

100 Pionk Drive . Proctor, MN 55810 . (218) 624-3641

City of Proctor

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Permits For Unattached Residential Garages

This packet will provide basic information for one-story (with no basement) light-wood framed detached residential garage construction. It does not address pole buildings, multi-story buildings, buildings with interior partitions or detached residential accessory buildings constructed for uses other than a private garage.

No permit is required for buildings 120 s.f. or less, but building and zoning setback requirements do apply. Buildings less than 400 s.f. in area need not be constructed on a permanent foundation.

Checklist

All plans must be drawn to scale in black or blue ink with scale noted on plan.

Do not use pencil.

Clearly designate proposed work and all existing conditions.

Provide complete structural information.

Provide **Two** copies of each sheet.



Site Plan

Indicating:

- Legal Description and north arrow.
- Location and dimensions of all existing structures.
- Dimensions of lot and survey monumentation on which site plan is based (eg: found property corner pins placed according to a recorded survey plat).
- Distance from proposed garage to property lines, to dwelling and to all other structures.
- Driveway location.



Elevations

Indicating:

- Door and window locations and dimensions.



Wall Section

Use attached form.

- Indicate whether you will use a frost footing or an engineered slab.
- Where wall heights exceed 10 feet, analysis by an Engineer is required with documentation submitted.
- Where wall panels at a corner are less than 4 feet in length, panels shall be installed as per **2006 IRC R602.10.6.2 Alternate braced wall panel adjacent to a door or window opening**. Another option is to use the **APA Narrow Wall Bracing Method** (copy included in packet).



Header Design Information

Must be indicated on the attached form.

As a general rule, the following header sizes are acceptable:

- For openings not exceeding 3'-6", (2) – 2x4's on edge (one cripple stud each end).
- For openings not exceeding 5'-0", (2) – 2x6's on edge (one cripple stud each end).
- For openings not exceeding 9'-0", (2) – 2x12's on edge (two cripple studs each end).
- For openings exceeding 9'-0", a Laminated Veneer Lumber (LVL) header is required. For information on LVL headers, contact the LVL supplier.



Truss Design Plans

Must be available on-site at framing inspection.



Foundations

Must be indicated on the attached form.

- 5 inch reinforced concrete slab-on-grade with 5 feet drop footings, poured concrete or core-filled block.
- 5 inch pre-engineered floating slab with thickened edges, reinforced as detailed, for garages less than or equal to 1,200 s.f.

Permits will not be issued without a complete application.

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Site Plan

Minnesota Rules

1300.0130 CONSTRUCTION DOCUMENTS

Subp. 4. Site Plan.

The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades, and it shall be drawn according to an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official may waive or modify the requirement for a site plan if the application for permit is for alteration or repair or when otherwise warranted.

SITE PLAN

Provide two copies

If the footprint of the building will not be changed, the site plan must be drawn to scale and must include the following:

- Property lines with dimensions. Dimensions must be consistent with the recorded legal description of the lot.
- All buildings existing on the lot, their exterior dimensions and distances to property lines. Include all projections and any accessory structures (decks, garages, sheds, etc.).
- The legal description of the property.
- Scale.
- North arrow.

If the footprint of the building will be changed, in addition to the above:

- Dimensions of lot and survey monumentation on which the site plan is based (eg: found property corner pins placed according to a recorded survey or plat). Property lines must be consistent with the legal description of the property.
- Complete exterior dimensions of all proposed structures, projections, and additions and dimensions to all property lines.
- Adjacent streets or alleys with right-of-way widths shown, if known.
- Driveways and curb cuts.
- Any known easements on the property (i.e. utility access) with dimensions, if known.
- Existing and proposed drainage patterns.
- Indicate the location of any utilities in the vicinity of the proposed work.
- Attach all prior Zoning Appeals, Planning Commission and/or City Council approvals.
- The Applicant or Owner must sign the plan indicating it represents accurate property line locations and locations of existing and proposed construction.

Other information may be required for certain sites and will be requested during the plan review process.

SAMPLE SITE PLAN

Do not use this sheet-create your own drawing.

SCALE: 1" = _____ FEET

dim

PROVIDE DIMENSIONS
WHERE INDICATED
WITH THIS SYMBOL
AND AS REQUIRED TO
DESCRIBE EXISTING AND
PROPOSED CONDITIONS.

