



GARAGES/ DETACHED ACCESSORY STRUCTURES

1245 West Hwy 96 Arden Hills, MN 55112

651-792-7800

www.cityofardenhills.org

This handout is intended only as a guide and is based in part on the 2020 Minnesota State Building Code, Arden Hills City ordinances, and good building practice. While every attempt has been made to insure the correctness of this handout, no guarantees are made to its accuracy or completeness. Responsibility for compliance with applicable codes and ordinances falls on the owner or contractor. For specific questions regarding code requirements, refer to the applicable codes or contact your local Building Department.

BUILDING PERMITS

Building permits are required for any building larger than **200 square feet**. A **Zoning Permit** is required for any building and or (shed) between **120 to 200 square feet**.

Building permits can be obtained from the Building Department by filling out and signing an application and submitting your building plans. Building permits are typically processed within 5 -10 business days after receiving a complete set of plans. **If your application is incomplete it will delay your project.**

A Building Permit application with the following information must be submitted before any permit can be issued.

1. Two copies of a certificate of survey or site plan showing the following:
 - a. Lot size and all adjacent public streets
 - b. Exact location and dimensions of all existing and proposed buildings on lot
 - c. Statement of elevations, where elevations are not shown on survey
 - d. Lot corners (owners must be able to show corner monuments to the satisfaction of the building inspector on site)
 - e. Location of proposed or existing driveways
 - 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 with signature and dated.
3. Two sets of construction plans showing the following:
 - a. A floor plan drawn to scale showing size of garage, location of all doors and windows, size of headers, size and spacing of roof rafters, and indicating floor construction type.
 - b. A cross section of a typical wall indicating the following: size and depth of footings; floor material and size; wall material indicating type of studs, sheathing, plates, siding; header sizes; size and spacing of roof rafters, type of roof sheathing, roofing material and roof pitch; ceiling height; method of anchoring to foundation; finished height of grade. **Floating slabs will require a thickened edge and must extend at least 12" below the finished grade with re-bar in accordance with section R403. Anchor bolts must be 1/2" and embedded 7" into the slab or grouted masonry unit. Anchor bolts must be visible for inspection. Anchor bolts must not exceed 12" from corners or splices**
 - c. Elevations indicating the following: height of structure from established grade; type of siding and roofing material; door and window locations and header sizes.

GENERAL NOTES

1. The stamped "Approved" plan and the Inspection Record Card shall be made available to the inspectors during their inspections. As per MN 2020 IRC, in accordance with 1300.0120 Subp. 13. The building permit shall be kept on site of the work until the completion of the project. Pursuant to Minnesota Statutes, Section 15.41, It shall be posted in a prominent location in the area of construction. If the card is not on site, the inspection may be failed as per Subp. 12

2. Separate permits are required when installing electrical wiring, heating equipment, or plumbing fixtures. Contact the Building Inspection Division for information regarding plumbing and heating, or call the contracted electrical inspector for electrical information.

3. Call the Building Inspection Division 651-792-7800 between the hours of 8:00 a.m. and 4:30 p.m. to arrange for an inspection. Please provide the permit number with your request. Call the contracted Electrical Inspector at 763-754-2983 between the hours of 7:00 a.m. and 8:30 a.m. if not internet access otherwise visit www.tokleinspections.com to arrange for an inspection. Please provide the permit number with your request.

PERMIT EXPIRATION

If you suspend work on your project for more than 180 days since permit issuance or your last inspection, your permit will expire. If unforeseen circumstances delay construction, contact the Building Department **before** your permit expires.

PLANS

The Building Department has a handout illustrating what needs to be included on your plans. It is very important that your plans depict exactly how your project will be built. Plans must be neat and be of a scale of at least $\frac{1}{4}'' = 1'$. **Computer generated plans from home stores are not acceptable and will be returned.** Plans are reviewed for code compliance and a copy is returned to the applicant with notes to identify required corrections. The plan review can only be as good as the information provided on the plans. PLEASE REVIEW THE PLANS WHEN THEY ARE RETURNED TO YOU SO THAT YOU WILL BE AWARE OF ANY CORRECTIONS NEEDED. The City only maintains plans for one year after completion of a residential deck. You may wish to retain a copy of your approved plans, permits, and inspection record cards for any future needs.

