



# APPLICATION FOR EXTERIOR DECK PERMIT

CITY OF BRAINERD  
DEPARTMENT OF BUILDING SAFETY  
CITY HALL – 501 LAUREL STREET  
BRAINERD, MN 56401  
218) 828-2309 FAX (218) 828-2316

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY BEFORE A BUILDING PERMIT WILL BE ISSUED

SITE ADDRESS \_\_\_\_\_ Suite/Unit No. \_\_\_\_\_

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

(Legal description may be found on the real estate tax statement or by calling 828-2309)

APPLICANT (check one):     OWNER     CONTRACTOR     ARCHITECT/ENGINEER

<p>Owner/Buyer Information</p>	<p>Name _____</p> <p>Contact Person _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell Phone _____</p> <p>*Email _____</p> <p>Do you Homestead this property? (check one)    <input type="checkbox"/> YES    <input type="checkbox"/> NO    _____  <span style="float: right;">Owner Initials</span></p>
<p>Contractor Information</p>	<p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell Phone _____</p> <p>*Email _____</p>
<p>Architect/Engineer Information (if applicable)</p>	<p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell Phone _____</p> <p>*Email _____</p>

**TYPE OF STRUCTURE (check one only)**

- Single Family Residential
- Single Family Attached
- Two Family Residential
- Three/Four Family Residential
- Five + Family Residential
- Accessory Building
- Other, describe \_\_\_\_\_

Cost of Labor: \$ \_\_\_\_\_

Cost of Materials: \$ \_\_\_\_\_

Total (valuation): \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

Square Feet of Main Structure: \_\_\_\_\_ Square Feet of Garage: \_\_\_\_\_ Other: \_\_\_\_\_

**Contractor(s) and subcontractor information must be provided before a building permit will be issued.**

**GENERAL CONTRACTOR** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_

**CONCRETE/MASONRY** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_

I HEREBY APPLY FOR a Building Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Brainerd and with the 2007 Minnesota State Building Code (MSBC). I understand this is not a permit, but only an application for a permit; and work is not to start without a permit that the work will be in accordance with the approved plan in the case of all work which requires plan review and approval of plans.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Number

**NON-COMPLYING SEPTIC SYSTEM**

If your septic system is not in compliance with Chapter 7080 (the minimum technical standards for individual sewage treatment systems), **NO BUILDING PERMIT** will be issued until such time that it has been upgraded or brought in to compliance. Should failure or non-compliance occur between November 15 and April 15, a "Winter Window Agreement" is available for postponement of compliance until the following June 1.

**CHECK ONE:**

- Municipal sewer serves this property.
- This property is served by septic system (compliance report is required).



# Property Owner Waiver

## Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor on building projects.*

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale, and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I have also been informed and acknowledge that by listing myself as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City Ordinances in connection with the work performed on the property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Address

**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, please call the Minnesota Department of Labor & Industry, Construction Codes and Licensing Division at (651) 284-5005 or toll-free at 1-800-657-3944.

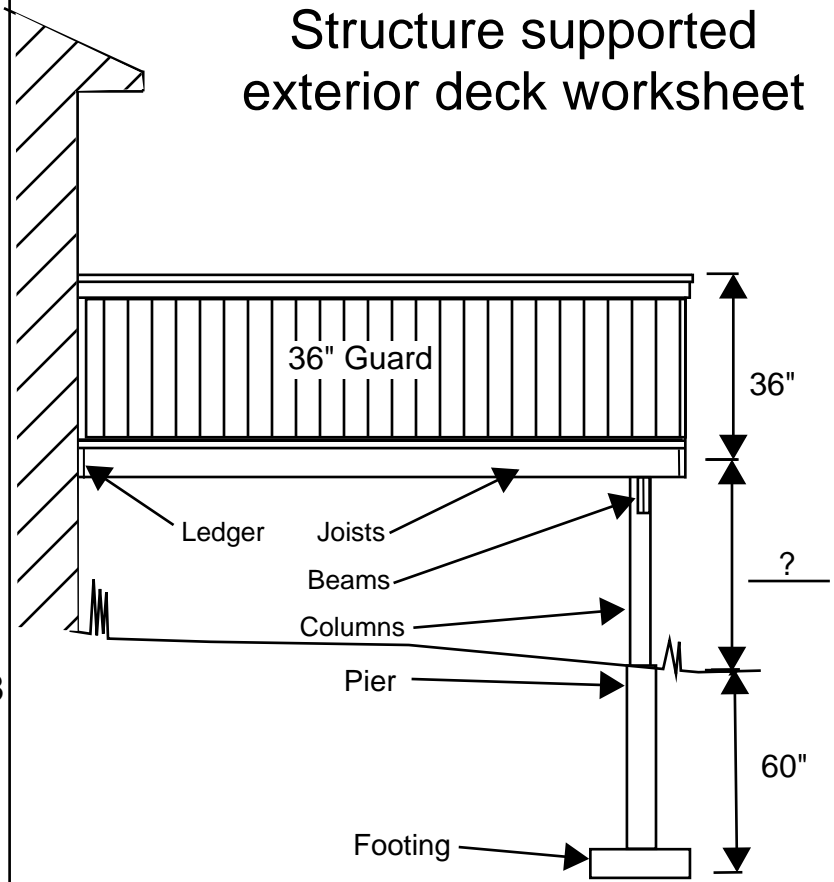
### **EPA Renovation, Repair, and Painting Program**

