residential District:* Using the map below, determine your lot location on the city map and its

4. *Determine your appropriate setback percentage:*

LOT SIZE	SETBACK PERCENTAGE
R-1 & R-2 Districts	
12,000-12,999	18%
13,000-13,999	20%
14,000-14,999	22%
15,000-15,999	24%
16,000-16,999	26%
17,000-17,999	28%
18,000 and above	30%
R-3 Districts:	
10,000-10,999	18%
11,000-11,999	20%
12,000-12,999	22%
13,000-13,999	24%
14,000-14,999	26%
15,000-15,999	28%
16,000 and above	30%
R-A Districts: All Lot Areas	30%
R-4 Districts:	
7,000-7,999	18%
8,000-8,999	20%
9,000-9,999	22%
10,000-10,999	24%
11,000-11,999	26%
12,000-12,999	28%
13,000 and above	30%

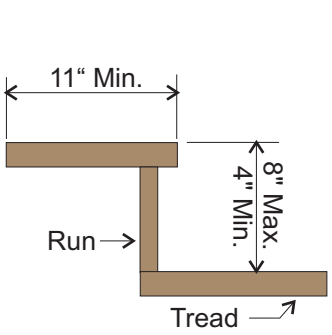


5. *Calculate Rear-Yard Setback:* Take the Average Lot Depth times the Setback Percentage. Using our example of 150 feet for the Average Lot Depth, and an R-2 District with 14,000 square foot lot, giving us a setback percentage of 22. Thus, 150 x .22 = 33 foot Rear Yard Setback. The clear distance required from the end of your deck to your Rear yard property line is 33 feet.

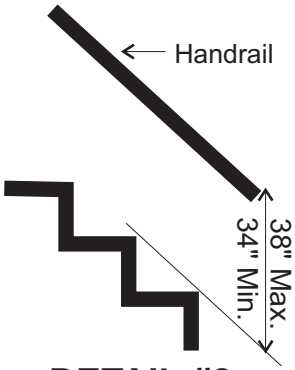
3. DESIGNING YOUR DECK ACCORDING TO BUILDING CODE REQUIREMENTS:
Frost footings are required for any deck attached to a dwelling, porch or garage that has frost footings. The minimum depth to the base of the footing is 42". All decks shall be designed to support a live load of 40 pounds per square foot. Joist shall not over hang beams by more than two (2) feet, nor should beams overhang post by more than one (1) foot unless a special design is approved. All header beams more than six feet long and joist over 12 feet long that frame into ledgers or beams shall be supported by approved framing anchors such as joist hangers. Use only stainless steel, high strength aluminum or hot dipped galvanized for nails and screws used for deck construction. All exposed wood used in the construction of decks is required to be approved wood of natural resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes all post, beams, joist, decking and railings. All connections between deck and dwelling shall be weatherproof. Any cuts in exterior finish shall be flashed.

Guard rails are required on all decks more than 30 inches above the ground or a lower deck. Rail must be 36 inches minimum in height. Open guardrails and stair railings must have intermediate rails or an ornamental pattern that a four inch sphere cannot pass through.

Minimum width for stairs shall be 36 inches. Maximum rise is 8 inches, minimum rise is 4 inches. Minimum run shall be 9 inches. Largest tread width or riser height shall not exceed the smallest by more than 3/8 inch. Handrail shall be placed not less than 34 inches or more than 38 inches above nosing of the stair treads.



