

**CITY OF INDEPENDENCE
1920 COUNTY ROAD 90
INDEPENDENCE MN 55359
PH: 763-479-0527 FAX: 763-479-0528**

**REQUIREMENTS FOR PERMIT APPLICATION FOR
ACCESSORY STRUCTURE**

1. Completed building permit application form with signature.
2. Submit two copies of a site plan, drawn to scale, indicating the lot dimensions, the location and ground coverage area of existing structures and the location and size of the proposed structure. Indicate setbacks from property lines. A survey of the property may be available at City Hall.
3. Submit two copies of plans showing the proposed design and materials. Plans shall be drawn to scale and shall include the following:
 - A. A floor plan showing the building size, size of headers over openings and rafter spacing.
 - B. Cross section indicating the depth of concrete slab and perimeter bearing, size and spacing of roof rafters, type of sheathing and siding material and ceiling height.
 - C. Elevations indicating the height of structure from established grade, type of roof materials and type of exterior wall covering.

(Attached are examples of drawings which are intended as a guide. If your accessory building is similar in design, you may use the attached plans by filling in the blanks.)

GENERAL BUILDING CODE REQUIREMENTS

1. Accessory buildings larger than 120 square feet shall be placed on a concrete slab or be anchored to the ground.
2. The minimum thickness of concrete floor slabs supported directly on the ground shall not be less than 3 1/2 inches.
3. All stumps, roots and black dirt shall be removed from the soil to a depth of at least 12 inches below the surface of the ground if a concrete slab is used.
4. Half-inch anchor bolts spaced 6 feet on center max shall be spaced around the perimeter of the slab.
5. Foundation plates resting on concrete slabs shall be treated wood or foundation-grade redwood.
6. For shed not placed on concrete slabs treated skids shall be placed around the perimeter of the building or in locations that provide adequate bearing for the floor framing. The structure shall be anchored to the ground by an acceptable anchor system.
7. Accessory buildings having framed floor systems shall be of treated material. This includes floor framing and sheathing.
8. Minimum 6 inches clearance between the ground and non-treated wood is required.
9. Roof framing must be designed for 35-pound snow loads.
10. All exterior openings must be caulked and flashed.

(over)

REQUIRED INSPECTIONS:

1. Footing/slab: After forms and reinforcing are in place, but prior to pouring concrete.
2. Final inspection.

General notes:

1. The approved plan and site plan or survey shall be kept on the job site until the final inspection.
2. The inspection record card shall be placed on the outside wall of the building and shall remain posted until the final inspection. Cards should be protected from the weather.
3. Post the address on the construction site so it is visible from the street.

**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 requirement. Any person claiming an exemption must provide a copy of a certificate of exemption from the Department of Commerce to the City before a permit can be issued.*

For inspections, call the City of Independence: 763-479-0527. The office is open 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00-12:00 on Fridays.