

4-SEASON PORCH/ADDITION

CHAMPLIN BUILDING DEPARTMENT - 763-421-2629

FOUR SEASON PORCH PERMIT REQUIREMENTS: Building permits are required for construction of all new four season porches and for the conversion of screen or three season porches to a four season porch. The Minnesota State Building Code requires that four season porches comply with the state energy code in addition to the other provisions of the code for construction of habitable spaces. All porches shall meet the setback requirements of the Zoning Code.

SETBACKS: Setbacks from property lines vary depending upon the zoning district your home is located in. Contact the Building Department for the requirements.

PERMIT: A building permit is required to construct a four season porch. Plan review of the submitted drawings will be performed reviewing setbacks and construction compliance. A homeowner may obtain the permit and perform the work or they can hire a licensed contractor. The contractor must furnish the City with a current valid license from the Minnesota Department of Labor and Industry.

APPLYING FOR A BUILDING PERMIT: Information necessary to do an efficient plan review are:

1. Permit application - available at the Building Department or online at www.ci.champlin.mn.us
2. Site plan or survey with all existing structures and location of proposed construction sketched in
3. Floor plan with dimensions

The following text and sample drawings show the minimum detail expected. Plans do not need to be professionally drawn, but should include all of the information requested.

Submit 2 copies of the floor plan and elevation drawing showing:

1. Proposed size of porch
2. Location and size of windows and door openings
3. Size of headers over all doors and window openings
4. Size, spacing and direction of roof trusses/rafters
Note: If truss system is to be used, submit 1 copy of stamped engineered truss design from manufacturer
5. Size, spacing and length (span) of floor joists

6. Size, location and spacing of supporting posts
7. Height of structure from grade
8. Size and depth of footings
9. Beam size supporting floor joists and roof trusses
10. Flooring material
11. Ceiling height
12. Type and R-values of insulation being installed
13. Type(s) of sheathing and siding
14. Type(s) of roofing underlayment and roof covering
15. Pitch of roof
16. Method of attaching to existing structure
17. Guardrail height and spacing (if applicable)
18. Stairway rise and run and handrail height (if applicable)
19. Clearance of over head wire (if applicable)

BUILDING CODE REQUIREMENTS:

1. Footings must extend below frost depth, 42 inches minimum.
2. Wood joists 18 inches or closer to grade or wood beams 12 inches or closer to grade and their supports must be of an approved .04 treated wood, or wood resistant to decay (cedar or redwood).
3. Columns and posts supporting porches and stairways exposed to the weather or to water splash must be supported and connected to concrete piers or metal pedestals projecting above grade. Columns and posts in contact with the ground or masonry must be .04 pressure treated wood approved for ground contact. Columns and posts below grade must be .06 pressure treated wood approved for in ground use.
4. Porches, open sides of landings and stairs which are more than 30 inches above grade or a floor below must be protected by a guardrail not less than 36 inches in height. Open guardrails and stair railings require intermediate rails or an ornamental pattern such that a ball 4 inches in diameter cannot pass through.
5. If a stairway is to be provided, it must be not less than 36 inches in width. Stairways may be constructed having a 7-3/4 inch maximum rise (height) and a 10 inch minimum run (length). The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter sphere.
6. Handrails are required on all stairways having 4 or more risers. Handrails may not be less than 1 1/4 inch nor more than 2 inches in cross sectional area (diameter). Handrails must be installed not less than 34 inches or more than 38 inches above the nosing (front edge) of treads and they must be returned to a wall or post.
7. If an exterior stairway is to be provided, the construction members which form the structural support shall be of approved wood of natural resistance to decay such as cedar, redwood or treated wood when such members are exposed to the weather.

8. Wall framing: studs must be placed with their wide dimension perpendicular to the wall and not less than three studs must be installed at each corner of an exterior wall. Minimum stud size is 2 x 4 and spaced not more than 24 inches on center.
9. Top plate: bearing and exterior wall studs need to be capped with double top plates installed to provide overlapping at corners and at intersections with other partitions. End joints in double top plates must be offset at least 24 inches.
10. Sheathing, roofing, and siding: approved wall sheathing, siding, roof sheathing and roof coverings must be installed according to the manufacturer specifications.
11. Ice and water barrier: two layers of #15 roofing felt solidly mopped together or one of the approved ice and water underlayment materials must be installed on all roofs over heated porches. Ice and water barrier is required from the eave to 24 inches inside the inside wall line.
12. Roof framing: size and spacing of conventional lumber used for roof framing depends upon the roof pitch, span, the type of material being used, and the loading characteristics being imposed. Porches must be designed for the snow load of 40 pounds per square foot.

Rafters need to be framed directly opposite each other at the ridge. A ridge board at least 1 inch (nominal) thickness and not less in depth than the cut end of the rafter is required for hand framed roofs. At all valleys and hips, there also needs to be a single valley or hip rafter not less than 2 inches (nominal) thickness and not less in depth than the cut of the rafter.

If manufactured trusses are to be used, submit 1 copy of truss plans signed by a registered engineer.

REQUIRED INSPECTIONS:

1. Footings, after the holes are dug and any reinforcement is in place, but **PRIOR TO POURING OF CONCRETE.**
2. Framing, to be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts (if any) are approved.
3. Insulation, to be made after all insulation material including the vapor barrier is in place but before covering (required on four season porches).
4. Final, to be made upon completion of the building.