DETAIL #1



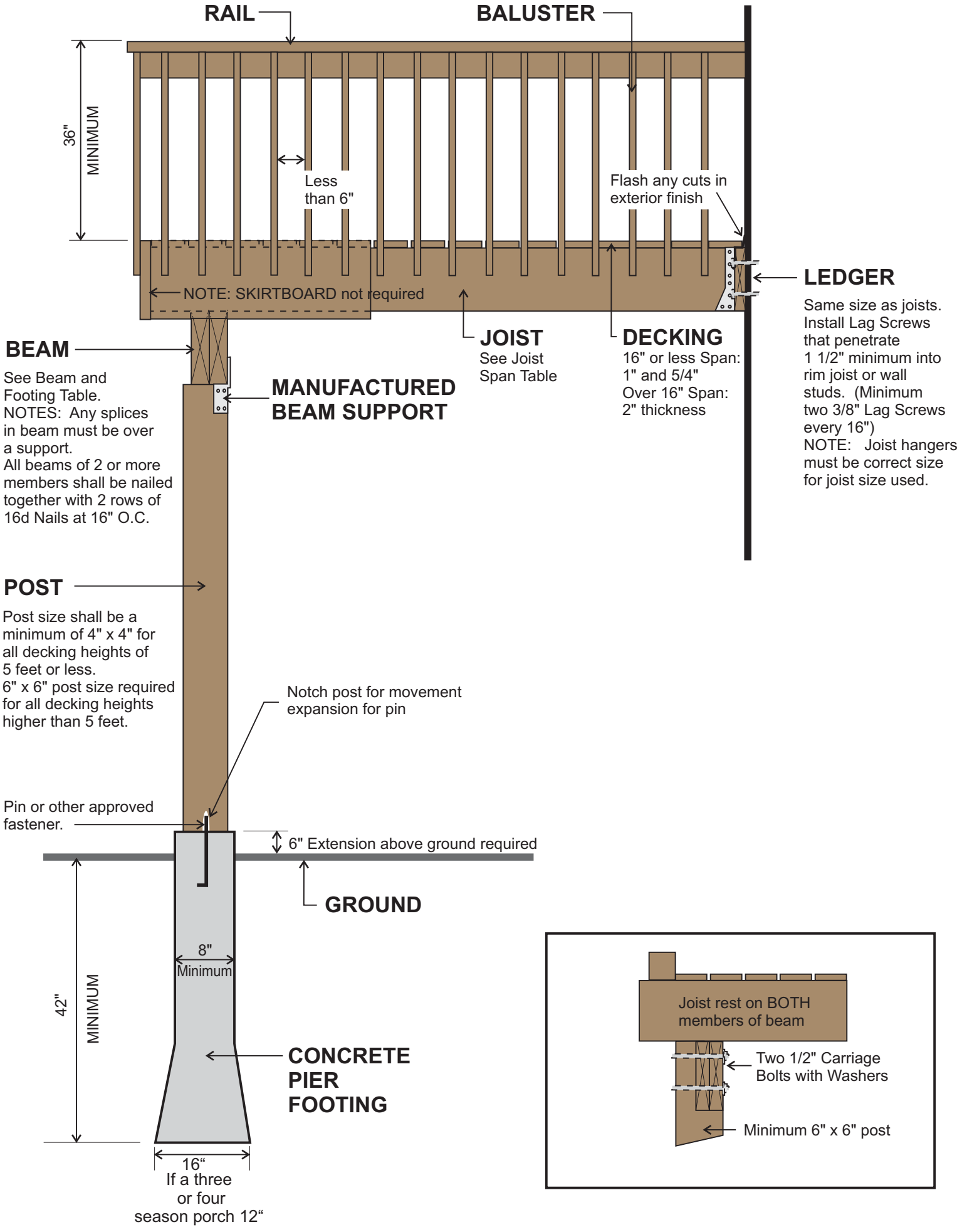
DETAIL #2

Corner footings under the table call for 10 inch bell under sand conditions (use sand for Circle Pines), and 14 inch for intermediate footings.

4. PREPARING A ELEVATION PLAN FOR YOUR DECK:
Elevations should show the height of your deck from the ground, the footing depth and size, guardrail height and spacing, stairway rise/run and handrail height, clearance to overhead wires. When you have completed your deck elevation it should look like the illustration to the right.

