



## Building permit requirements

- A. **Signed, completed Building Permit application form.**  
Be sure to include your daytime phone number.
- B. **Submit two copies** of a current Certificate of Survey, drawn to scale, indicating the lot dimensions, the location and dimensions of existing structure(s) and the location and dimensions of the proposed structure. Indicate the setbacks from property lines and wetlands/buffers (if applicable).
- C. **Submit two copies** of exterior envelope calculations which comply with the State Energy Code. Questions regarding compliance should be directed to an architect, a professional builder or your lumber supplier.
- D. **Two sets of plans** – Submitted plans must have sufficient detail to build the addition from them. A plan view, section view and elevations are required; all drawn to scale. Indicate all materials and sizes being used. See “Addition Plan Information Sheet.”
- E. **Building permit fee** is based on a published fee schedule available at the Building Inspection Division.

## Other permits

Separate plumbing, heating, fireplace and electrical permits are required for each type of work being done.

**This pamphlet is a guide to the most common questions and issues. It is not intended nor shall it be considered a complete set of requirements.**

## Setback requirements

Minimum required setback distances from the front side and rear lot lines may vary according to location. They are set by the Zoning Ordinance and approved plans. Contact the Community Development Department for this information. When requesting this information, please provide the legal description of the property.

Setback distances are measured from property lines, not from streets, curbs, sidewalks, fences, hedges, trees or poles. Property irons are located underground and they establish property lines.

***Note:** Locating the property corner irons (legal markers) is the responsibility of the property owner; irons must be visible when the footing inspection is requested. Setbacks are measured from the legal property line, wetlands or buffer (if applicable).*

## Framing requirements

- A. **Base plates** on concrete shall be of approved treated wood.
- B. **Studs** Minimum 2 X 4 studs, not more than 10 feet in length. Maximum 24 inches O.C. spacing. If only one top plate is used, trusses or rafters must bear over studs (1 inch tolerance allowed).
- C. **Rafters and roof sheathing** for sloped roofs shall be designed for a 35 lb./sq.ft. live load. Collar ties are installed at a maximum of 4 feet within the top third of the rafters. Trusses **must** be engineered by an approved manufacturer. Truss specs must be on-site. Brace per manufacturer’s specifications.
- D. **Allowable header spans** for openings in outside bearing walls on one story frame buildings, assuming a 20 foot wide addition and a 2 foot overhang. Spans are both Spruce-Pine-Fir and Hem-Fir.

Quantity	Size (in inches)	Maximum span of header
2	2 X 4	38 inches
2	2 X 6	56 inches
2	2 X 8	71 inches
2	2 X 10	87 inches
2	2 X 12	101 inches

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## Single Family Addition Info Sheet (cont.)

### E. Allowable rafter spans (ceiling attached to rafters)

For roofs with a pitch of 3-12 or greater; assumes a "dead load" of ten pounds per square foot (PSF) and a deflection limit of L/240 (span in inches divided by 180).

Spruce-Pine-Fir (SPF) #2/Doug-Fir #2 or better

Rafter size	Ceiling type					
	Flat		Vaulted		Flat	
	12" O.C.	12" O.C.	16" O.C.	16" O.C.	24" O.C.	24" O.C.
2 X 6	12'-8"	11'-9"	11'-0"	10'-2"	9'-0"	8'-4"
2 X 8	16'-1"	14'-10"	13'-11"	12'-11"	11'-5"	10'-6"
2 X 10	19'-8"	18'-2"	17'-0"	15'-9"	13'-11"	12'-10"
2 X 12	22'-9"	21'-1"	19'-9"	18'-3"	16'-1"	14'-11"

### F. Allowable ceiling joist spans

Assumes limited attic storage (20PSF) and drywall ceilings.

Joist size	Spruce-Pine-Fir #2		Doug-Fir #2	
	16" O.C.	24" O.C.	16" O.C.	24" O.C.
2 X 4	8'-7"	7'-2"	8'-9"	7'-2"
2 X 6	12'-10"	10'-6"	12'-10"	10'-6"
2 X 8	16'-3"	13'-3"	16'-3"	13'-3"
2 X 10	19'-10"	16'-3"	19'-10"	16'-3"

### G. Allowable floor joist spans

Joist size	Spruce-Pine-Fir #2			Doug-Fir #2		
	12" O.C.	16" O.C.	24" O.C.	12" O.C.	16" O.C.	24" O.C.
2 X 6	10'-3"	9'-4"	8'-1"	10'-0"	9'-1"	7'-11"
2 X 8	13'-6"	12'-3"	10'-3"	13'-2"	12'-0"	10'-2"
2 X 10	17'-3"	15'-5"	12'-7"	16'-10"	15'-2"	12'-5"
2 X 12	20'-7"	17'-10"	14'-7"	20'-4"	17'-7"	14'-4"

## Landings

In each single family home there must be a minimum of one, 3 foot x 6 foot 8 inch, side-hinged door leading directly to the exterior. This exit door must have a landing/ floor on each side. The floor/landing on the interior may be no more than 1-1/2 inches below the threshold. The exterior landing must be, at a minimum, the width of the door and a minimum 36 inches in depth from the door/ wall plane. This landing may be up to 7-3/4 inches lower than the top of the door threshold if the primary door does not swing out.