The RRP Rule affects contractors, property managers, and others who disturb lead-based paint during renovation. The RRP Rule requires that firms paid to perform renovation, repair, demolition, or painting work in pre-1978 housing and child-occupied facilities have their firm certified by EPA. Additionally, the Minnesota Legislature passed a law that is intended to work in conjunction with Federal lead law(s). Essentially, the law requires local municipal building departments to be part of this Federal mandate by requiring each municipal building department to verify contractor compliance with Federal mandated lead certification requirements at the time of permitting. Local building departments are not responsible for any additional type of enforcement of the law; but simply to verify firm certification compliance.

### Circle Selections

- Deck Material 5/4" 1-1/2"
- Joist size 2x6 2x8 2x10 2x12
- Joist spacing 16"oc 24"oc
- Beam size 2x6 2x8 2x10 2x12
- # of ply in beam 2 ply 3 ply
- Ledger bolts 1/2" or \_\_\_\_\_
- Ledger bolt spacing \_\_\_\_\_
- Column size 4x4 4x6 6x6 8x8
- Column Spacing \_\_\_\_\_
- Distance above grade \_\_\_\_\_
- Footing Thickness \_\_\_\_\_
- Footing Diameter \_\_\_\_\_

### Structure supported exterior deck worksheet



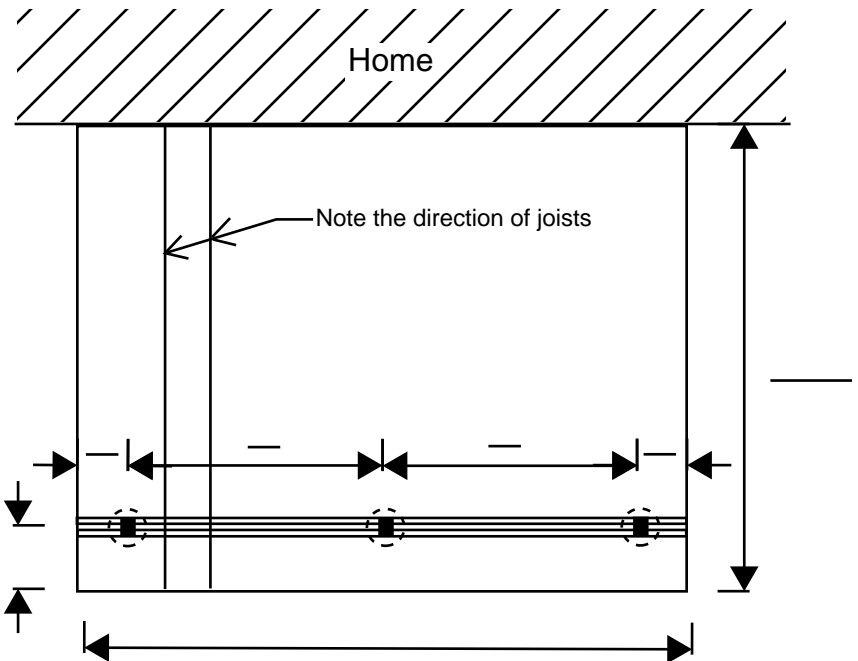
#### Plan view of proposed deck

- Overall width and length
- Location & size of footings
- Location of columns
- Location of beam(s)
- Location & direction of joists

#### Provide Deck load path

#### Required connectors as follows:

- Footing to column connector(s)
- Column to beam connector(s)
- Beam to joist connector(s)
- Ledger to structure connectors, 1/2" Lag bolts per Table R507.2 or manufacturer's comparable Table,
- Lateral Load connector [R507.2.3]



