Accessory Structures

PERMITS

In the City of Sartell there are two different types of permits which regulate the installation of detached accessory structures.

1. *Zoning Permit:* An accessory structure which is one-story in height and is between 101 and 200 square feet in area, including those that are prefabricated require a City of Sartell Zoning Permit. *Accessory buildings less than 100 square feet are exempt from obtaining a permit but must still meet setback requirements and be anchored.*
2. *Building Permit:* All other detached accessory structures, including those that are prefabricated, require a Building Permit, and must comply with the State Building Code and City Zoning regulations.

PERMIT AND PLAN SUBMITAL

Zoning Permit: The following must be provided to the City of Sartell to construct or install an accessory structure which requires a Zoning Permit.

1. A completed and signed Zoning Permit application.
2. A site plan or certificate of survey showing the following:
    - Lot dimensions and configuration.
    - Proposed location and dimensions of new accessory structure.
    - Location and size (area) of all existing structures on the property.
    - Distance between the new structure and property lines.
    - Distance between the new structure and other buildings on the property.
    - Total square footage of the rear yard. All accessory structures cannot occupy more than 25 percent of the rear yard.
3. A building plan or specifications verifying the following:
    - Height of structure.
    - Foundation type.
    - Exterior finish materials (must match the home).
    - Type and location of ground anchors.

Building Permit: The following must be provided to the City of Sartell to construct or install an accessory structure which requires a Building Permit.

1. A completed Building Permit application.
2. A site plan or certificate of survey same as Zoning Permit above.

3. A construction drawing showing the following: (See last page for example)
    - Concrete foundation or treated lumber floor design: Type and location of ground anchors being used for accessory structures with a wood floor must be provided (115 mph wind load design).
    - Accessory structures built on a floating concrete slab or a frost protected foundation system must be attached to their foundation with ½" anchor bolts spaced not more than 6 feet on center. Per figure R403.1(1), Floating slab foundations require a 12" minimum depth below grade with 6" above grade earth to wood separation. Frost protected foundation systems with footings and concrete or masonry foundation walls require 42" minimum below grade.
    - Section drawing of the exterior wall showing the following: stud size and spacing, exterior wall sheathing, treated bottom plate, double top plates, house wrap and siding type (exterior siding must match the home).
    - Floor plan showing location and size of doors and windows.
    - Header sizes over all doors and windows.
    - Roof framing showing rafter spacing, factory trusses or hand framing design, roof sheathing and roofing materials (roofing must match the home).

INSPECTIONS

Zoning Permit:

1. Final inspection: There is only one inspection required for an accessory structure approved with a zoning permit. The shed must be completed and installed in the approved location. The **property irons/markers must be located** by the homeowner or contractor, or a survey must be completed by a licensed surveyor prior to any work. The **property irons/markers must be visible to the city inspector** to ensure setbacks are met. A metal detector can be used to locate property irons/markers.

Building Permit:

1. Footing/slab: If the building is to be built or a pre-built structure is to be set on a floating slab or concrete foundation designed to support the structure an inspection is required **prior to pouring** the concrete. The **property lines must be located** and identified for the city inspector to verify the approved setbacks.
2. Framing: This inspection is needed to verify that the structural elements of the building are in compliance with the approved plans and State Building Code. This inspection may be conducted at the same time as the final inspection for certain structures.
3. Final: upon fully completing the construction or installation of the structure a final inspection must be conducted for approved use of the building.

Inspection records are in the online portal and reviewed plans will be attached there as well and may be printed to keep onsite. If there has been any electrical work done this work will require a separate permit and inspection by the city electrical inspector (320-743-3149). A final electrical inspection must be completed **prior** to scheduling the building final.

SCHEDULING AN INSPECTION

Inspections are performed Monday through Friday 8:00 AM to 3:00 PM.

