



Residential Detached Accessory Building Permit Process

FOR YOUR OWN SAFETY, PLEASE REMEMBER TO CALL
GOPHER STATE ONE AT (651) 454-0002 OR 1-800-252-1166, TO
MARK YOUR PROPERTY FOR UTILITY OR PIPELINE
LOCATIONS.

Submit the following documents:

- 1) **Completed building permit application**, available at City Hall. *If you are hiring a building contractor, make sure that person is licensed. You or your contractor may apply for the permit. Cost of the permit will be based on your cost estimate related to the construction of the structure.*
- 2) A **site plan** of your lot, showing the location of the house, any other detached structures, and septic system, if applicable. *Indicate where the new building will be located, including estimated distance to the nearest property lines.*
- 3) **Two sets of plans/blueprints** for the detached structure. *Plans should be as detailed as possible, and must include floor plan and cross section/elevation details.*

The Building Official will review your plans, and will call you when the permit is ready to be issued. The permit fee is due at the time you pick up your permit. The expected wait time is 10 business days for all plan review.

The City of North Branch does not issue electrical permits or perform electrical inspections. This is handled through the State Board of Electricity. The City has a brochure with information about how to arrange for this type of inspection.

Inspections

I ask that you call at least 48 hours in advance to schedule inspections at the following stages:

Footings – After the holes are dug but, before any concrete is poured.

Framing

*Final (electrical final should be completed by this state).**

**Heating, insulation and sheetrock inspections may also be required, depending on the scope of your project.*

Plan ahead for inspections to keep the project running smoothly. I appreciate your letting me know as much in advance as possible if an inspection needs to be cancelled or rescheduled.

I look forward to working with you.

Richard Meyer, Building Official – (651) 277-5223



Minnesota State Contractor License Law



Notice to Homeowners: Be Sure Your Contractor is Licensed

Know Your Rights

The State of Minnesota recently adopted a statewide "*Contractor and Remodeler License Law*." This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

Getting Information on a Contractor

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Commerce. Homeowners can call the Commerce Department Licensing Division at 651/296-6319 to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

Exceptions to Being Licensed

State law exempts contractors who do jobs that are less than \$2,000.00 in value or who have gross annual receipts from the construction business of less than \$15,000.00. Also exempt are specialty contractors who perform only one specialty skill, such as roofing. The Commerce Department is attempting to gain further authority from the Legislature and hopes to license specialty contractors in the future.


