



COMMUNITY DEVELOPMENT DIVISION

Building Inspections Department

GOVERNMENT CENTER • 200 FOURTH AVENUE WEST • SHAKOPEE, MN 55379-1220
(952) 496-8475 • Fax (952) 496-8496 • Web <http://www.co.scott.mn.us>

POLE BUILDINGS

The following items **must be submitted** before your building permit application can be processed. The information submitted must be complete and accurate.

Failure to provide all the above information will delay or prevent permit approval. After a preliminary review, additional information may be required. **Allow 10-15 working days for processing.**

	Items Required:	See Page
1.	A signed Building Permit Application from your Township or City Clerk	1
2.	Two folded sets of building plans drawn to scale (cross section, elevations, floor plan)	1
3.	Driveway permit required for access from State, County, or TWP roads	2
4.	Two plot plans (for lots ten acres or more) or certificates of survey (for lots under 10 acres)	2
5.	If there is an existing septic system on the lot, a Compliance Inspection may be required.	2
6.	One set of Alternate Erosion and Sediment Control Plans with Notes (not applicable for City of Elko)	2
7.	Written description or drawing of environmental health concerns	2

- APPLICATION FORMS** You must obtain all application forms from the Township or City Clerk in which your property is located. You may call 496-8475 for the name and telephone number of your Township or City Clerk. The state contractor's license number must be on the building permit application.
- TWO SETS OF PLANS** showing:
 - **Section view** (side, cutaway drawing) showing footing width, thickness, and depth below grade; pole dimensions; wall height; insulation; interior finish material (if finished); siding; etc.
 - **Elevation drawings** of front and side views of all four sides of finished building.
 - **Floor plan** showing length and width of building, post spacing, doors, windows, header sizes, interior walls, plumbing or heating fixtures. Indicate how areas will be used (storage, office, etc.)

- **Engineered truss design** - a copy of your roof truss specifications designed by a state certified engineer showing maximum span, maximum spacing, required bracing, purlin size and spacing. **In addition, any building over 5,000 square feet requires an engineers' design for entire building.**
3. **DRIVEWAY PERMIT** You must obtain a driveway permit from Scott County Highway (952-496-8346) if the proposed driveway will enter onto a county road; or the Minnesota DOT (651-593-8449) if the proposed driveway will enter onto a state road. The township or city may also require a driveway permit on township or city roads - contact the township or city clerk.
 4. **PLOT PLAN** Provide a plan of your property showing all property lines, existing buildings and dimensions, setbacks, wells, septic tank and drainfield locations, and proposed pole building location with setbacks. (New footings and foundations must be a minimum of 10' from septic tanks and a minimum of 20' from drainfields.) A sample plot plan is available from Scott Planning Dept.
 5. **COMPLIANCE INSPECTION.** If there is an existing septic system on the lot where you plan to build the pole building, a compliance inspection may be required. If a compliance inspection is required, the pole building permit will not be issued until the completed compliance inspection form is submitted.
 6. **ALTERNATE EROSION AND SEDIMENT CONTROL PLAN AND NOTES** This submittal requirement does apply to project sites in all of the unincorporated Township areas of Scott County. This submittal does not apply to project sites in the City of Elko. Please refer to the Scott County website for ESC Instructions, ESC Plan Notes, and the ESC Agreement that is required for your application.
 7. **INDIVIDUAL SEWAGE TREATMENT SYSTEM** (Not required if on city sewer). If the compliance inspection indicates that the septic system is failing and must be replaced, a replacement septic system site must be identified before the pole building permit will be issued. If a new septic system is needed for the pole building, you must submit percolation tests and soil borings to the Environmental Health Department for review and approval before the pole building permit will be issued.

A list of licensed businesses that perform percolation tests and soil borings is available upon request. A detailed list of percolation test and design requirements is also available.