NOTE:

IMPORTANT DIMENSIONS INCLUDE:
THE DIMENSIONS OF THE GARAGE. THE
DISTANCE FROM THE GARAGE TO OTHER
STRUCTURES. THE DISTANCE FROM THE
GARAGE TO THE LOT LINES. THE DISTANCE
FROM THE GARAGE TO THE CENTERLINE OF
THE STREET(S) AND ALLEY(S).

ALLEY
CENTERLINE

PROPERTY LINE
(Provide Dimension)

↑ NORTH

EXISTING
ADDITION

PROPOSED
GARAGE

EXISTING
DECK

EXISTING
TWO STORY
HOUSE

EXIST
COVERED
PORCH

PROPERTY LINE (Provide Dimension)

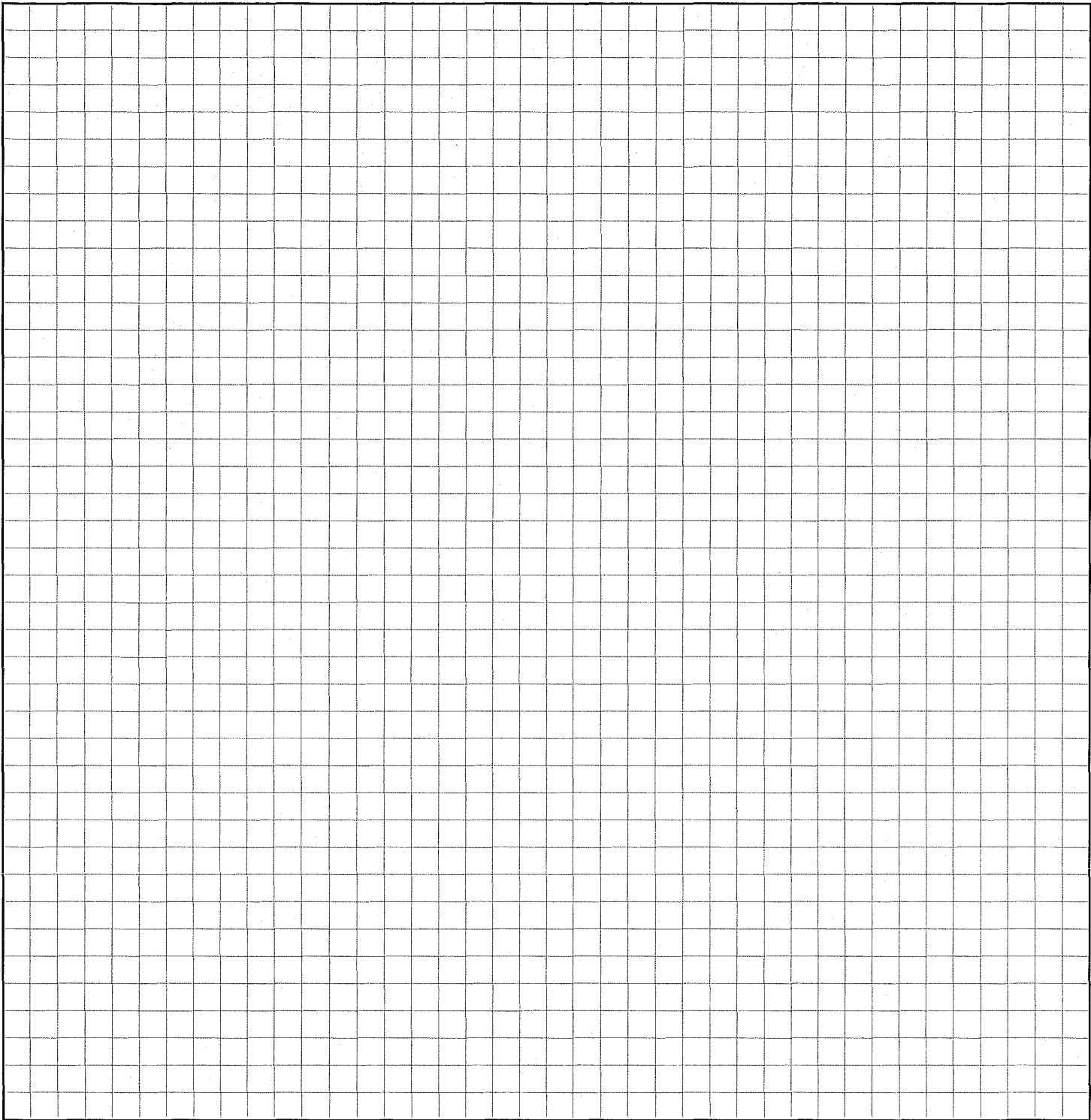
PROPERTY LINE (Provide Dimension)