Homeowner Rights if a Contractor is Not Licensed

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

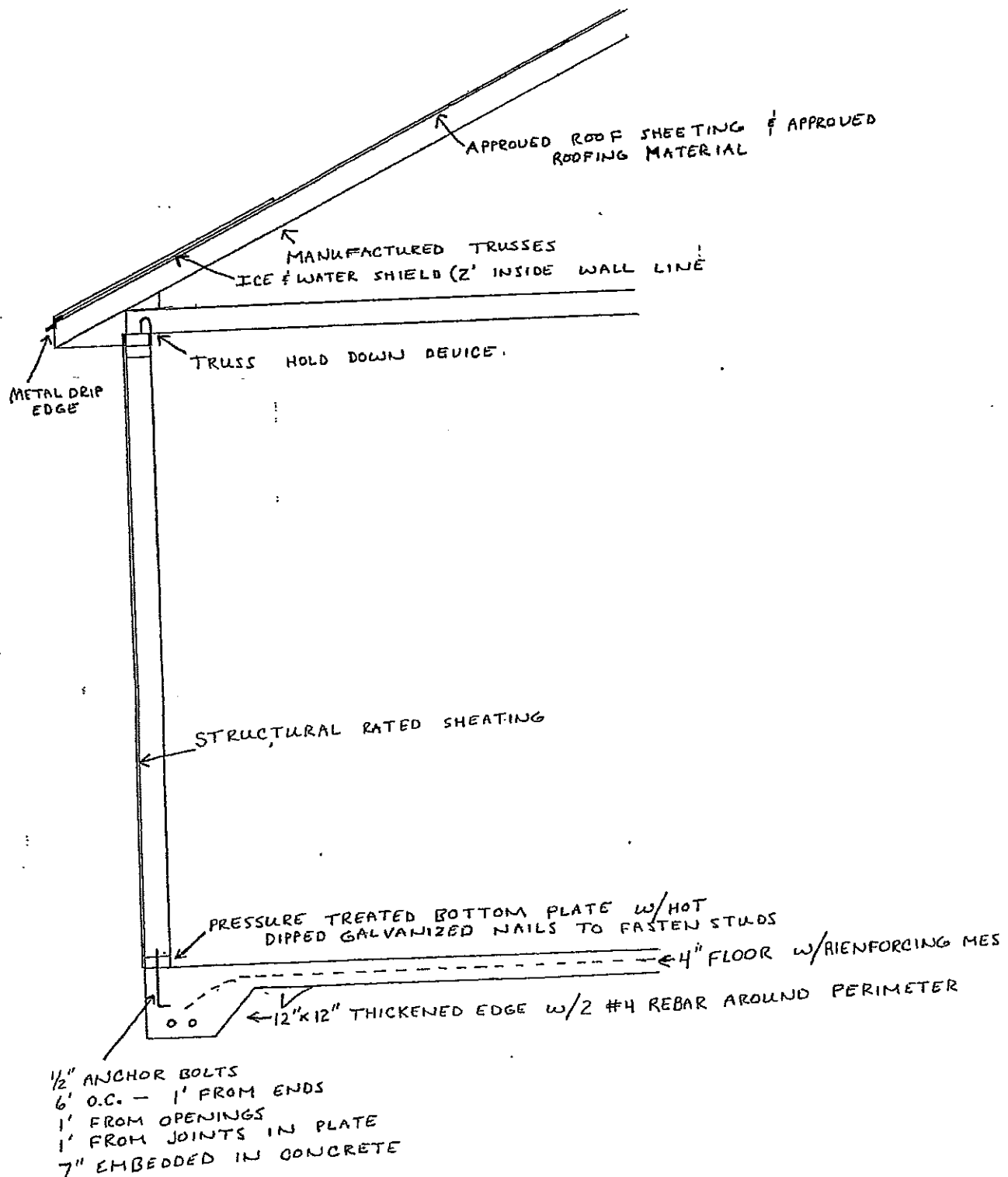
Working on Your Own Home

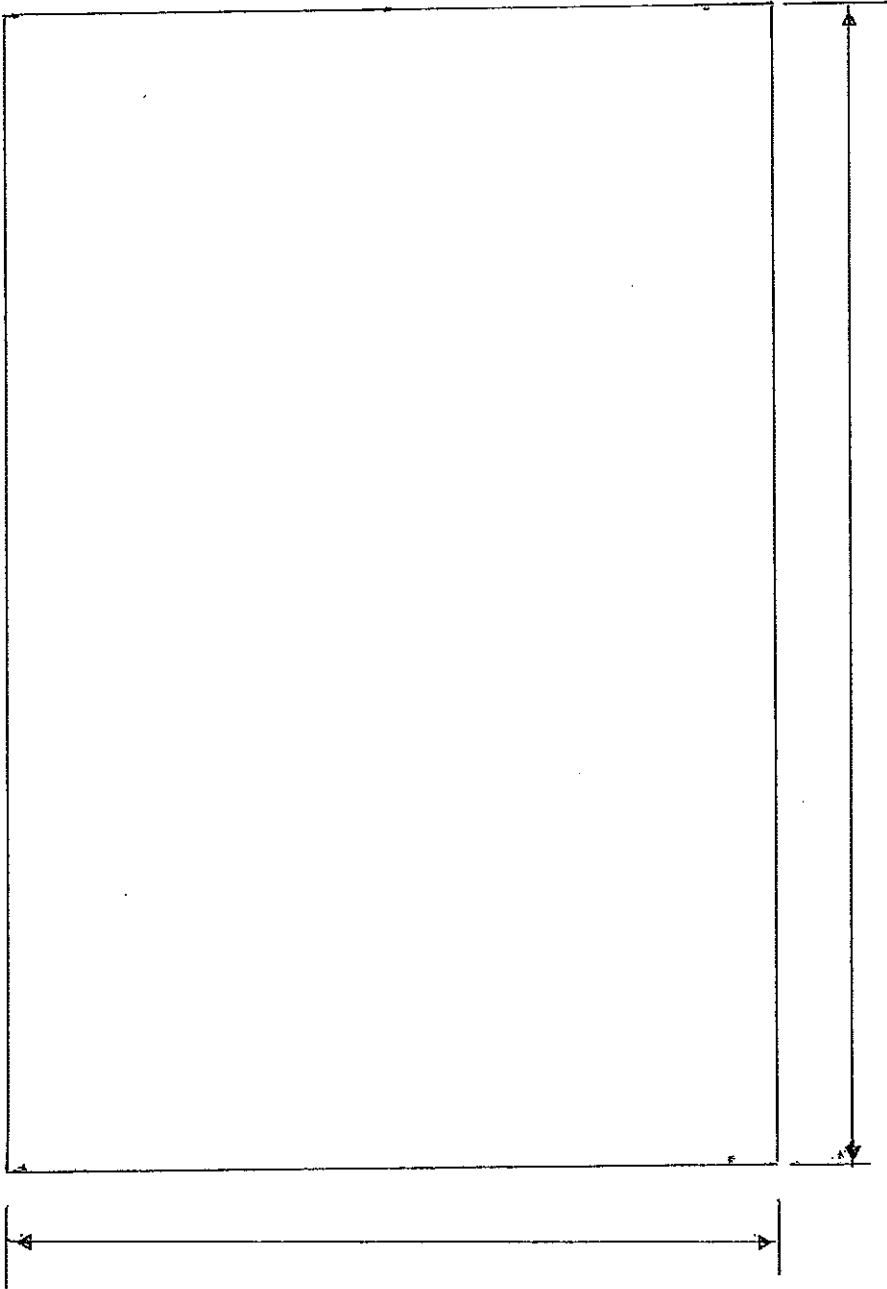
You can obtain permits to do work on your own home. The License Law was written to insure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects. (Permits are generally not required for painting, decorating, carpeting, or similar work.)

For more information on State Licensing, contact the
Minnesota Department of Commerce at 800/657-3602 or 651/296-4026.



SAMPLE CROSS SECTION/ELEVATION





WIDTH

LENGTH

- CODE OF ORDINANCES
Chapter 66 - ZONING

ARTICLE VIII. YARD, AREA AND BUILDING SIZE

subject to City approval of a conditional use permit and subject to several conditions. (See Sections 66-387 (11), 66-418 (12) and 66-450 (11) of the City Code.)

(k) Building Design Standards

The architectural design and appearance of all residential accessory structures and buildings shall meet the following standards:

The exterior finish and roofing materials shall match as closely as possible the design, character, materials and appearance of the principle structure on the lot.

- (1) Brick, stucco, stone, cedar shakes and the roofs on principle structures shall justify exception to standard Number (1) (above).
- (2) Metal or synthetic lawn or storage sheds that are one hundred twenty (120) square feet or less in floor area are exempt from these design and appearance standards.
- (3) All accessory buildings, storage structures and buildings shall be sided or otherwise have a finished, weather-tight exterior.
- (4) The owner or contractor shall complete the exterior finish and roofing on any detached accessory structure or building within six (6) months of the date that the City issued the building permit for the structure.

(l) *Agriculture accessory buildings.*

- (1) There are no size or quantity limitations on agriculture accessory buildings.
- (2) All agriculture accessory buildings shall be in compliance with the setback provisions set forth in this article.
- (3) A site permit issue by the City is required for all agriculture accessory buildings.
- (4) Only those lots of ten acres or more and receive green acres credits or are being used for an agricultural use as described in section 66-170 et seq., may use the provisions pertaining to agriculture accessory buildings.

(Code 1996, § 17.42.030; Ord. No. 153-10, § 1, 8-9-2010; Ord. No. 159-11, § 1, 2-28-2011; Ord. No. 163-11, § 1, 6-13-2011; Ord. No. 205-13, § 1, 11-25-2013)

Secs. 66-899—66-929. Reserved.