INSPECTIONS

1. Call 24 hours in advance or preferably 2 days in advance.
2. Have address, permit number, and type of inspection (ex. footing) ready.
3. Let the inspector know if you wish for an exact time and they will try to accommodate you.
4. Footing Inspection - Holes dug, loose material/water removed. Plans and record card on-site.
5. If work is approved, the inspector will sign the permit card and you may proceed with the next step.
6. Final Inspection - All work is complete plans and permit card on-site.
7. If corrections are noted, a correction notice will be left on the site. If a re-inspection is required it will be noted on the notice.

Please do not hesitate to call the Building Department at 651-792-7800. If necessary, we will be happy to meet with you on the site to help resolve any concerns or problems.

Framing

1. Base plates on concrete shall be of treated wood and anchored not more than 72" on center and within 12" of each corner and splice.
2. Studs supporting floors shall be spaced not more than 16 inches on center (o.c.). 2x4 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.
3. Rafter ties – Rafters shall be nailed to adjacent ceiling joists to form a continuous tie between exterior walls when such joists are parallel to the rafters. When not parallel, rafters shall be tied to 2x4 minimum cross ties. Rafter ties shall be spaced not more than 4 feet o. c.
4. Gable end bracing

Fire Protection

Garages shall be separated from living areas with approved material such as 1/2-inch thick gypsum board or equivalent, applied to the garage side. A tight fitting steel door, 1-3/8 solid core wood door, or a door with a fire rating shall be provided where a doorway penetrates the firewall. No such doorway shall open directly into a room used for sleeping purposes.

Garages built less than 5 feet to existing dwellings and or property lines, and building additions built closer than 5 feet to existing garages shall have fire protection as required for an attached garage.

Garage Maximum Size

In R-1 and R-2 Districts, no accessory structure shall exceed seven hundred twenty eight (728) square feet in floor area.

Garage Maximum Height

In R-1, R-2, and R-3 districts, detached garages shall not exceed 15 feet in height or the height of the principal structure to which it is accessory, whichever is lower.

Inspections Required

1. Footing Inspection - shall be made after forms and reinforcing are in place and prior to the pouring of any concrete.
2. Framing inspection – shall be made after the rough-in inspection of plumbing, heating and electrical inspection, but prior to the placement of any covering material. Means of assuring proper attic ventilating must be in place.
3. Detached accessory structures are not require to have house wrap or ice and water shield.
4. Final inspection – shall be made after the structure is complete and prior to occupancy.

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 final inspection.
3. The Inspection Record Card shall be placed in the outside exterior wall near the addition and shall remain posted until the final inspection has been made. Cards should be protected from weather.

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 side yards 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.

Additional Garage Requirements

- All accessory buildings (garages, shed, gazebos, etc.) Should be located 5 feet or more from each other and the dwelling.
- All buildings located less than 5 feet apart OR less than 5' to a property line must have to have fire protected walls.
- No more than two accessory structures shall be permitted on a lot.
- No accessory building can be situated in front of the principal dwelling.
- No accessory structure shall exceed the height of the principal structure to which it is accessory, or 15 feet, whichever is less.
- All detached accessory garages, or structures, shall be placed a minimum 10 feet from side or rear lot line.
- ROOF TRUSSES Wood trusses may be used as long as they are designed to meet state snow load requirements. Truss design drawings must be provided at time of framing inspection.
- Garage doors must meet minimum wind resistance standards and must come with a label indicating the door complies with ANSI/DASMA 108.
- GARAGE DOOR OPENERS State law requires that all automatic garage door openers sold and installed be equipped with an automatic reversing device. This means that the door must have a means to reverse the closing function if something is detected in the path of the door.

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.
- Total existing and proposed impervious surface, including driveways, patios, pools, and structures.
- 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.