PROPERTY LINE (Provide Dimension)

PROPERTY CORNER (TYP)

STREET NAME

CENTERLINE



North Arrow Required

Scale: 1" = _____ Feet

SITE PLAN

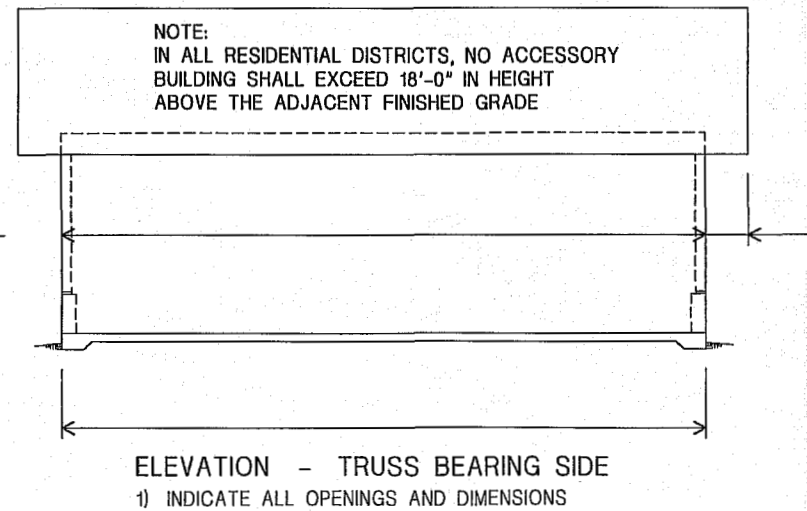
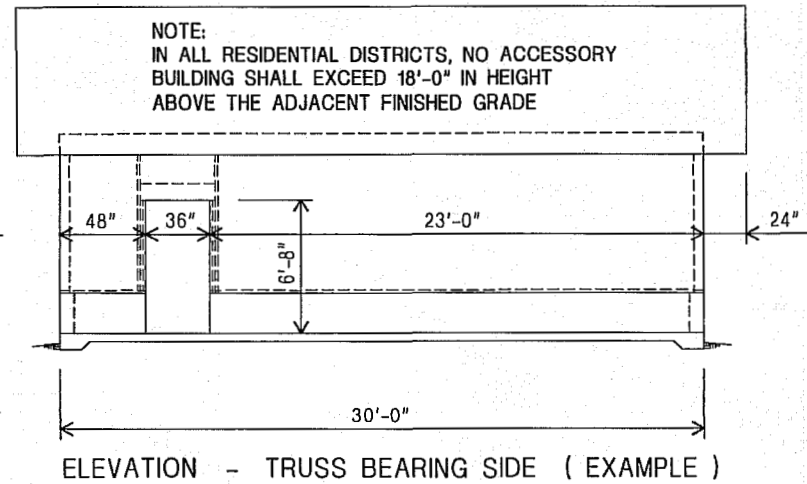
Do Not Use Pencil

Site Address	_____
Owner's Name	_____
This Site Plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property.	
Applicant Signature	_____
Date	_____

Legal Description (Required)

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Indicate Door and Window Locations and Dimensions



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Garages / Detached Accessory Buildings

Minimum Standards For Garages / Accessory Buildings

Over 400 s.f. And Less Than Or Equal To 1,200 s.f.

Building Section
Provide information as indicated

Ice/water shield required to min. 24" inside exterior wall line.

ROOF SLOPE = /12

Roofing: _____

Sheathing _____

Trusses @ _____ o.c.

