

# SCREENED PORCH OR A 3-SEASON PORCH

Dundas City Hall  
216 Railway St N – PO Box 70  
Dundas, MN 55019-0070  
Phone: 507-645-2852

## INFORMATION REQUIRED FOR A BUILDING PERMIT

1. Signed, completed building permit application form from your City Clerk.
2. A Compliance Inspection for the existing septic system, if required (contact the Environmental Health Department at 952-496-8177 for more information).
3. Provide an updated plot plan of your property showing all property lines, existing buildings and dimensions, setbacks, wells, septic tank and drainfield locations, and proposed deck location with setbacks. New footings and foundations must be a minimum of 10' from septic tanks and a minimum of 20' from drainfields. A sample plot plan is available from the Rice County Planning Department.
4. Submit two copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information.
  - A. A floor plan indicating the following:
    - Proposed porch size.
    - Size and spacing of floor joists.
    - Size of decking.
    - Size, location and spacing of posts.
    - Size of headers.
    - Size and spacing of roof rafters.
  - B. A cross-section view indicating the following:
    - Diameter and depth of footings.
    - Size of posts.
    - Header size supporting floor joists.
    - Floor joist size and spacing.
    - Flooring material.
    - Guardrail height (if any).
    - Ceiling height.
    - Header size over glazed and screened openings.
    - Type(s) of sheathing and siding materials.
    - Size and spacing of roof rafters.
    - Pitch of roof.
  - C. 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 **GUIDE ONLY!!**

## GENERAL BUILDING CODE REQUIREMENTS

1. Footings shall be designed and constructed below frost depth (42" minimum).
2. Approved wood of natural resistance to decay or treated wood shall be used.
3. A guardrail shall protect porches that are more than 30" above grade not less than 36" inches in height. Open guardrails and stair railings shall have horizontal, vertical or diagonal rails such that a sphere 4" in diameter cannot pass through.
4. Floor joist spaced at 24" on center requires 2" minimum decking and floor joist spaced at 16" on center requires 1" minimum decking.

**NOTE:** The above represent general code requirements relative to porch construction. For specific code requirements, please contact the Building Inspection Department at 507-291-0580 or 507-645-2852. **ALL ELECTRICAL PERMIT NEEDS TO BE OBTAINED FROM THE STATE BOARD OF ELECTRICITY.**

