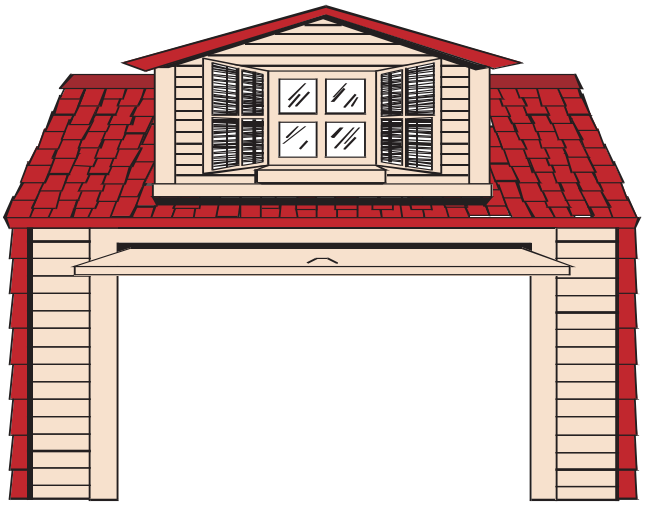
City of
CIRCLE PINES

200 Civic Heights Circle
Circle Pines, Minnesota 55014

Phone: 784-5898
Fax: 785-2859

GARAGE PERMITS



BUILDING PERMIT REQUIREMENTS:

Building permits are required for all garages constructed within the City of Circle Pines. Building permits include a plan review of your proposed garage 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. Separate permits required for garage heating, and electrical.

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 proposed Elevation

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 Garage 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.

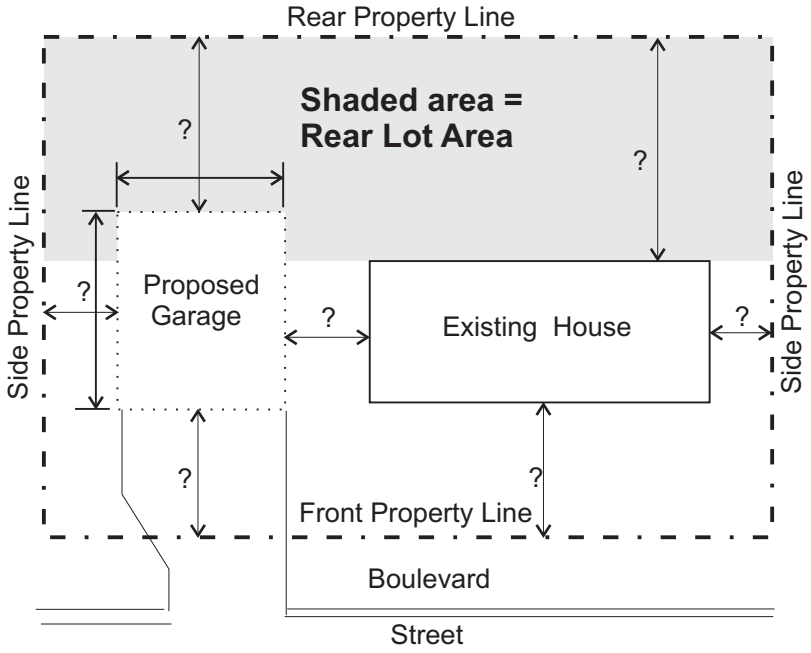
1. ☐ Preparing a Site Plan or Survey.
2. ☐ Sizing your Garage according to setback and open space requirements.
3. ☐ Designing your Garage according to building code requirements.
4. ☐ Preparing a Floor and Elevation Plan for your Garage.
5. ☐ Completing the Building Permit Application form.

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 garage. 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 GARAGE 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 attached and detached garages Detached garages maximum height is 17 feet. Attached garage maximum size shall not exceed 1,000 square feet. Detached garage size is based on 15 percent of your rear lot area or 1,000 square feet which ever is less.

To calculate rear lot area using an example of lot size of 90 feet wide by 156 deep. Determine the distance from your house or deck end, to the rear property line. Take that distance and multiply it by your lot width. For example; say the distance from the rear of your house to the rear property line is 60 feet. Thus, 60 x 90 = 5,400 square feet. 5,400 times 15 percent (5,400 x .15 = 810), 810 square feet is the maximum detached garage size for this example. Should this example given more than 1,000 square feet garage size, the maximum size allowed would be 1,000 square feet.