GENERAL INFORMATION

- Buildings intended to be used to house animals for hobby use shall meet the requirements of group Utility occupancies. Buildings designed to house farm animals grain, produce, plants etc. may qualify as agricultural use when approved by the Building Official.
- Personal storage buildings shall be designed to withstand a minimum 35 pound per sq. ft. snow load.
- Personal storage buildings over 5,000 sq. ft. and all commercial use buildings shall be designed by an licensed engineer and/or a licensed architect
- All pole buildings must be designed and braced to withstand a 90 M.P.H. wind load or 90 pound per sq. ft. load.
- The size of the pole building may be restricted. For information contact Scott County Planning.
- See attached sample drawings.
- Area and Height. Detached garages, buildings and additional accessory structures, individual and combined shall be subject to the maximums listed in the following table.

- **Exception** – Existing or proposed agricultural buildings currently used to agricultural purposes, as verified by the Planning & Zoning Department.
- Building height is defined as the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.



SCOTT COUNTY PLANNING DEPARTMENT

GOVERNMENT CENTER A102 • 200 FOURTH AVENUE WEST • SHAKOPEE, MN 55379-1220
 (952) 496-8475 • Fax (952) 496-8655 • Web www.co.scott.mn.us

ACCESSORY BUILDINGS AND STRUCTURES

An accessory structure is a structure of secondary or subordinate use to the principal structure, located on the same lot.

Scott County Zoning Ordinance 4-3-10 Accessory Building and Structures

1. Rural Residential, Residential Suburban, Urban Expansion, Urban Business Reserve, and Agricultural District.
 - a. No accessory building shall exceed the height in the respective zoning district.
 - b. One (1) accessory building, not to exceed one hundred twenty (120) square feet of floor area shall be allowed and is not required to meet setbacks and shall be permitted in addition to the allowed square footage of accessory building size.
 - c. No accessory building shall be constructed on a lot before a building permit has been issued for the principal building to which it is accessory.
2. Single Family Accessory Buildings.
 - a. Detached Accessory Buildings
 Outside wall dimensions will be used to determine maximum building area, except where a roof projects out greater than two (2) feet from the side wall, roof area will be used to determine maximum building area.

Lot Size	Maximum Building Area	Maximum Building Height	Setbacks Side	Setbacks Rear	Setbacks Road
Less than 1 acre	1,000 square feet	15 feet	5 feet	8 feet	**See below
1 – 1.99 acres	1,600 square feet	18 feet	5 feet	8 feet	**See below
2 – 4.99 acres	2,000 square feet	18 feet	30 feet	60 feet	*See below
5 – 7.99 acres	2,600 square feet	20 feet	30 feet	60 feet	*See below
8 – 9.99 acres	3,200 square feet	20 feet	30 feet	60 feet	*See below
10 – 19.99 acres	4,000 square feet	24 feet	30 feet	60 feet	*See below
20 – 39.99 acres	5,000 square feet	24 feet	30 feet	60 feet	*See below

***Road setbacks (2 acres or more):**

All Townships **except** New Market Township:

County or State roads: 150' from centerline or 100' from road right-of-way, whichever is greater.

Township roads: 100' from centerline or 67' from road right-of-way, whichever is greater.

New Market Township **only**:

All Roads: 150' from centerline of all township roads.

****Road setbacks (less than 2 acres – [some exceptions – see UER-C]):**

All Townships:

County or State roads: 100' from road right-of-way

Township roads: 35' from road right-of-way

- b. Attached garages. The maximum floor area for attached garages shall be the greater of eight hundred (800) square feet or a footprint equal to the footprint of the principal building.
 - c. The roofline of attached garages shall not extend above the roofline of the principal structure on the lot.
3. Commercial and Industrial Districts. No accessory building shall exceed the height of the principal building except by conditional use permit.