Mfg. By _____

Min live load design 42 psf

Truss manufacturer must design to site specific exposure category

_____ x _____ Studs @ _____" o.c.

6" MIN WOOD TO FIN GRADE

Typical Frost Footing Foundation _____" Core-filled Concrete Block 8" x (W) _____" Footing

60" MIN

W

5" Engineered Slab

6" Gravel Base

See Detail

NOTE: Construction of a retaining wall greater than 4' high either as part of garage foundation or to create the building site requires stamped design by a MN licensed engineer. ☐ YES ☐ NO Is a retaining wall part of this project?

• Call for form inspection before pouring: 624 - 3641

• Allow 24 Hours Notice

Type of Roof: Gable ☐ Gambrel ☐ Hip ☐ Flat ☐ Shed ☐

Attic Trusses ☐ Storage Trusses ☐

Garage Door Width _____ ft _____ in

NOTE: Doors in the wall carrying the roof load over 9' wide require the use of an engineered lumber product. Supplier's design info must be submitted with permit application.

Size of Header: _____ x _____

Under eave ☐ Under gable ☐

Overhang Dimension

Height: _____

18'-0" Maximum

Fin Grade

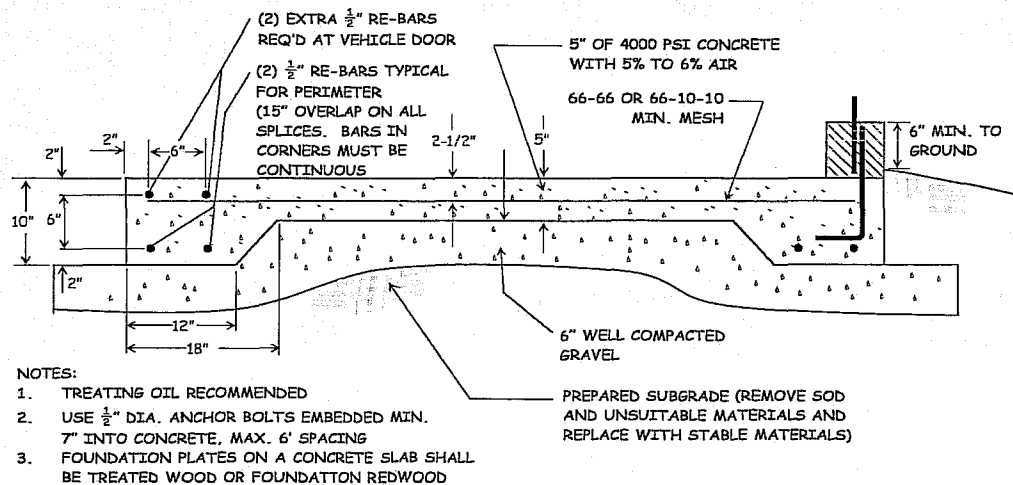
Which type of foundation are you constructing? ☐ Engineered Floating Slab ☐ Frost Footing

NOTE: Floor SHALL BE SLOPED for flow to a drain or the main vehicle door

Engineered Floating Garage Slab Detail

No Scale

Minimum standards for one story detached garages over 400 s.f. and less than 1200 s.f.



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Garages / Detached Accessory Buildings

Minimum Standards For Garages / Accessory Buildings

Over 400 s.f. And Less Than Or Equal To 1,200 s.f.

Building Section
Provide information as indicated

12
ROOF SLOPE = / 12

Ice/water shield required to min. 24" inside exterior wall line.

Roofing: _____
Sheathing _____
Trusses @ _____ o.c.
Mfg. By _____

Overhang Dimension

18' - 0" Maximum

Height: _____

Type of Roof: Gable ☐
Gambrel ☐
Hip ☐
Flat ☐
Shed ☐

Attic Trusses ☐
Storage Trusses ☐

Garage Door Width _____ ft _____ in
NOTE: Doors in the wall carrying the roof load over 9' wide require the use of an engineered lumber product. Supplier's design info must be submitted with permit application.