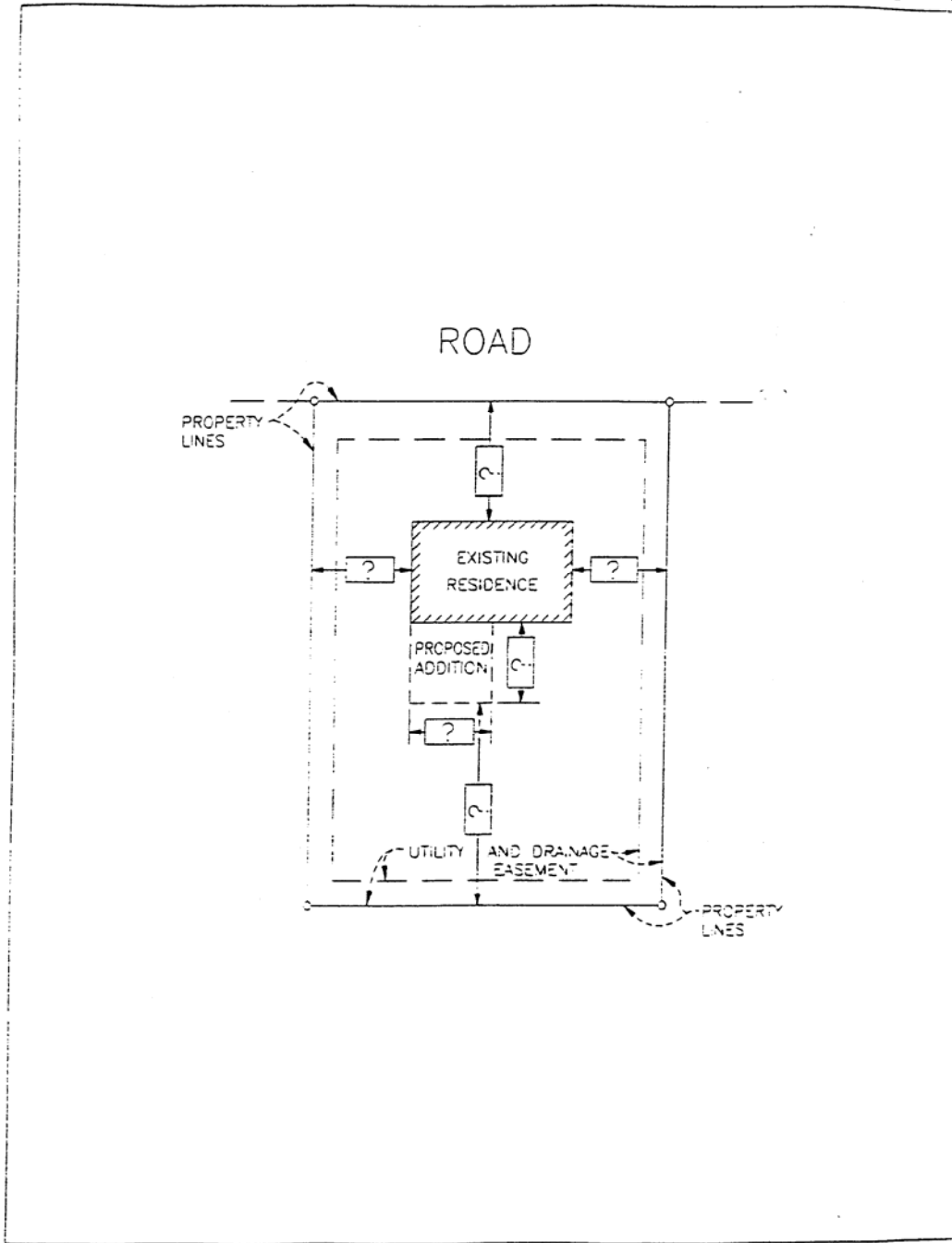
## REQUIRED INSPECTIONS

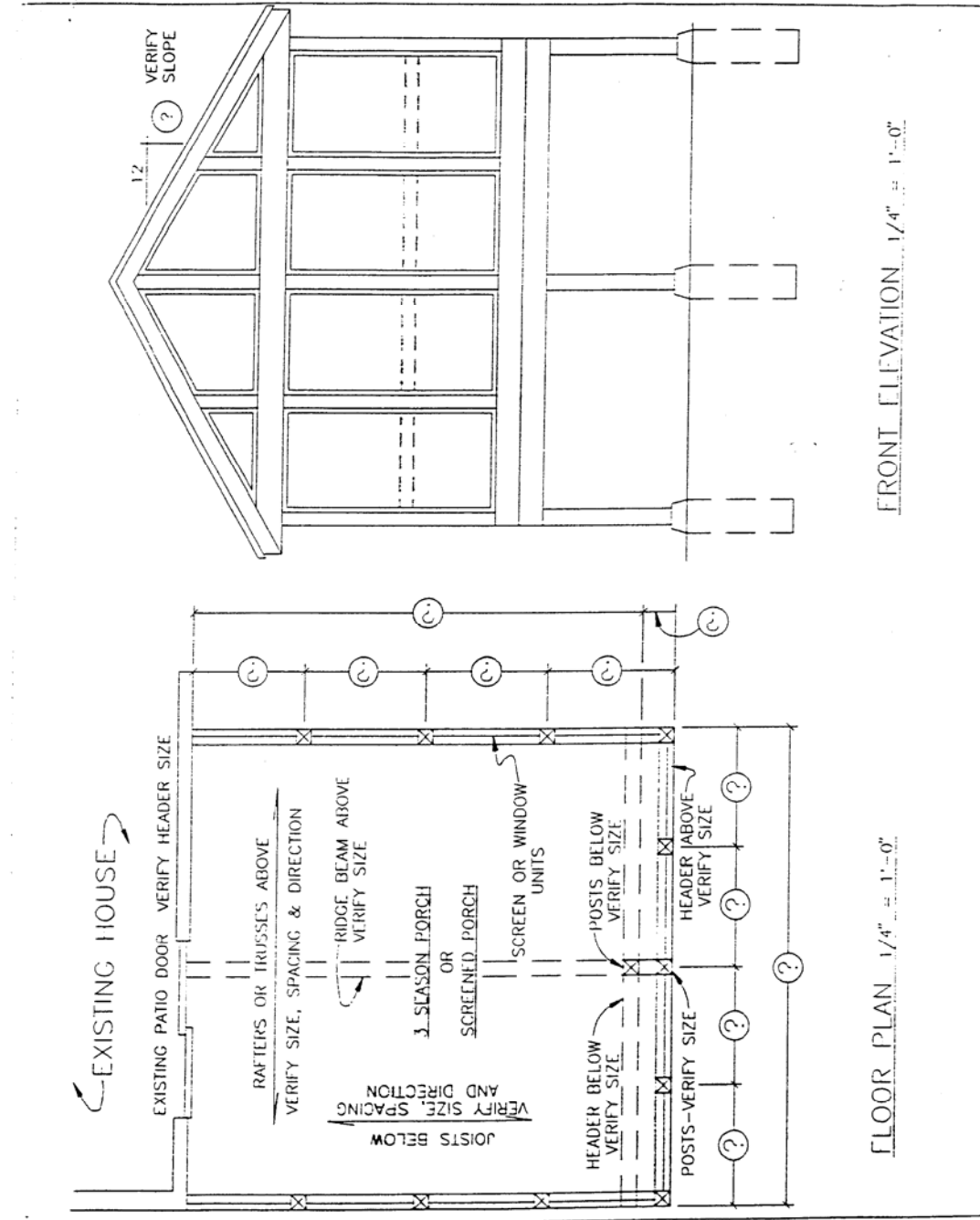
1. **Footings:** After the holes are dug, but **PRIOR TO POURING CONCRETE!!**
2. **Framing:** After all framing, insulation and duct work are in place and the rough electrical has been inspected.
3. **Final:** When the structure has been completed.