5. COMPLETE THE BUILDING PERMIT APPLICATION:
Attached with this information sheet you will find a Building Permit Application for your convenience

If you hire a contractor to construct your deck, the contractor must be license by the State of Minnesota. The contractor must indicate on the application his license number and attach a copy of his license with the application. Some contractors might request the home owner to file the building permit application in order to avoid responsibility If you are building the deck yourself, please remember that if you hire any subcontractors, they must be either license with the State of Minnesota or the City of Circle Pines.


RAIL
BALUSTER
36" MINIMUM
Less than 6"
Flash any cuts in exterior finish
NOTE: SKIRTBOARD not required
LEDGER
Same size as joists. Install Lag Screws that penetrate 1 1/2" minimum into rim joist or wall studs. (Minimum two 3/8" Lag Screws every 16")
NOTE: Joist hangers must be correct size for joist size used.
JOIST
See Joist Span Table
DECKING
16" or less Span: 1" and 5/4"
Over 16" Span: 2" thickness
BEAM
See Beam and Footing Table.
NOTES: Any splices in beam must be over a support.
All beams of 2 or more members shall be nailed together with 2 rows of 16d Nails at 16" O.C.
MANUFACTURED BEAM SUPPORT
POST
Post size shall be a minimum of 4" x 4" for all decking heights of 5 feet or less.
6" x 6" post size required for all decking heights higher than 5 feet.
Notch post for movement expansion for pin
Pin or other approved fastener.
6" Extension above ground required
GROUND
8" Minimum
42" MINIMUM
CONCRETE PIER FOOTING
16"
If a three or four season porch 12"
Joist rest on BOTH members of beam
Two 1/2" Carriage Bolts with Washers
Minimum 6" x 6" post

UNIFORM BUILDING CODE UPDATE

RESIDENTIAL DECKS…… Information Sheet

BUILDING PERMITS	Required for any deck attached to a structure or any detached deck.
FRQST FOOTINGS	Required for any deck attached to a dwelling, porch or garage that has frost footings. Minimum depth to base of footing is: 42".
LIVE LOAD	All decks shall be designed to support a live load of 60 lbs.per square foot.
GUARDRAILS	Required on all decks more than 30" above grade. Rail must be 36" minimum height. Open guardrails 3rd stair railings must have intermediate rails or an ornamental pattern that a four (4) inch sphere cannot pass through. See following pages for additional requirements in staircase guardrails.
CANTILEVERS "Overhanging Joists/Beams"	Joists should not overhang beams by more than two (2) feet, nor should overhang posts by more than one (1) foot, unless a special design is approved.
FLASHING	All connections between deck and dwelling shall be waterproof. Any cuts in exterior finish shall be flashed.
FRAMING DETAILS	Header beams and joists that frame into ledgers or beams shall be supported by approved framing anchors such as joist hangers. Beams calU1Ot be lag bolted to sides of posts. See following pages for footing/post/beam collections and/or attachments.
NAILS & SCREWS	Use only slail1less steel, high strength aluminum or hot-dipped galvanized nails. , screws should be used for deck boards/stair runs/spindles ONL Y. Use Only joist hanger nails in joist hangers and fill all holes. (screws not allowed).
WOOD REQUIRED	All exposed wood used in the construction of decks is required to be approved wood of natural resistance to decay (redwood, cedar etc.) or approved treated wood. This would include posts, beams, joists decking and railings.
STAIRS	Minimum width is 36 inches. Maximum rise is 8 inches, minimum rise is 4 inches. Minimum is 9 inches. Largest tread width or riser height shall not exceed the smallest by more than 3/8 inch.
STAIR STRINGERS	Minimum three (3) 2 x 12 's with one (1) running down center of staircase , width.
HANDRAILS	The top shall be placed not less than inches 34 inches or more than 38 inches above the nosing of the treads. Stairway having four (4) or more risers shall have at least One (1) handrail. Handrail ends shall be returned or terminated in posts. The hand grips shall not be less than 1-1/4 inches or more t1tan 2 inches in cross- sectional dimension or the shape shall provide an equivalent gripping surface. The hand grip shall have a smooth surface with no sharp corners and be continuous thru-out the staircase with no interference from posts C' blocks.