

Brooklyn Park

ADDITIONS GUIDE

Community Development Department Building Inspections Division

5200 85th Avenue North / Brooklyn Park,
MN 55443

Phone: (763) 488-6379

www.brooklynpark.org

If you need this information in
another language or format or
disability accommodations, email
access@brooklynpark.org or call
763-424-8000

Si usted necesita esta información
en español: **763-424-8000**

Yog xav tau kev pab, thov hu rau
763-424-8000 lawv mam li nrhiav ib
tus neeg txhais lus rau koj

This guide is not intended nor shall be
considered to cover all requirements of
the Minnesota State Building Code or
city ordinances.

Foundation plan shall indicate:

- Footing and foundation type, size, and depth.
- Type of waterproofing.
- Post spacing and size of posts (if applicable).
- Beam size, type, quantity, and spacing (if applicable).
- Floor joists size, type, spacing and orientation.

Note: if any rebar is used that shall be shown on the plans.

PERMITS

Building permits are required for the construction of additions. If you have an existing porch, sunroom or similar structure and want to begin heating it, a building permit is required.



APPLY FOR A PERMIT

CONSTRUCTION DOCUMENTS REQUIRED

1. Plans drawn to scale shall include.

- a. Foundation plan
- b. Floor plan(s)
- c. Cross section(s)
- d. Elevation plans (all sides)
- e. Lookout or walkout elevations (if applicable)
- f. Ledger attachment

Note: Engineering will be required when an addition is built on posts or depending on your design.

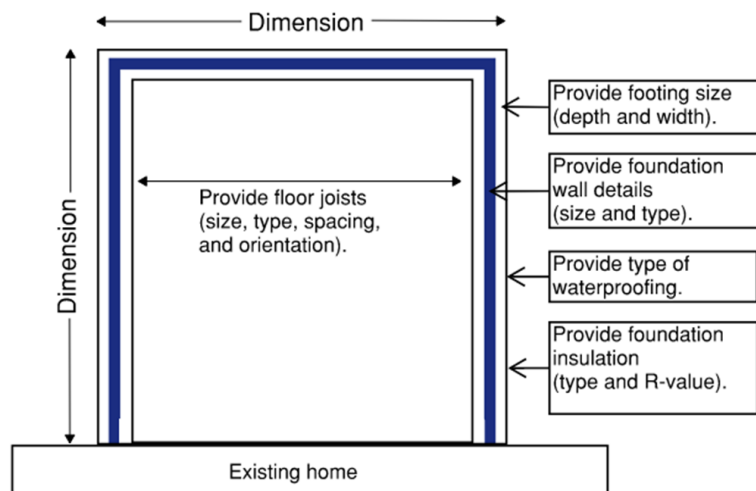
2. Provide heating and cooling load calculations with application submittal.

3. Site plan/survey must indicate:

- Lot dimensions, property lines, distances from property lines for existing and proposed structures on the property. No structures to be built in setbacks or easements. See our website for our survey guide.
- You will need to upload a site plan or survey with your plans.

Note: We may have a survey on file for your home, email us at permits@brooklynpark.org to inquire.