GENERAL CODE REQUIREMENTS

- It is the responsibility of the homeowner or contractor to notify Gopher State One Call for utility locates **prior** to conducting any excavation work (1-800-252-1166 or 1-651-454-0002).
- Detached accessory structures must be located in the rear yard. Detached garages may be located in the side yard as long as they conform with setback regulations and other Zoning requirements.
- Detached accessory structures that are 120 square feet or less must be at least six (6) feet from the rear and side yard lot lines. Structures larger than 120 square feet must be at least 10 feet from the rear and side yard lot lines. However, accessory structures **cannot** be located over any easements.
- Detached accessory structures on corner lots must be at least 15 feet from the property line on the intersecting side of the street.
- No lot may have more than two detached accessory structures.
- Accessory structures shall not exceed twenty feet in height, except the maximum height may be twenty-five feet (25') where the roof pitch matches the primary roof pitch of the principal structure.
- All accessory structures shall have the same exterior finish material as, and be homogenous in design, to the principal structure.
- Accessory structures must be designed to support a 35-pound roof snow load and a 115-mph wind load.
- Accessory structures with wood floors must be anchored to the ground. Structures built or installed on slabs must be anchored to the slab with ½ inch anchor bolts spaced not more than 6 feet on center with a minimum 7-inch embedment.
- Wood floors (including the sub floor) in close contact with grade or earth must be built with treated wood or approved structural materials that are resistant to decay.
- All black and organic type soils shall be removed before installing compacted fill and concrete slab.
- Floating concrete slab foundations shall have a minimum 12-inch-thick x 12-inch-wide thickened perimeter slab with two # 4 re-bar. (See examples on the last page)
- Garage additions which are attached to the principal structure or an existing attached garage that are on frost protected foundations, must also be built on a frost protected foundation.
- Truss manufacturer's specifications must be available to the City Building inspector at the time of the framing inspection.

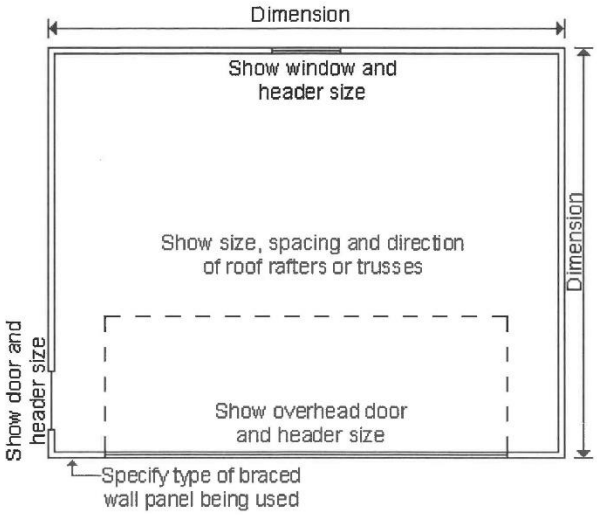
- Sill plates that are in contact with concrete or masonry foundations must be treated wood and resistant to decay.
- Wood sheathing and wood siding must have a minimum 6-inch earth/wood separation.

Permits expire after 180 days of inactivity. Extensions are attainable if the city is contacted prior to expiration. If a permit has expired, a new permit must be applied for and issued to complete the project.

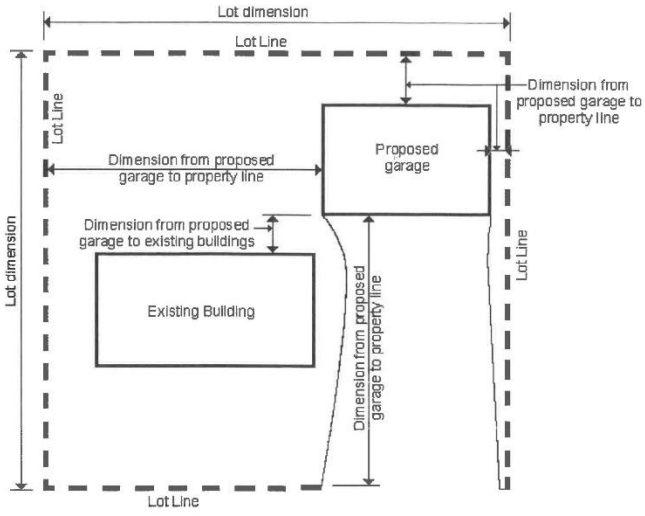
If you have any questions regarding any of the information provided in this handout or specifically related to your accessory structure, feel free to call the Sartell Building Department at 320-258-7317.

For more information, the DOLI Garages handout can be found online here.

Sample Floor Plan



Sample Site Plan



Sample Section Plan

