

Deck Plan Checklist



Property Owner(s)	
Property Address	

Below is the list of items needed for a deck permit application in the city of Greenwood.
Please contact the city zoning administrator if you have questions.

If you prefer to complete this form electronically, it is available for downloading at www.greenwoodmn.com.

- Building permit application cover sheet signed by the property owner(s).
- Building permit application form (completed by city hall staff). **Fee: per building code** (section 300.10).
- Load limit permit. Building projects over \$20,000 are required to pay for a blanket special operating permit for overweight vehicles. Not available March 1 to May. **Fee: 20% of the building permit fee.** If the project is less than \$20,000, per trip special operating permits are required for operation of a vehicle in excess of 7 tons per axle. The March 1 to May 1 per axle restriction is 5 tons on all streets. **Fee: \$50** per round-trip, **\$500 (\$450 with blanket special operating permit)** per round-trip March 1 to May 1 (section 730.00).
- Shoreland compliance review fee. Required for all properties within 1,000 feet of the OHW of Lake Minnetonka (all properties in the city). **Fee: \$200** (section 1176.03, subd. 3 & 10).
- Survey (two copies). Must include the items listed on the survey checklist. Survey must be prepared and certified by a registered land surveyor (section 300.15).

A foundation plan page showing all of the following:

- number of footings
- spacing of footings
- size of footings

A framing plan page showing all of the following:

- ledger size
- ledger flashing
- lag bolt size
- lag bolt spacing
- joist hangers
- joist size
- joist spacing (on center)
- beam size
- post size
- if deck has stairs - all framing details

A cross-section plan page showing all of the following:

- footing depth/ diameter
- post connection to footing and beam
- deck connection to house
- type of decking (treated, cedar, trex, etc...)
- guardrail/ handrail height and spindle spacing
- rise and run of steps

An elevation plan page showing all of the following:

- all sides of deck with house common wall (show all new & existing doors & windows)

REMINDER: Construction hours are Monday-Friday 7am to 9pm, Weekends & Holidays 8am to 7pm.

Form Updated 12-29-12