Size of Header: _____ x _____
Under eave ☐
Under gable ☐

5" Engineered Slab

6" Gravel Base

6" MIN WOOD TO FIN GRADE

60" MIN

Typical Frost Footing Foundation
_____" Core-filled Concrete Block
8" x (W) _____"
Footing

NOTE:
Construction of a retaining wall greater than 4' high either as part of garage foundation or to create the building site requires stamped design by a MN licensed engineer. ☐ YES
Is a retaining wall part of this project? ☐ NO

- Call for form inspection before pouring: 624 - 3641
- Allow 24 Hours Notice

NOTE: Floor SHALL BE SLOPED for flow to a drain or the main vehicle door

See Detail

Fin Grade

Fin Grade

W

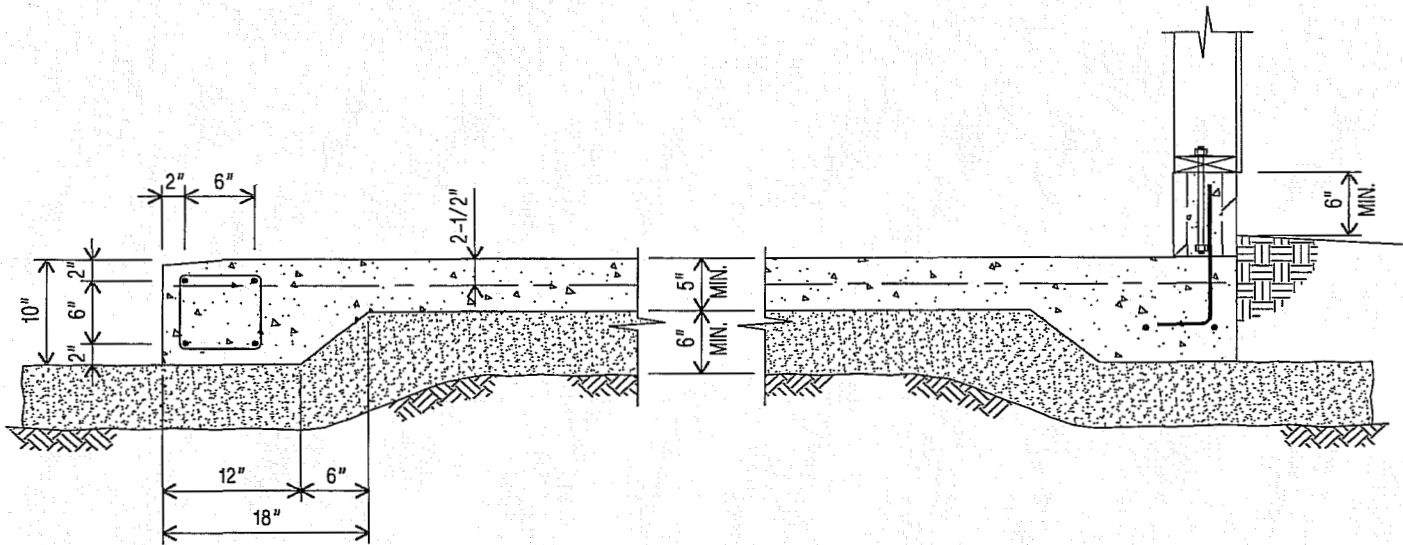
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Concrete Garage / Detached Accessory Building Slab Detail

Minimum Standards For Garages / Accessory Buildings

Over 400 s.f. And Less Than Or Equal To 1,200 s.f.



GENERAL NOTES:

1. TREATING OIL RECOMMENDED.
2. FOUNDATION SILL PLATES IN CONTACT WITH CONCRETE SHALL BE TREATED WOOD OR FOUNDATION REDWOOD, UNLESS LOCATED 8" ABOVE GRADE. THERE SHALL BE A SILL SEALER BETWEEN THE SILL PLATE AND CONCRETE.
3. ALL CONNECTION HARDWARE AND FASTENERS IN CONTACT WITH TREATED LUMBER (NAILS, SCREWS, WASHERS, FRAMING ANGLES, ETC.) SHALL HAVE A (G185) GALVANIZED COATING, TRIPLE ZINC (TZ), Z-MAX OR BE HOT-DIP GALVANIZED (HDG).
4. PROVIDE DRAINAGE FOR THE SUB-GRADE.
5. CALL FOR FORM INSPECTION BEFORE POURING:
(218) 624-3641 - ALLOW 24 HOURS NOTICE.