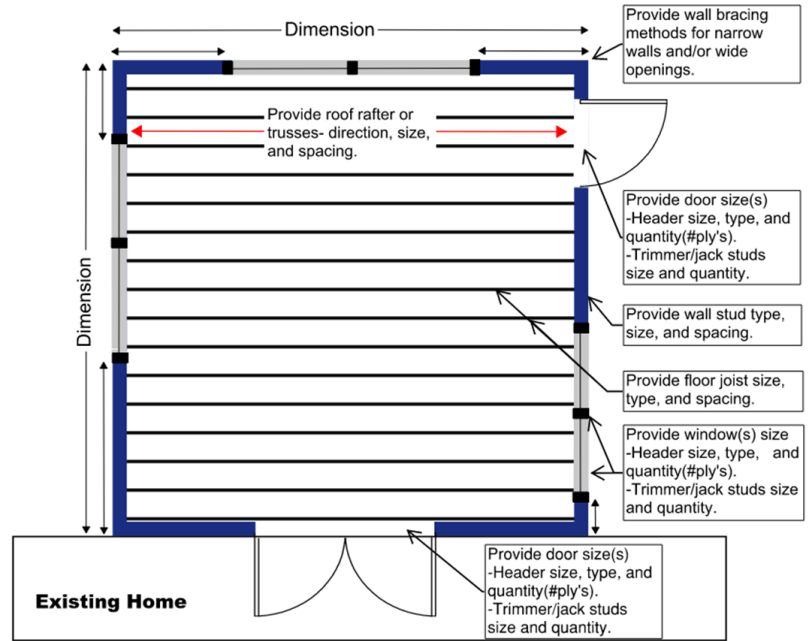
SAMPLE FOUNDATION PLAN



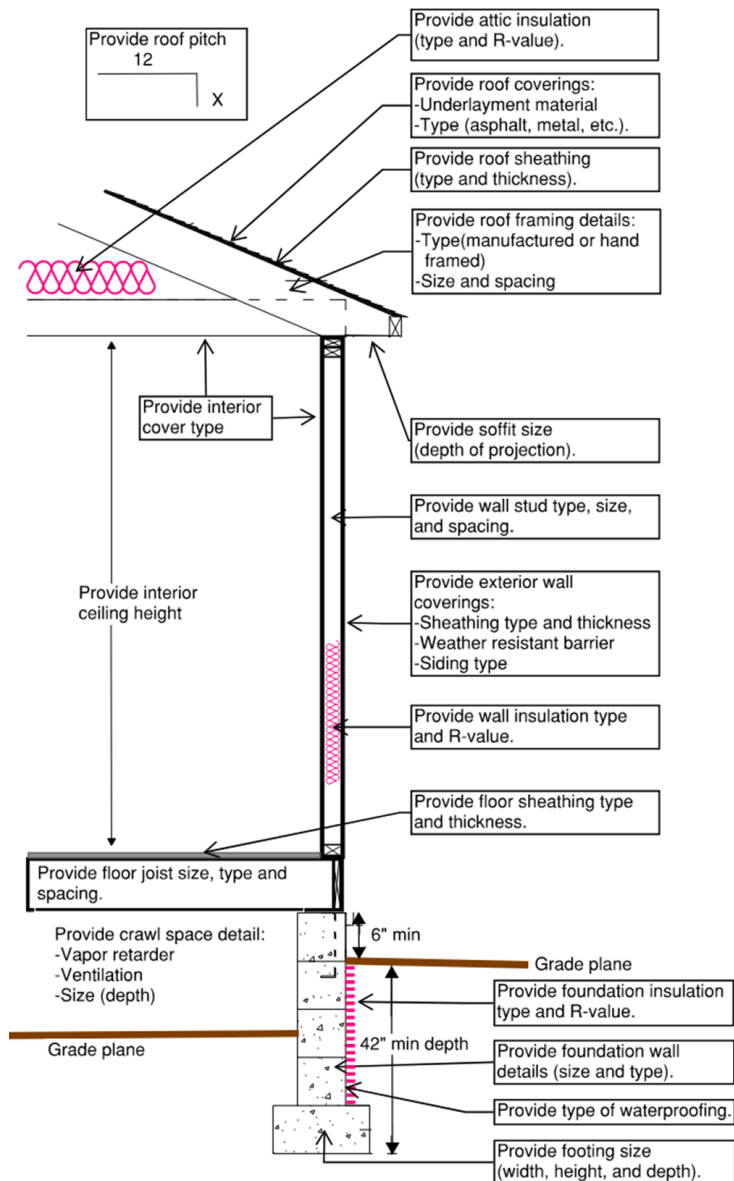
Floor plan shall indicate:

- Overall dimensions for the addition.
- All doors and window rough openings.
- U-values from the manufacturer for each window and door.
- Header sizes, type, quantity, (e.g., 2 - 2" x 10" Doug Fir or 2 - 9-1/2" LVLs).
- Beam sizes, type, and quantity.
- Wall stud, size, and type.
- Floor joists size, type, spacing and orientation, (e.g., 12", 16" or 24" on center).
- Subfloor materials.
- Use for each room(s) (e.g., bathroom, family room, bedroom).

SAMPLE FLOOR PLAN



SAMPLE CROSS SECTION



THINGS TO CONSIDER WHEN DRAWING/PLANNING YOUR ADDITION:

- Footings shall be sized to support all loads of the addition (IE: walls, floors, & roof loads).
- Minimum ceiling height is 7'-0" (R305).
- Openable windows that are located more than 72 inches above the finished grade or surface below and the windowsill is less than 24 inches above the finished floor window fall protection is required.
- Heating and cooling load calculations are required with application submittal. Heating and cooling systems for any addition shall be designed to maintain minimum temperatures.
- Smoke Alarms are required on all levels of the house and in all sleeping rooms. You will be required to update your home to the current code (R314).
- Carbon monoxide alarms shall be installed outside and not more than ten feet from each sleeping room on each level of the dwelling containing sleeping rooms. You will be required to update your home to the current code (R315).

Additions shall meet all Energy Code requirements (see below table)

Foundation wall/Crawl space	R-15
Rim (if applicable)	R-20
Exterior Walls	R-20
Floor	R-30
Roof	6" inch energy heel minimum with R49 insulation
Windows/Glazing	Minimum U factor of 0.32



REQUEST AN INSPECTION

REQUIRED INSPECTIONS:

1. **Footings** - Shall be inspected after forms and reinforcing bars (if applicable) are in place but prior to the placement of concrete.
2. **Foundations** (if applicable)
 - Foundation inspections for poured walls shall be made after all forms are in place with any required reinforcing steel and bracing in place, and prior to placement of concrete.
 - All foundation walls shall be inspected prior to backfill for specific code requirements.
3. **Sheathing** - Shall be inspected prior to installing weather resistive barrier.

Note: This inspection can be combined with the framing inspection if you notify the inspector.
4. **Framing** - Shall be inspected after rough-in inspections for plumbing, mechanical, electrical and fireplace (if applicable) have been approved.
5. **Insulation** - Shall be inspected once insulation and vapor barrier are installed, but prior to covering.
6. **Building Final** - Shall be inspected after plumbing, mechanical, electrical, and fireplace (if applicable) final inspections have been approved.

GENERAL NOTES:

- Additions must meet the land use and setback requirements of the zoning code. Zoning questions should be directed to the Planning Division (763) 493-8056.
- Additions and or conversions of a three-season porch or sunroom to a heated space shall comply with MN energy codes.
- Separate permits for plumbing, mechanical, electrical, and fireplaces are required.
- Rough-in inspections for plumbing, mechanical, electrical systems, and fireplaces shall occur before covering or concealment, and before framing inspection.
- Electrical permits are administered by the State of Minnesota Board of Electricity. Visit dli.mn.gov/workers/homeowners to obtain an electrical permit or other additional information.
- If you build your addition in any way that does not follow the approved plan after the permit has been issued, revised plans shall be submitted to the city for review. Your project cannot proceed until the revised plans have been approved.
- See our website for additional resources and guidance.