## Landings for exterior doors other than defined exit

If no door other than a storm/screen door swings over the exterior landing, that landing may be up to 7-3/4 inches below the top of the threshold.

The code allows an exterior stair, when less than 30 inches high, to butt up to the opening without a landing if no door swings over it. This would include sliding patio doors. The 30 inches measurement is taken from the interior floor height to the exterior finished grade or surface the bottom of the stair rests on.

## Light, ventilation and ceiling height

All habitable rooms shall have a window area equal to at least 8 percent of the floor area. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.

**Note:** Some exceptions apply.

Minimum ceiling height for habitable spaces is 7 feet, with exceptions for beams and sloped ceilings.

## Additions over garages

Fire separation is required. The underside of floor joists and/or truss members and beams require 5/8 inch type X gypsum wallboard. Walls supporting the joists and/or truss ends and the wall separating the house from garage require 1/2 inch gypsum wallboard.

## Energy code requirements

Additions and alterations to homes built after Feb. 16, 2015, must include methods, materials and mechanical equipment to meet the provisions of the current Minnesota Energy Code.

## Unvented crawl spaces

The ground must be covered with a vapor retarder. The joints must be overlapped a minimum of 6 inches and be sealed/taped. The edges must extend up the foundation wall a minimum 6 inches and be attached and sealed to the wall.

One of the following mechanical systems must be installed:

1. A **continuously** operated mechanical exhaust at a rate equal to 1 cfm for each 50 square feet and an air pathway to the common area, e.g. a duct or transfer grille.
2. Conditioned air supply sized to deliver at a rate equal to 1 cfm for each 50 square feet. It must include a return air pathway to the common area such as a duct or transfer grill.

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## Single Family Addition Info Sheet (cont.)

### Attic ventilation

Attics above heated spaces must be provided with ventilation equivalent to 1/300th of the attic area. At least 40% and not more than 50% of the required ventilating area must be located in the upper portion of the attic.

### Valley flashing for asphalt shingles

A minimum 26-gauge, by 24 inches wide galvanized steel flashing is required. For open or closed valleys (no metal) the shingle manufacturer's instructions must be followed.

### Shingles

Shall not be installed on roofs with a slope of less than 2:12. Refer to the "Asphalt Roofing Shingles" information sheet for special requirements for roofs with low pitch from 2:12 to 4:12.

### Roof starter material

A manufactured ice barrier membrane shall be installed to a point no less than 24 inches inside the exterior wall line. The product must start on the fascia board and be installed per the manufacturer's instructions. Detached accessory structures that contain no conditioned floor area are exempt.

### Sleeping rooms

Every sleeping room shall have an exterior door or an emergency escape window meeting all these requirements:

- A. Sill height – not more than 44 inches above the floor.
- B. Openable area – net clear of 5.7 square feet.  
**Exception:** An emergency escape window at grade floor may have a net clear opening of 5 square feet.
- C. Opening height – not less than 24 inches.
- D. Opening width – not less than 20 inches.

If this emergency escape window is below exterior grade, then a window well is required. The well must provide a minimum nine square feet net clear opening with the window open and a minimum 36 X 36 inch area from the open window to the well. (See "Emergency Escape Windows" information sheet.)

### Basement emergency escape

Basements and every sleeping room must have at least one emergency and rescue opening. When adding a foundation that is 7 feet high or greater and no emergency opening currently exists in the basement, one must be added in either the existing basement or the new one. (This applies even if there are no sleeping rooms or the basement is unfinished).

### Foam plastic insulation

Shall be an approved type or covered with 1/2 inch gypsum wallboard or equivalent material. Exposed foam plastic insulation is not allowed in any room, including crawl spaces and attics. **Exception:** Spray foam in the rim joist area, not exceeding 5-1/2 inches thick and having a flame spread of 25 or less and smoke development 450 or less.

### Water resistive barrier

A minimum of one layer of No. 15 asphalt felt or other approved water-resistive material shall be applied over sheathing of all exterior walls. Lap a minimum of 2 inches horizontally and 6 inches vertically at joints.

**Note:** Not required for detached accessory buildings.

### Flashing (corrosion-resistive)

Required over all exterior exposed openings. Flashing must be designed to shed water away from the building wall. When installing vinyl siding manufacturer's installation instructions must be followed.