GRADE BEAM NOTES:

1. PERIMETER GRADE BEAM SHALL BE A MIN. 12" x 10".
2. REINFORCE GRADE BEAM WITH (2) - #4 BOTT. BARS. BARS SHALL BE CONTINUOUS AROUND CORNERS, LAP BARS A MIN. OF 30 DIA. OR 15".
3. PROVIDE (2) - #4 TOP BARS AT THE VEHICLE DOOR, EXTEND BARS 24" BEYOND THE DOOR OPENING.
4. ATTACH TOP AND BOTT. BARS WITH #3 TIES AT 48" O.C.
5. IF A VAPOR BARRIER IS NOT USED, PROVIDE A MIN. 3" COVER BETWEEN THE BOTT. REINF. AND THE 6" WELL COMPACTED SAND OR GRAVEL BASE.
6. CHAMFER GRADE BEAM EDGE AT THE VEHICLE DOOR.

ANCHOR BOLT NOTES:

1. ANCHOR BOLTS SHALL BE A MIN. 1/2" DIA. SPACED AT 6'-0" MAX. THERE SHALL BE A MIN. OF TWO BOLTS PER PIECE OF SILL PATE, WITH A BOLT LOCATED WITHIN 12" OF EACH END OF EACH PIECE. A PROPERLY SIZED NUT AND WASHER SHALL BE TIGHTENED ON EACH BOLT TO THE FOUNDATION SILL PLATE.
2. ANCHOR BOLTS SHALL HAVE A MIN. 7" EMBEDMENT INTO CONCRETE, WITH A 3" PROJECTION.
3. IF MASONRY IS USED, ANCHOR BOLTS AND DOWELS SHALL BE LOCATED WITHIN THE SAME CORE.

CONCRETE NOTES:

1. CONCRETE SHALL HAVE A MIN. 28 DAY COMPRESSIVE STRENGTH OF 4,000 PSI AND BE AIR ENTRAINED 6% \pm 1%.
2. ALL CONCRETE SHALL BE CONSOLIDATED AT THE TIME OF POURING BY VIBRATING OR OTHER ACCEPTABLE METHODS.
3. REINFORCEMENT SHALL BE A MIN. GRADE 40.
4. ALL GRADE BEAM AND SLAB REINFORCEMENT SHALL BE PROPERLY SUPPORTED BY CHAIRS OR CONCRETE BRICKS. SLAB REINFORCEMENT SHALL BE LOCATED AT SLAB CENTER LINE.

SLAB NOTES:

1. CONCRETE SLAB SHALL BE A MIN. 5" THICK.
2. SLAB SHALL EITHER BE SLOPED TO DRAIN TO THE VEHICLE DOOR OR A FLOOR DRAIN THAT IS DAYLIGHTED.
3. SLAB REINFORCEMENT SHALL BE:
☐ - MINIMUM - 6x6 - 10x10 W.W.F.
☐ - BETTER - 6x6 - 6x6 W.W.F.
☐ - BEST - #4 BARS AT 24" O.C. EACH WAY.
4. A VAPOR BARRIER IS NOT REQUIRED, BUT IS RECOMMENDED. THE SLAB SHOULD BE POURED OVER A 6 MIL REINFORCED POLY. VAPOR BARRIER. LAP THE POLY. A MIN. OF 6".
5. SLAB SHALL BE PLACED OVER A MIN. 6" WELL COMPACTED SAND OR GRAVEL OVER A PREPARED SUBGRADE. REMOVE ALL SOD AND UNSUITABLE MATERIALS AND REPLACE WITH ENGINEERED FILL. REQUIREMENTS DETERMINED BY FIELD INSPECTION.

MASONRY NOTES:

1. HOLLOW CONCRETE MASONRY UNITS SHALL MEET ASTM C90, GRADE N, TYPE 1.
2. MORTAR FOR HOLLOW MASONRY UNITS SHALL BE ASTM C-270, TYPE M OR TYPE S.
3. PROVIDE #4 DOWELS INTO CONCRETE GRADE BEAM AT ANCHOR BOLT LOCATIONS.
4. GROUT CORES SOLID AT DOWEL LOCATIONS. GROUT ALL CORES SOLID OF MASONRY TOP COURSE. GROUT SHALL HAVE A MIN. F'c = 2,500 PSI.