Setbacks for detached and attached garages are set forth as follows:

DETACHED GARAGE:

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:	17 feet

ATTACHED GARAGE:

Front Property Line Setback:	30 feet
Side Property Line Setback:	10 feet
Setback from house, deck:	0 feet with 5/8" type "X" sheetrock Openings 1 hour protection
Rear Property Line Setback:	(See next page for requirements)
Maximum Height:	No higher than the main structure

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

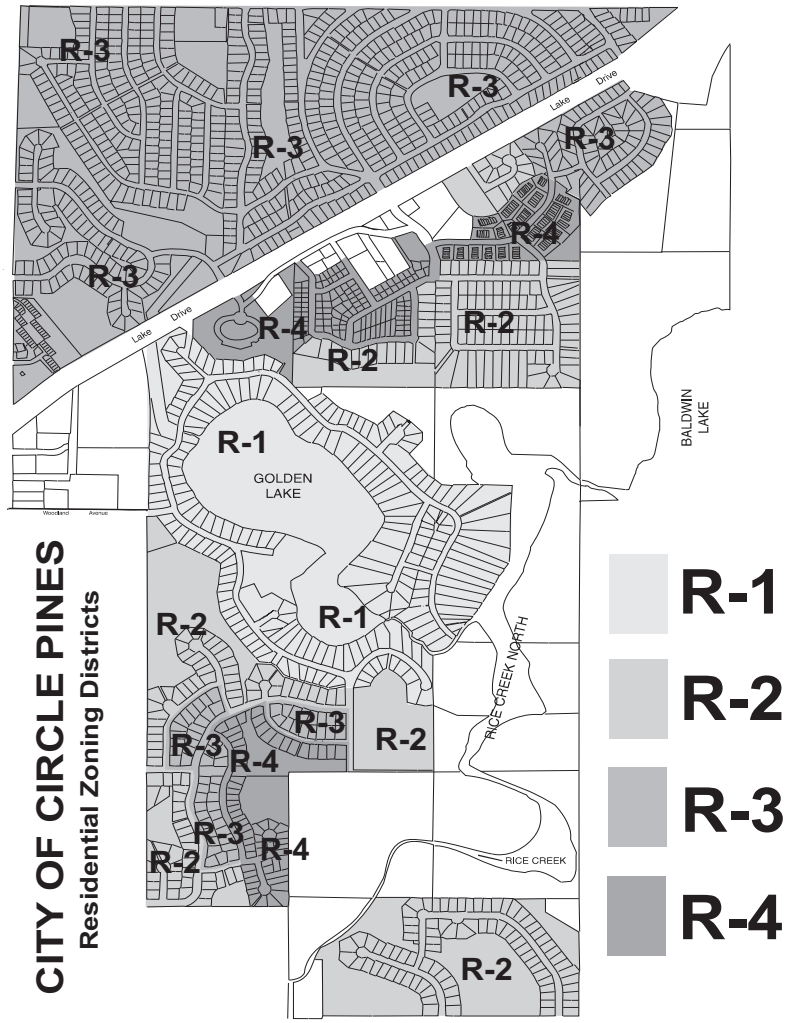
1. *Calculate your lot size:* Example; your lot is 90 feet wide by 156 feet deep. Thus, 90 x 156 = 14,040 square feet.

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 = 312. 312 divided by 2 = 156. The Average Lot Depth for this example is 156.

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

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 garage to your rear yard property line is 33 feet.

3. DESIGNING YOUR ADDITION ACCORDING TO BUILDING CODE REQUIREMENTS:

Frost footings are required for all additions The minimum depth to the base of the footing is 42". The minimum slab thickness shall be 3 1/2 inches. The minimum concrete strength required is 2500 pounds per square inch. In cold weather, protect concrete from freezing until cured (see handout on cold weather masonry). **Foundation plates or sills** must be bolted to the foundation with not less than 1/2" inch diameter steel bolts per piece with one bolt located within 12 inches of each end piece.

All foundation plates or sills and sleepers on a concrete or masonry slab, which is in direct contact with earth, and sills which rest on concrete or masonry foundations must be of approved treated wood, foundation cedar or redwood not less than 2 inches in thickness, having a width not less than that of the wall studs. Wall studs must be placed with their wide dimension perpendicular to the wall, and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is 2 x 4 and spaced not more than 24 inches on center. Bearing and exterior wall studs need to be capped with double top plates installed to provide overlapping at corners and at intersections with other partitions End joints in double top plates must be offset at least 48 inches. All wall sheathing, siding, roof sheathing and roof coverings must be installed according to the manufacturers specifications. All wood used in construction located closer than 6 inches to the ground shall be treated wood or wood of natural resistance to decay (cedar, Redwood).

All **Roof Framing** size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, and the type of material being used, and the loading characteristics being imposed. All garages must be designed to accommodate a 40 pound per square foot snow load. Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1 inch (nominal) in thickness and not less in depth than the cut end of the rafter is required for hand framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than 2 inches (nominal) thickness and not less in depth than the cut of the rafter. All rafters must be nailed to the adjacent ceiling joist to form a continuous tie between the exterior wall when the joist are parallel to the rafters. Where not parallel, rafters must be tied to a minimum 1 inch by 4 inch (nominal) cross tie spaced a minimum four foot on center. If manufactured trusses are to be used, submit 1 copy of truss plans signed by a registered engineer.