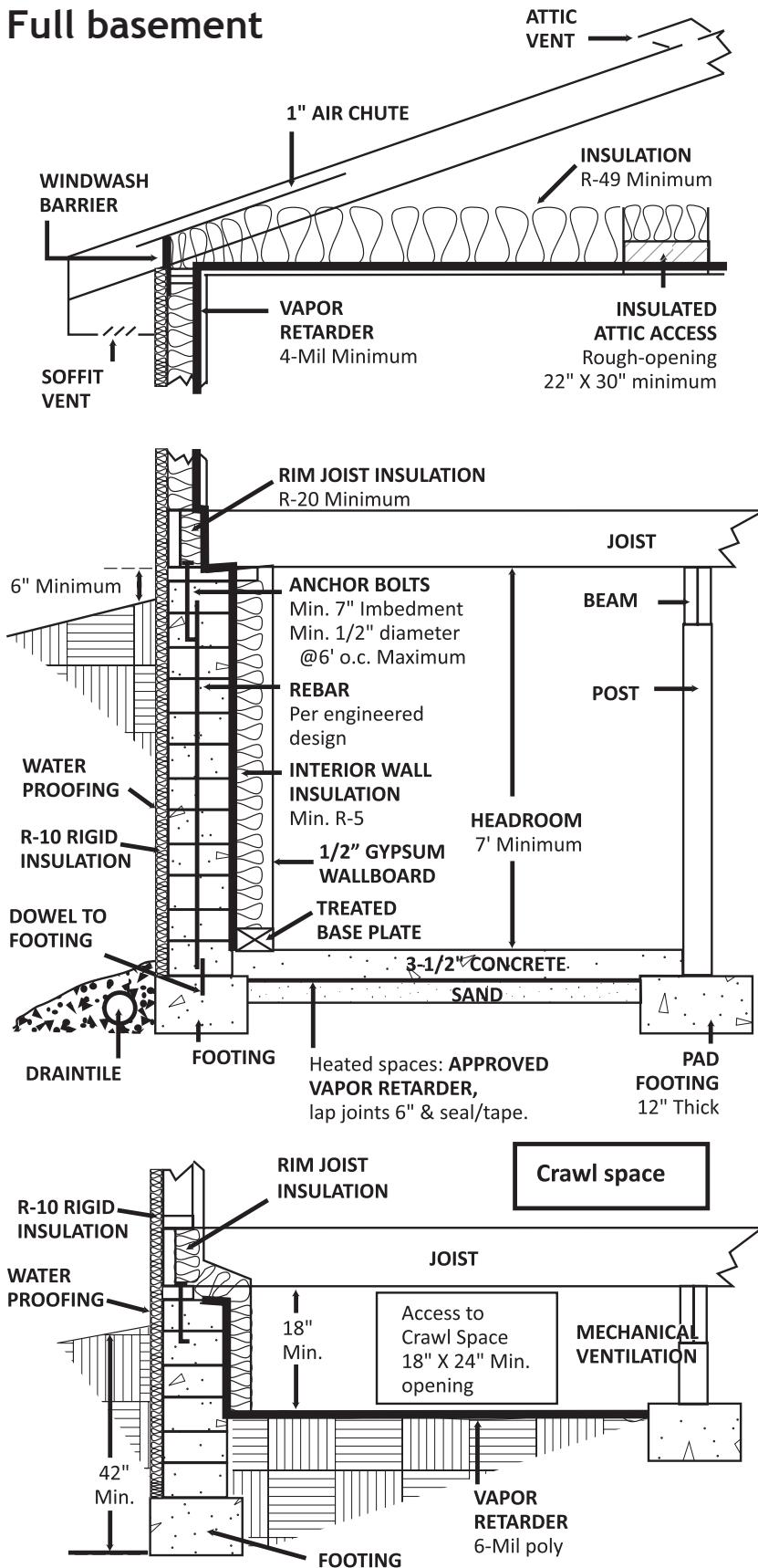
### Fire/smoke alarm system

When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing homes, the entire building shall be provided with smoke detectors as required for new homes. This includes the installation of a smoke detector in the basement of houses having a stairway which opens from the basement into the dwelling. Smoke detectors may be battery operated when installed in existing buildings unless walls and ceilings are open and new wiring is being installed. In that case, smoke detectors must be "hard wired"– interconnected without a disconnect switch other than a breaker.

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## Single Family Addition Info Sheet (cont.)

### Full basement



### Inspections required

- **Footing:** When footing is excavated and formed or slab is formed and sand cushion and reinforcement are in place but prior to the placement of any concrete.
- **Poured foundation walls:** Prior to pour. All reinforcing must be in place and secured by time of requested inspection.
- **Rough-in:** For any plumbing, heating or electrical work that is involved.
- **Framing:** When all framing is complete, all mechanicals installed, and prior to insulating.

*Note: Rough-in inspections for all trades must be approved and signed off on the inspection card before a framing inspection will be performed.*

- **Insulation:** When all wall insulation is in place and ceiling and wall vapor retarders are in place, but prior to the installation of any wall or ceiling finish materials.

- **Final:** When all work is complete.

*Note: Final inspections for all trades must be approved and signed off on the inspection card before a building final inspection will be performed.*

**When calling for an inspection, have permit number(s) available.**

#### Questions? Need an inspection?

Contact the City of Plymouth  
Community Development Department  
Building Inspection Division

3400 Plymouth Blvd.  
Plymouth, MN 55447

763-509-5430 • FAX 763-509-5407  
TTY 763-509-5065