# Self supported exterior deck worksheet

## Circle Selections

Deck Material 5/4" 1-1/2"

Joist size 2x6 2x8 2x10 2x12

Joist spacing 16"oc 24"oc

Beam size 2x6 2x8 2x10 2x12

# of ply in beam 2 ply 3 ply

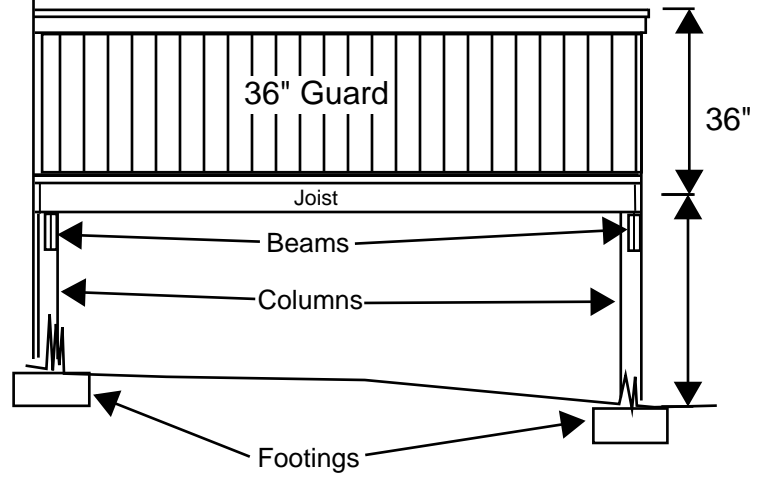
Column size 4x4 4x6 6x6 8x8

Column Spacing \_\_\_\_\_

Distance above grade \_\_\_\_\_

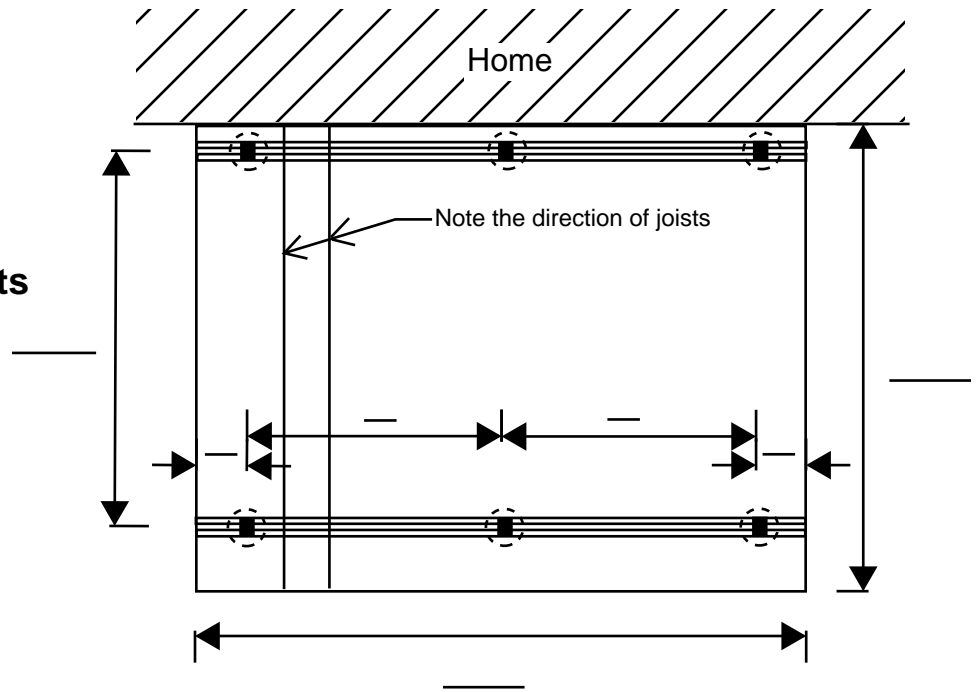
Footing Thickness \_\_\_\_\_

Footing Diameter \_\_\_\_\_



## Plan view of proposed deck

- Overall width and length
- location & size of footings
- location of columns
- location of beam(s)
- location & direction of joists