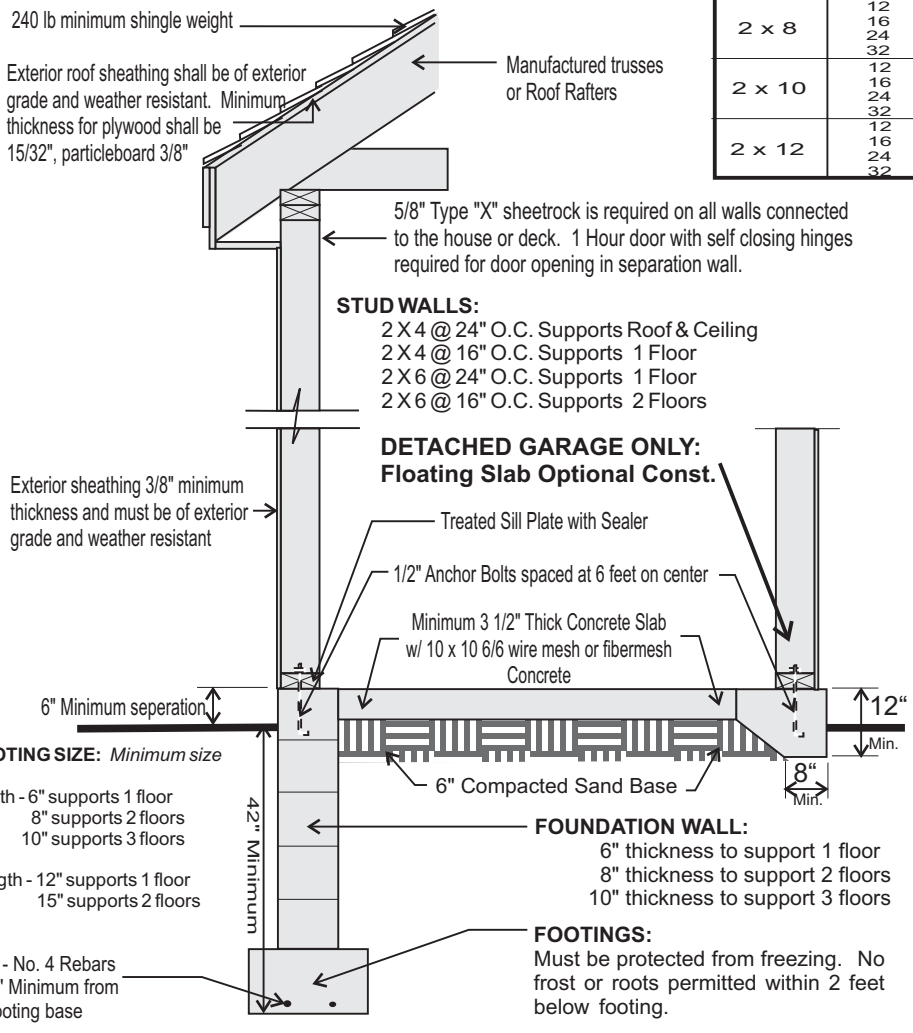
Header Sizes for Openings in Bearing Walls
For 1 Story Structures Only

Based on 1200 f Grade Lumber
30 PSF Live Load & 15 PSF Dead Load

Header Span	Roof Span 6'-0"	Roof Span 8'-0"	Roof Span 10'-0"	Roof Span 12'-0"
10'-0"	2 - 2"x10"	2 - 2"x10"	2 - 2"x12"	2 - 2"x12"
12'-0"	2 - 2"x12"	2 - 2"x12"	Engineered Micro-Lam	Engineered Micro-Lam
16'-0"	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam	Engineered Micro-Lam

Allowable Spans for Roof Rafters Using Nonstress-Graded Lumber

Size of Roof Rafters (inches)	Spacing of Roof Rafters (inches)	Snow Load = 30 PSF Plate to Ridge = SPAN Use: NO 2 - 1200 f Grade Douglas Fir, Western Larch, Southern Pine	
		Supporting Ceiling	Non-Support Ceiling
2 x 4	12	7-0	8-0
	16	6-0	7-0
	24	5-0	5-6
	32	4-0	5-0
2 x 6	12	12-0	13-6
	16	10-6	12-0
	24	8-6	9-6
	32	7-6	8-6
2 x 8	12	16-0	18-0
	16	13-0	15-6
	24	11-6	13-0
	32	10-0	11-0
2 x 10	12	20-0	22-6
	16	17-6	19-6
	24	14-6	16-0
	32	12-6	14-0
2 x 12	12	24-0	27-0
	16	20-0	23-6
	24	17-6	19-6
	32	15-0	17-0



SAMPLE ELEVATION

4. PREPARING A FLOOR AND ELEVATION PLAN FOR YOUR GARAGE:

Elevations must indicate size, material, and other important construction details such as. ceiling heights. When you have completed your addition elevation, it should look something like the illustration shown to the left. Floor plans must indicate dimensions and locations of openings and firewall notes.

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 garage, the contractor must be license by the State of Minnesota. It is required that the contractor hired to construct your garage must apply for the building permit indicating his or her license number. Some contractors might request that you the home owner apply for the building permit. By doing this the contractor avoids direct responsibility. If you are building the garage yourself, please remember that if you hire any subcontractors, they must be license by either the State of Minnesota or the City of Circle Pines.