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(3) If an on-site system will be located on the lot, the buildable area shall be at least 20,000 square feet.

(f) *Lot area exceptions.* A lot of record existing upon the effective date of the ordinance from which this article is derived which does not meet the minimum area or lot width requirements of its zoning district may be utilized provided that the measurements of such area or width are within 60 percent of the requirements of the zoning district. A lot of record in a residential district which is not within 60 percent of the area and width requirements of its zoning district may be utilized as a single-family detached dwelling.

(Code 1996, § 17.42.020)

Sec. 66-898. Accessory buildings, uses, and equipment.

(a) *General statements.*

(1) An accessory building shall be considered an integral part of the principal building if it is connected to the principal building by a covered passageway.

(2) An accessory building must be located at least ten feet from any other buildings on the same lot, including other accessory buildings.

(3) An accessory building may not be constructed unless a principal building is located on the same property with the following exceptions:

a. An accessory building may be constructed as long as a building permit has been issued for both the accessory building and the principal building, and construction has started on the principal building.

b. An accessory building may be constructed if the principal building is to be constructed within 12 months of starting construction on the accessory building. The city shall require a bond or cash in the amount of \$5,000.00, and a written agreement before a permit is issued for the accessory building to insure the principal building is constructed. The bond or cash in the amount of \$5,000.00 will be held by the city until a certificate of occupancy is issued.

(b) *Location.* No accessory building shall be located in the front yard except on lots nominally five acres or larger, zoned RR, AG-1, or AG-2.

(c) *Placement.* Owners and contractors shall not place detached garages and accessory buildings in a wetland, in a storm water pond or in a drainage, utility or other easements. The owner shall verify the location of existing well(s) and provide evidence of a suitable location for a secondary on-site sewage treatment system when placing a detached garage or accessory building on a property.

(d) *Setbacks.* All accessory buildings shall be setback a minimum of six feet from the rear or side lot line unless located within an industrial zoning district where the setback for accessory buildings shall be 20 feet from the rear and side lot lines. Accessory buildings with side walls over 14 feet in height shall be setback a minimum of ten feet from the rear or side lot line. Accessory structures shall follow the requirements for corner side-yard setbacks listed in the applicable zoning district.

(e) *Stick built.* All accessory buildings on lots smaller than one acres must be stick built. Pole barns are not allowed on properties less than one acre in size.

(f) *Outdoor appliances.* Outdoor solid fuel burning appliances cannot be located on property smaller than two acres.

(g) *Size.*

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(1) An accessory building 120 square feet or less does not require a building permit nor does it count as an accessory building in determining the quantity of accessory buildings allowed on the lot. Accessory buildings 120 square feet or less does count in the calculations in determining the aggregate square footage allowed on a lot. In accessory buildings greater than 120 square feet, a building permit is required and shall meet the following regulations:

Lot Size	Maximum Individual Building Size (square feet)	Aggregate Square Footage of All Accessory Buildings	Quantity of Accessory Buildings	Maximum Height of Side Walls (feet)
Less than one-half acre	750	750 square feet	1	10
One-half acre but less than one acre	1,500	1,750 square feet	2	16
One acre or more but less than five acres	2,500	2,500 square feet plus 250 square feet per acre	3	16
Five acres or more but less than ten acres	3,750	3,750 square feet plus 250 square feet per acre	4	16
Over ten acres	4,500	4,500 square feet plus 250 square feet per acre	5	18

(2) The height of sidewalls shall be measured from the top of the interior floor to the point where the wall attaches to the roof structure.

(h) Detached garages and accessory buildings shall not include living space nor shall be used as a dwelling unit.

(i) Except where specifically permitted in the ordinance, no person may occupy or inhabit any structure not specifically designed as a dwelling unit for human habitation, including, but not limited to, accessory buildings, tents, campers, trailers, makeshift structures or any structures designed for habitation but without plumbing, heating and ventilation systems or electricity.

(j) The City does not allow plumbing fixtures or sanitary facilities in accessory structures or garages except that the City allows plumbing in accessory structures in the AG-1, AG-2 and RR zoning districts