Next page is the complete "site plan" handout.

Additional Resources

Building Official: 651-792-7813 or Building Inspector: 651-792-7818
The Planning Department at 651-792-7810 may be able to provide the following information:

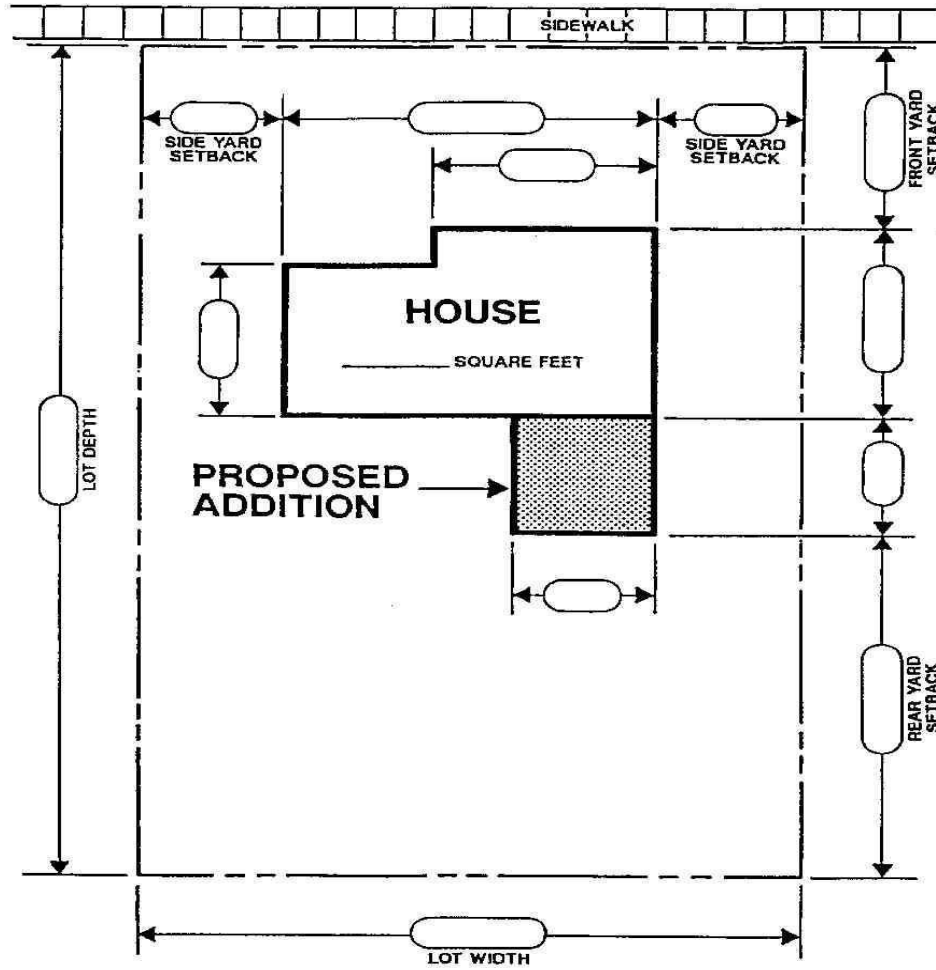
- Aerial Photo of your property
- A Survey or Plat Map
- Information about the Zoning Code and Tree Preservation Ordinance

NOTE: For specific code requirements, please contact the Building Inspection Division. Questions regarding design and cost should be referred to a professional builder or architect.

