

Porch Additions (Screened or 3-Season) _____

A building permit is required for all screened porch or 3-season porch additions. Listed below are the required items for obtaining a building permit.

Requirements:

- **Building Permit Application**

- **Site Plan:** This is an aerial view of the lot with dimensions from the addition to all the property lines. Measurements of the existing building are also needed. A general site map may be obtained at City Hall. These are not official site maps as they show only the general outline and dimensions of the lot.

- **Plans:** Submit two copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
 - 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) ***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.

Additional Information:

- Footings shall be designed and constructed below frost depth (42" minimum).

- Approved wood of natural resistance to decay or treated wood shall be used.

- A guardrail shall protect porches that are more and 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.

- Floor joist spaced at 24" on center requires 2" minimum decking and floor joist spaced at 16" on center requires 1" minimum decking.
- You may need to obtain additional permits if you are doing any electrical, plumbing or mechanical work.

Required Inspections:

- Footings - after the holes are dug and prior to pouring concrete.
- Framing - after all framing, insulation and ductwork are in place and the rough electrical has been inspected.
- Final - when the structure is complete.

Where Do I Come To Obtain A Permit?

- Building Permit Department
City of South St. Paul
125 3rd Avenue North
South St. Paul, MN 55075

Questions?

- Contact our office Mon - Fri between the hours of 8:00 a.m. and 4:30 p.m. at 651-554-3220.

