

Additions/New Homes



Permits

The following must be submitted before a permit can be issued.

1. A certificate of survey or a site plan drawing with the following information:
 - a. Lot size and all adjacent public streets.
 - b. Exact location and dimensions of all existing and proposed buildings on lot.
 - c. Owner must be able to show corner monuments on the site to the satisfaction of the building inspector.
 - d. Statement of elevation where elevation is not shown on survey.
 - e. A registered or certified survey.
 - f. If trees are being impacted by the project, the location and trunk diameter of all trees on the lot.
2. A completed permit application.
3. Two sets of construction plans drawn to scale showing the following:
 - a. A floor plan indicating the following:
 - Proposed addition size
 - Size and spacing of floor joists.
 - Size of decking.
 - Size, location and spacing of posts.
 - Size of header.
 - Size and spacing of roof rafters.
 - Plan of adjoining rooms with window and door sizes.
 - b. Cross section of either a side view or a rear view indicating the following:
 - Diameter and depth of footings including landings and stair footings.
 - Size of posts and method of anchorage to footings.
 - Header size supporting floor joists.
 - Floor joist size, spacing and type of lumber.
 - Flooring material.
 - Insulation values for the foundation, rim joist, floors, walls, windows, doors, and ceiling, showing compliance with the State energy code.
 - Guardrail height (if any) – see attached handout.
 - Location of handrails.
 - 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.
 - Roofing material
 - c. Elevations indicating the following:
 - Height of structure from established grade.
 - Size of headers.
 - Type of roof covering materials.

- All permit fees are based on a published fee schedule. This schedule can be obtained from the Building and Inspections Division.

Required Setbacks*

	Front	Rear	Side **	Corner Lot Side
R-1 District	40	30	10/25	40
R-2 District	40	30	5/15	40
Detached Structures	Behind Principal Structure	10	10	Behind Principal Structure

* Setbacks are measured from the property line, not the curb.

** (Minimum Setback/Total of both sideyards on a lot)

Finding Your Property Line

Property lines are usually marked with metal pins, also referred to as monuments or irons. These pins are typically located at the corners of a property either at grade, or a couple inches below grade. Pins can be located with a metal detector. If the pins cannot be found then a licensed surveyor may need to be called out to the property to locate them for you. Only a licensed surveyor can legally relocate or place pins. Once the pins are identified you can place wooden stakes in the ground to mark their location. This will assist the Building Inspector in identifying the property lines at the time of the footings inspection.

Framing

- Base plates on concrete shall be treated wood.
- Studs supporting floors shall be spaced not more than 16 inches on center (o.c.) 2 x 4 inch studs not more than 10 feet in length and supporting ceiling and roof only may be spaced 24 inches o.c. Where studs are spaced 24 inches o.c., framing above must be centered over studs.
- Rafters shall be nailed to adjacent ceiling joists to form a continuous tie between exterior walls when such joists are parallel to the rafter. When not parallel, rafters shall be tied to 2 x 4-inch minimum crossies. Rafter ties shall not be spaced more than 4 feet o.c.

Light, Ventilation & Ceiling Height

- All habitable rooms shall have a window area equal to at least 8 percent of floor area, one half of which shall be openable. For the purpose of determining light and ventilation requirements, any room may be considered as a portion of an adjoining room when one-half of the area of the common wall is open and unobstructed. The common wall should provide an opening of not less than one-tenth of the floor area of the interior room or 25 square feet, whichever is greater. Required windows shall open directly onto a street or public alley, or a yard or court located on the same lot as the building. Mechanical ventilation and artificial light may be acceptable complying with IRC R303.1.

2. Minimum ceiling height is 7 feet.
3. Egress window requirements. (*See egress window handout.*)

Smoke Detectors

1. Smoke detectors must be installed for additions, interior alterations or repair work, when a building permit is required; or when one or more sleeping rooms are added or created. Repairs to exterior surfaces only are exempt from this requirement.
2. In new construction, required smoke detectors shall receive their primary power from the building wiring with battery backup and interconnected. Wiring shall be permanent and without a disconnecting switch, other than those required for over-current protection. In existing rooms, smoke detectors can be battery operated.
3. A smoke detector shall be installed in each sleeping room and at a point centrally located in the corridor or area, giving access to each separate sleeping area. When the dwelling unit has more than one story and in dwellings with basements, a smoke detector shall be installed on each story and in the basement. Smoke detectors shall sound an alarm audible in all sleeping areas of the dwelling unit in which they are located.

Foam Plastic Insulation

Must be of an approved type or covered with an approved material. Exposed foam plastic insulation is not allowed in any room, including crawl spaces and attics.