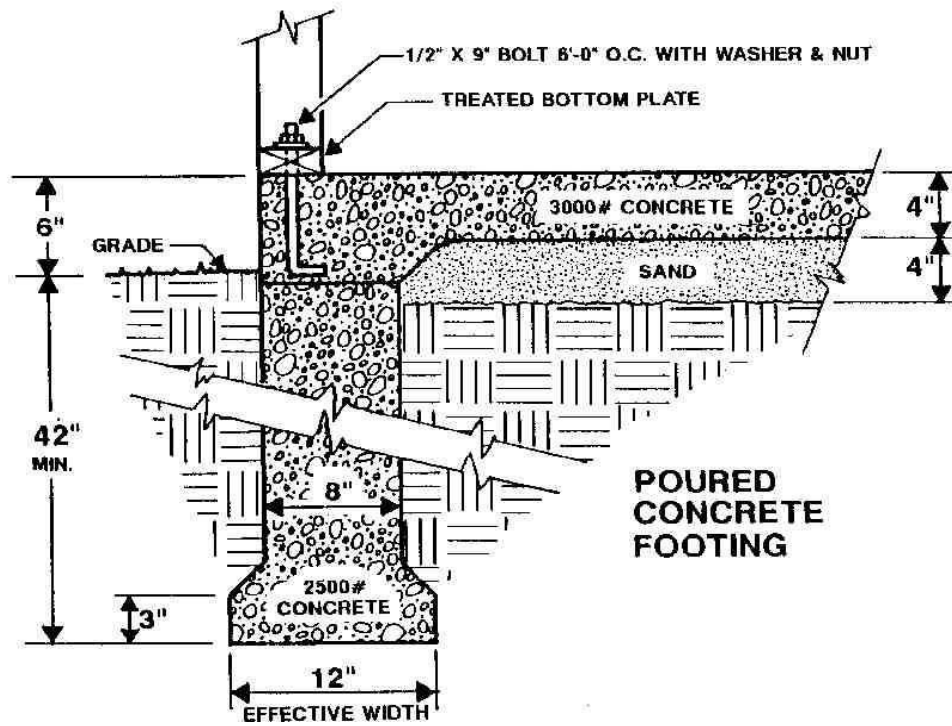
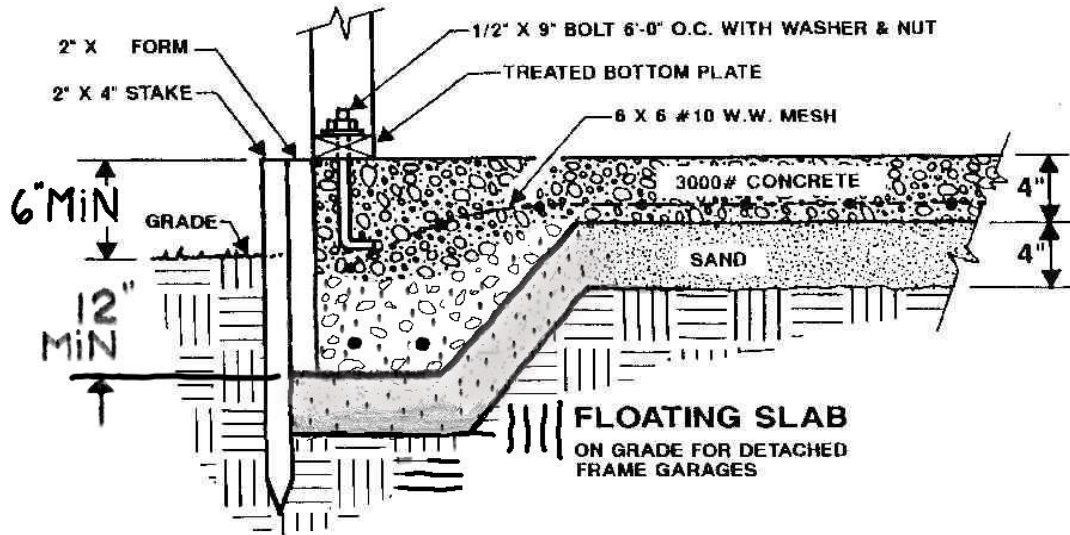
Lot dimension information and aerial photos are also available online at [Ramsey County's website: www.co.ramsey.mn.us/cs/gis.asp](http://www.co.ramsey.mn.us/cs/gis.asp)

This handout is written as guide to common questions and problems.
It is not intended nor shall it be considered a complete set of requirements.

Examples of Site plan drawings (see website for site plan handout)



Examples of floating slab & poured wall footings:



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.