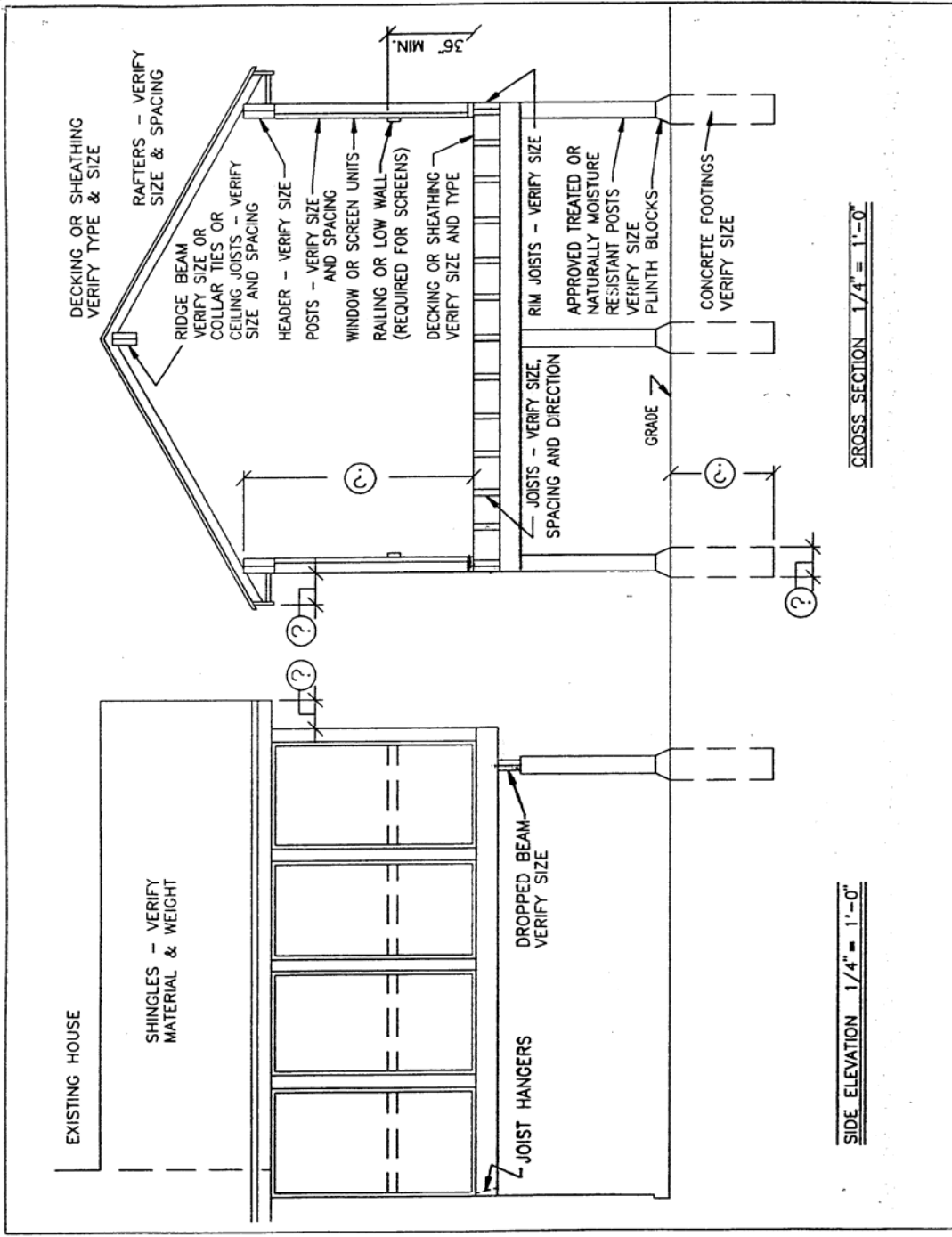
## GENERAL NOTES

1. The stamped, approved plans and survey shall be kept on the job site until the final inspection has been made.
2. The Inspection Record Card shall be placed on the outside exterior wall near the deck and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
3. Call 507-645-2852 between 8:00 a.m. and 5:00 p.m. to arrange for an inspection.
4. Prior to digging, call Gopher Services at 800-252-1166 to verify utility locations. A 48-hour notice is required, excluding weekends and holidays.

**PLEASE ALLOW 24 HOURS' NOTICE FOR ALL INSPECTIONS!**







CROSS SECTION 1/4" = 1'-0"

SIDE ELEVATION 1/4" = 1'-0"