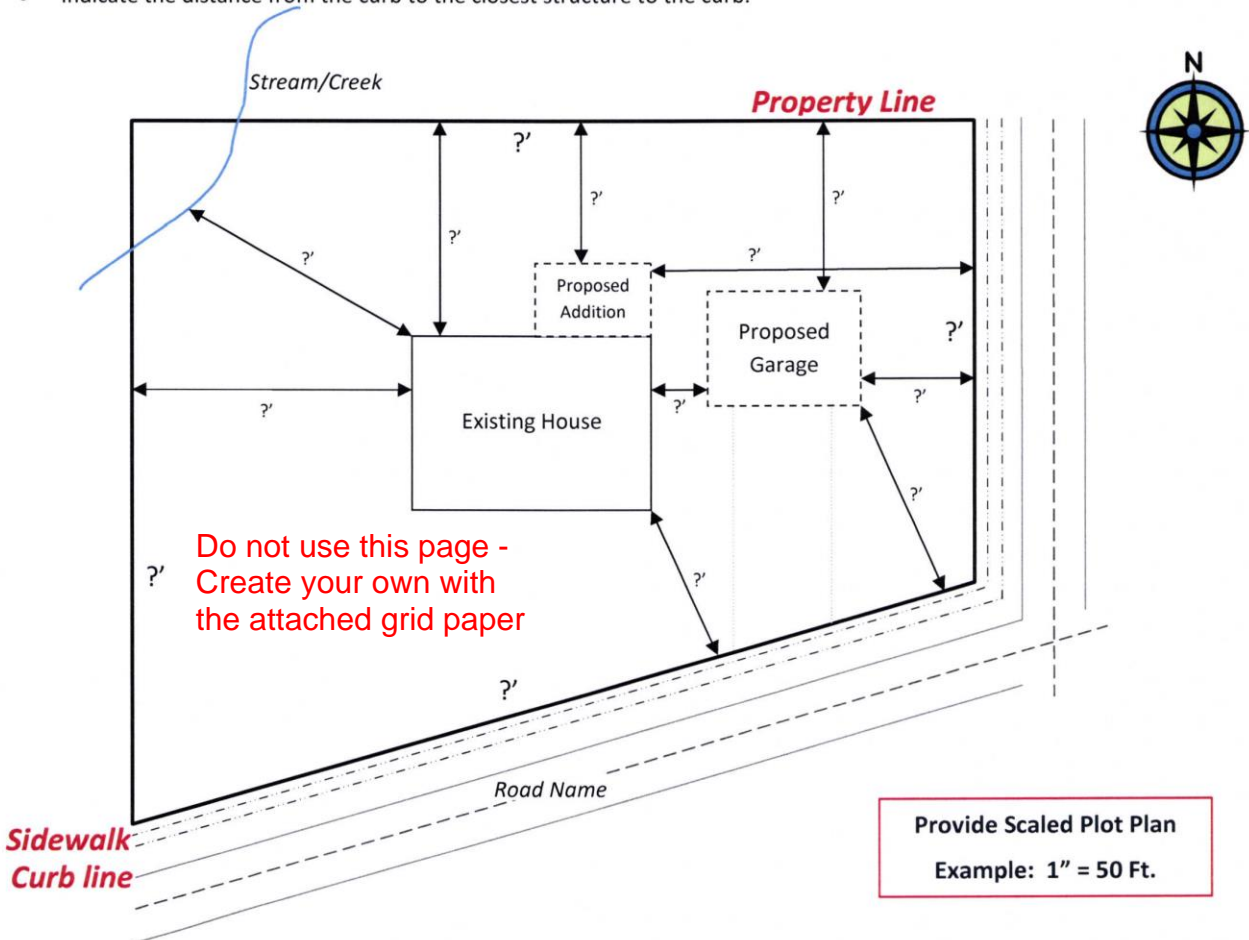


# City of Brainerd Sample of Plot Plan

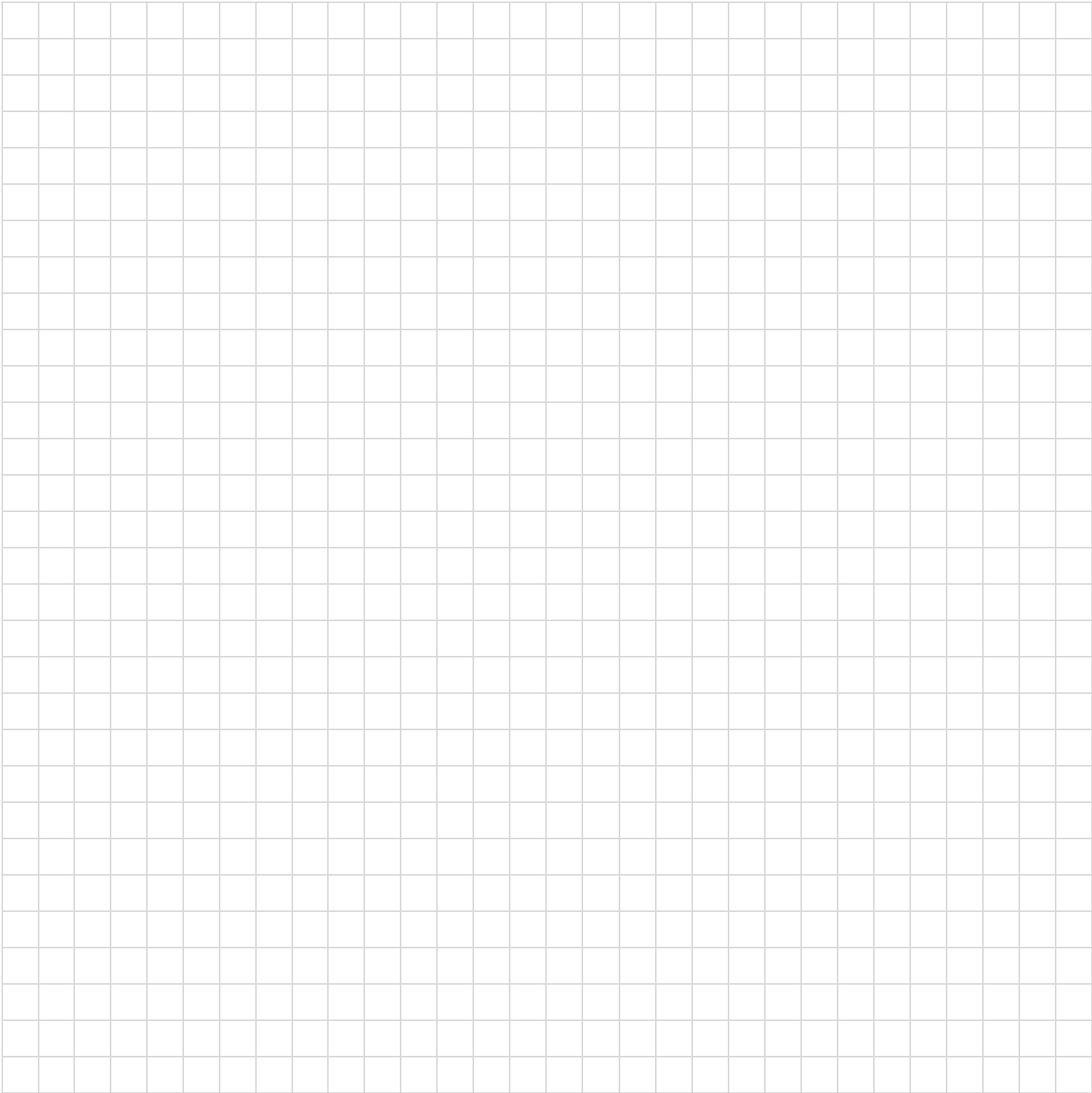
Property Address: 123 Any Street  
 Property Owner: John and Jane Doe  
 Owner's Phone: 218-555-0000  
 Parcel ID Nbr: 001112233445555

The diagram below is an example of a plot plan for a lot adjacent to two streets, of which an addition and detached garage are being proposed. Please create a scaled plan for the property by showing the property line boundaries along with all existing and proposed structures. The plot plan shall include:

- Dimensions of the property (lot size and lot dimensioned lot lines) and structures. The front property line is NOT the street curb. If there is an alley, it is NOT the edge of the drive lane in the alley.
- Existing and proposed building(s) and/or addition(s) with building setbacks measured perpendicularly to the property line. Existing structures should be drawn with solid lines. Proposed structure should be drawn with dotted lines.
- Square footage of all existing and/or new structures and/or proposed additions.
- Height of all existing and/or new buildings and/or additions.
- Calculation of all impervious surfaces. Examples include building footprints, driveway, patios, sidewalk on the property, permanent pools, etc.
- If the property has a street/alley along the side or rear, please identify by name those streets.
- Distance from the property lines to the existing structures closest to the property lines.
- Distance between the proposed structure and the closest surrounding existing structures on neighboring property.
- Indicate the distance from the curb to the closest structure to the curb.



Use solid lines to indicate existing structure, use dotted lines to indicate proposed structures



**North Arrow Required**

**RESIDENTIAL SITE PLAN PAPER**

**Do Not Use Pencil**

**Site Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Department of Building Safety  
501 Laurel Street  
Brainerd, MN56401  
building@ci.brainerd.mn.us  
218-828-2307

**Grid is 4 squares per 1"**  
**Scale: 1" = \_\_\_\_\_ Feet**  
**Date:** \_\_\_\_\_