Inspections Needed

1. FOOTING & FOUNDATION INSPECTIONS – Shall be made after forms and reinforcing are in place and prior to the pouring of any concrete.
2. Concrete slab underfloor inspection, after all piping, reinforcement and 6 mil. Poly is installed.
3. FRAMING INSPECTIONS – Shall be made after the rough-in inspection of plumbing, heating and electrical installation, but prior to the placement of any covering material. Means of assuring proper attic ventilation must be in place.
4. INSULATION INSPECTION – Shall be made prior to installation of interior finish. Required vapor barriers must be in place.
5. FIREPLACES – Must be inspected during construction.
6. FINAL INSPECTION – Shall be made after the structure is complete and prior to occupancy.
 - PLUMBING, HEATING & ELECTRICAL – Require separate permits and inspections. Rough-in and final inspections are required.

General Notes

1. Plan review and building permit issuance normally require ten (10) working days from receipt of the completed application. You will be contacted when the permit is ready.
2. The stamped, approved plan and survey shall be kept on the job site until the final inspection has been made.
3. The Inspection record card shall be placed on the outside exterior wall near the addition and shall remain posted until the final inspection has been made. Cards should be protected from the weather.

What is a Site Plan?

A Certificate of Survey is required for new home construction. If an existing property does not have a Certificate of Survey on file when applying for a building permit for a proposed addition, garage, deck or other structure, a new Certificate of Survey will need to be prepared. In some cases, the City may waive the survey requirement and allow the submittal of a Site Plan.

A Site Plan is a plan drawn to scale showing the uses, structures, and other features proposed for a specific parcel of land.

A Site Plan should include the following information:

- Property lines with lot dimensions.
- Exterior dimensions of all existing and proposed structures, with dimensions to property lines.
- Existing property contours to sufficiently show current drainage from site and new proposed contours indicating drainage flow.
- Total existing and proposed impervious surface, including driveways, patios, pools, and structures.
- Location of all easements.
- If trees are to be impacted by the project, the location and size of any significant trees located on the site.
- Name, address and phone number of the property owner.
- Address of the construction site.
- North arrow and scale.

Attached are examples of a site plan and floor plan drawings

Additional Resources

Rob Ward, Building Inspector: 651-792-7813

Matthew Bachler, Senior Planner: 651-792-7814

The Planning Department may be able to provide the following information:

- Aerial Photo of your property
- A Survey or Plat Map
- Information about the Zoning Code and Tree Preservation Ordinance



Citizens Guide to the Tree Preservation Ordinance

On April 28, 2008, the City Council adopted a new Tree Preservation Ordinance for the City of Arden Hills. The purpose of the ordinance is to enhance and protect the City's natural environment by better managing the removal of trees, creating mitigation standards for certain amounts of tree removal, and regulating the installation of replacement trees.

Frequently Asked Questions about the new ordinance:

Can I still cut down trees?

Yes. The ordinance does not prohibit the cutting of any trees in the City; however, some large trees that are removed must be replaced.

Does ALL tree removal require replacement of new trees?

No. While the ordinance applies to all private properties within the City, only those trees removed for the purposes of new construction, an addition, parking lot construction, or grading projects requiring a permit, would be impacted by the new ordinance.

How do I know if the Tree Preservation Ordinance will impact my construction project?

When property owners come in for a building permit that includes new building construction, an addition, or parking construction, they will now also have to submit a Tree Survey. This is a map that shows the location and size of all the trees on the lot, and which ones will be impacted by the proposed project. If more than ten percent of the "Significant Trees" on the site are impacted by the project, then some of those trees will have to be replaced elsewhere on the property.

What is a "Significant Tree?"

A significant tree is a healthy and structurally sound deciduous hard wood tree measuring greater than ten inches in diameter, deciduous soft wood tree measuring greater than 12 inches in diameter, or evergreen tree greater than 15 feet in height. (The diameter should be measured about 4.5 feet above the ground, and is referred to as the "Caliper Inches" of a tree). Groups of trees that are smaller but provide buffers along public streets or between differing land uses may also collectively be considered "significant".

My project requires tree replacement, how many new trees do I have to plant?

The amount of mitigation, or tree replacement, which is required for each project, is based on the number of caliper inches of significant trees being removed over and above ten percent. For every two caliper inches of removed trees, one caliper inch of new tree has to be replaced. For example, if you have 100 caliper inches of significant trees on your property, and your project requires the removal of 10 caliper inches, then there would

be no replacement required. However, for every two inches removed over that amount, one caliper inch of replacement trees would be required.

Why isn't the tree replacement rate one to one, instead of one to two?

A smaller replacement ratio does require fewer trees to be planted than if the ratio was greater, but over time the new trees will grow to maturity and there will be many more trees on the property than before the removal took place. For example, if 40 inches of trees are required to be replaced, a one to one ratio would require that 20 two-inch trees are planted, far more trees than were likely on the site before.

Can I plant any kind of trees that I want?

Not necessarily. The City maintains a list of "unapproved" replacement trees, which cannot be used to fulfill the requirements of the Tree Preservation Ordinance. The unapproved trees are primarily trees listed by the DNR as invasive or particularly susceptible to disease. The City also has a list of approved trees that can be used to meet the mitigation requirements. Other comparable tree species not on the list can also be planted with City Administrator approval. In general, the type of trees being removed will dictate the type of trees being replaced.

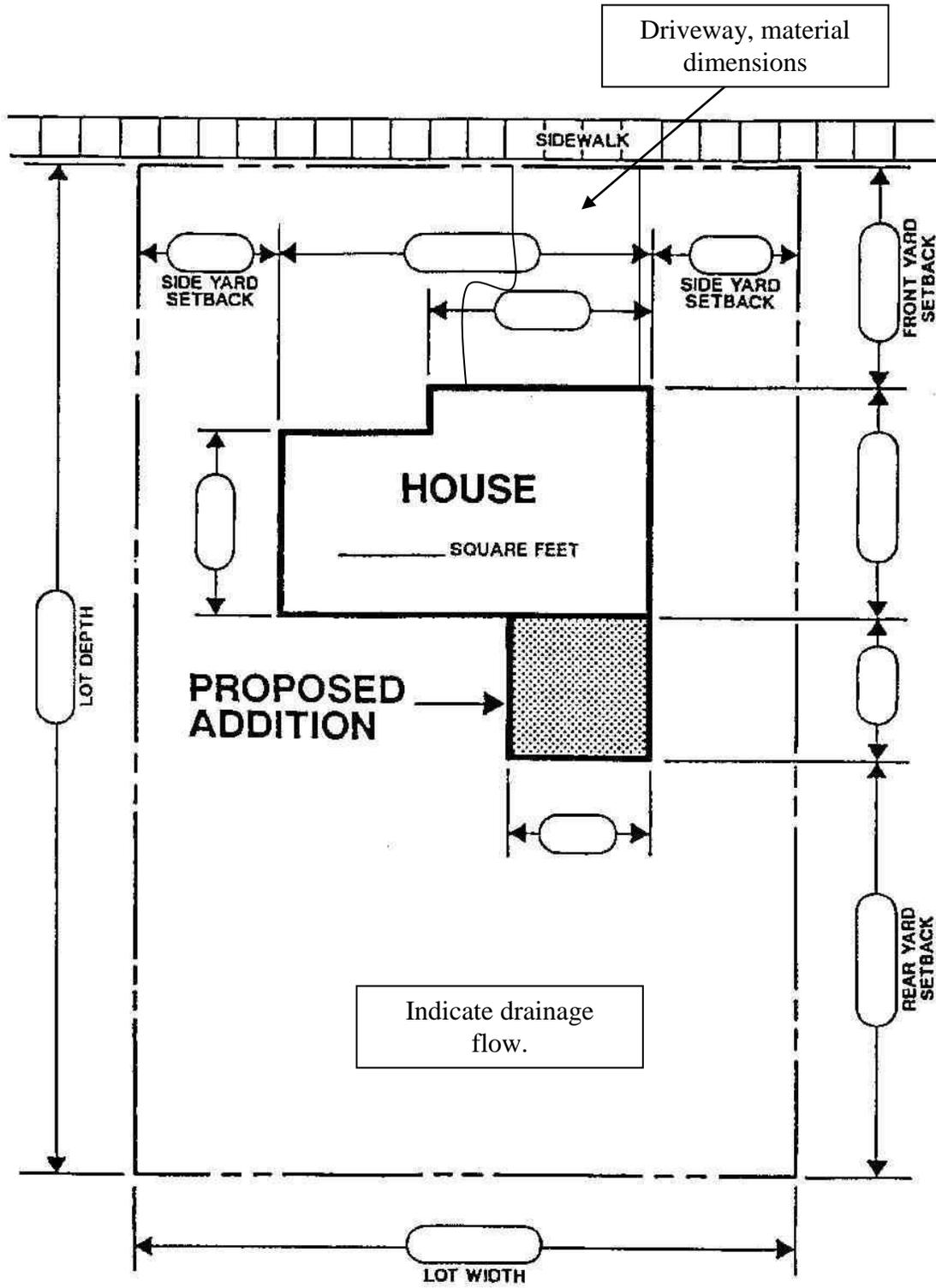
Couldn't I just cut down all the trees on my lot before coming in for a building or grading permit and not have to count them on my Tree Survey?

No. The Tree Preservation Ordinance applies to all trees unnaturally removed within the past two years, prior to the application for the permit. Ramsey County maintains detailed aerial photography of the entire City and these are easily used to verify the locations of trees indicated (or not indicated) on a Tree Survey. Additionally, field inspections are routinely done to verify the accuracy of submitted surveys.

What if there isn't enough room on my lot to plant all the required trees?

The City has developed a program that will allow excess trees to be planted off-site, in public parks, along public right-of-ways, and even on other private property. If a suitable off-site location cannot be found, then the City may charge a fee in lieu of planting for the purpose of maintaining the current tree stock and planting new trees.

SAMPLE OF A SITE PLAN



SAMPLE OF A FLOOR PLAN

1/4" = 1'-0"