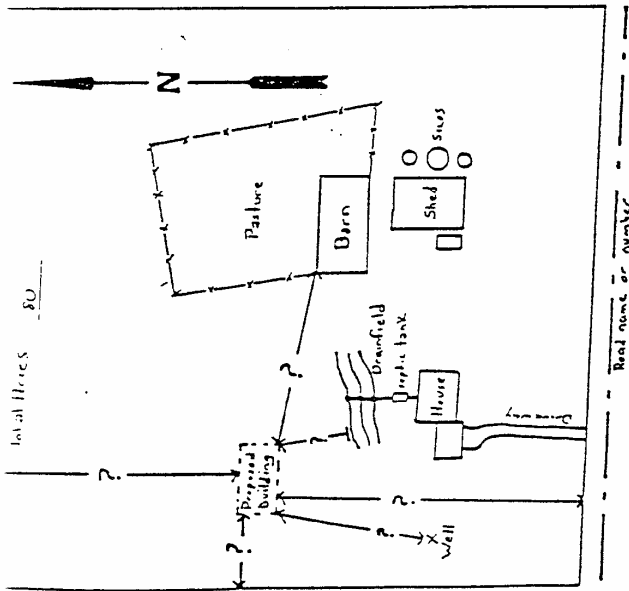
INSPECTIONS REQUIRED:

- 1. **Footing** Inspection (before concrete is placed)
- 2. **Framing** Inspection (after rough-in electrical inspection)
- 3. **Final** Inspection (after final electrical inspection)
- 4. Additional inspections as needed.

Contact the Community Development Department with questions or to schedule inspections at (952) 496-8475.

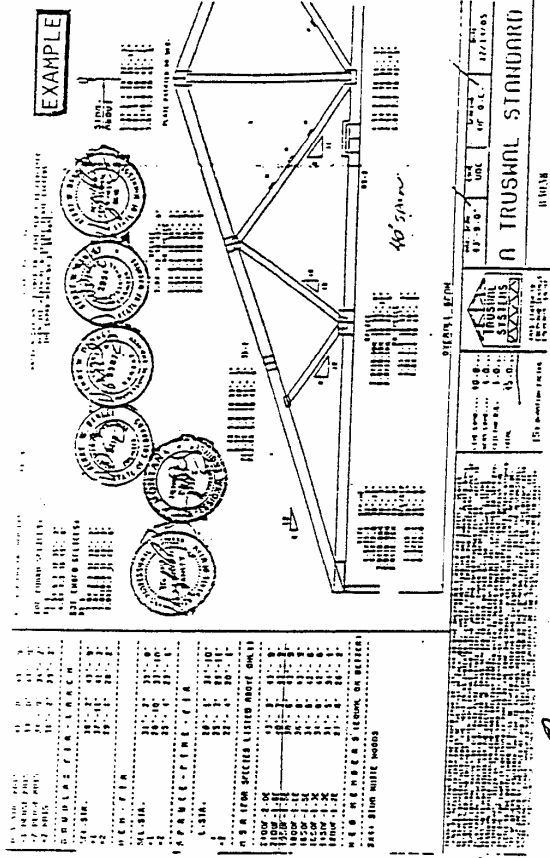
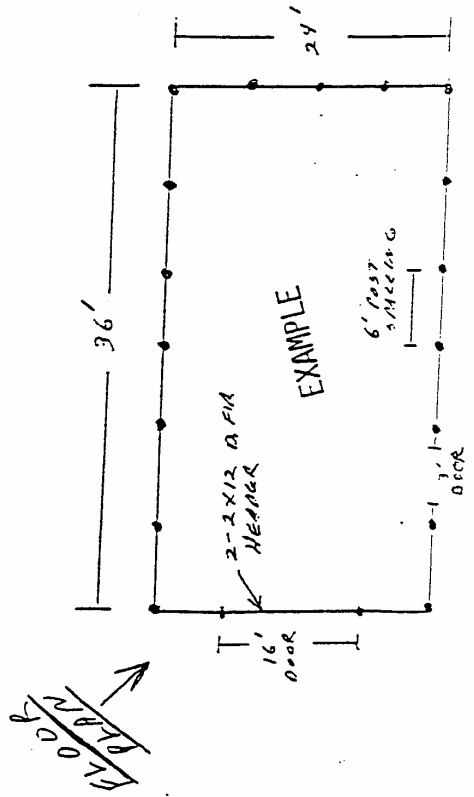
Electrical wiring must be approved by the state electrical inspector. Your Building Permit does not include the State Electrical Permit or Electrical Inspection. For permit and inspection requirements, please call between 7:00-8:30 a.m.:

For Credit River/Spring Lake Townships:	Walt Lusian	(952) 934-0229
For New Market/Cedar Lake/Helena Townships	Randy Edel	(507) 334-3748
For all other townships:	Terry Krominga	(507) 665-3205

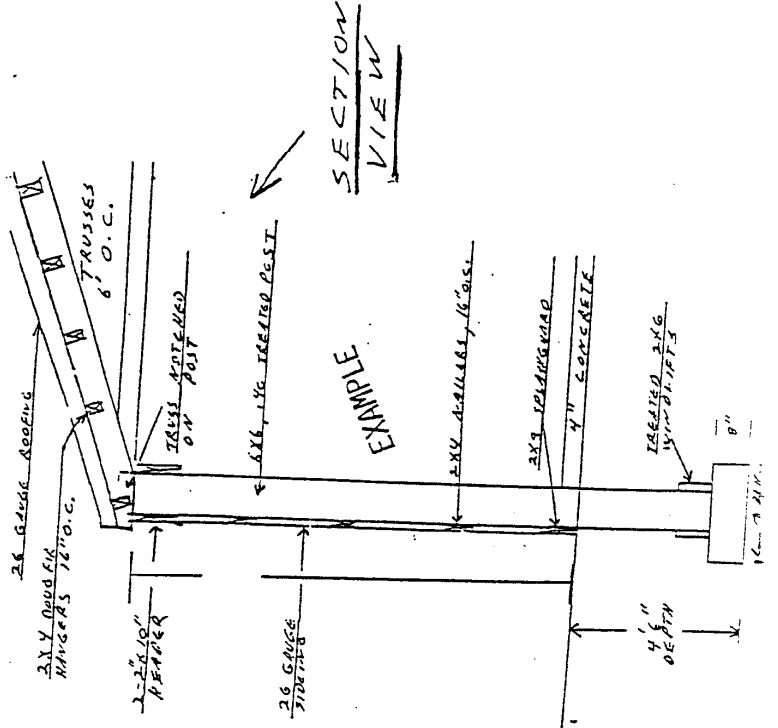


PLEASE SHOW AND LABEL THE FOLLOWING ON YOUR PLOT PLAN

1. All existing and proposed structures, roads, & driveways or parking areas.
2. Well location.
3. Septic Tank & drainfield area.
4. Show setbacks from proposed building to the well, drainfield, and existing structures. Also setbacks to property lines and the road.
5. Sketch in area that will be used for animal grazing, penning & feeding, if applicable.
6. Indicate North arrow.



TRUSS SPECS



SECTION VIEW

EXAMPLE

ATTENTION CONTRACTORS & HOMEOWNERS

Effective **January 18, 2005**, an escrow fee will be charged for the Erosion & Sediment Control Program.* The escrow fee will be for:

New Homes	Pools	Garages
Polebarns	Additions	Accessory Structures**

A weekly inspection will be done until your erosion control has been taken care of. We will deduct a fee from your escrow account weekly based on these inspections. At final site stabilization, we will return any unused escrow money.

A handout on how to complete an Erosion & Sediment Control plan is available at the counter. It is important that you thoroughly complete the plan, otherwise, issuance of your permit may be delayed.

Some of the items that will need to be included for review are:

Indication of land disturbance	Arrow indicating property direction	Slope arrows indicating grading and drainage
Adjacent property	Grass buffer	New/rock driveway
	Silt Fence	

Again, please refer to the instructions, "How to Complete an Alternate Erosion and Sediment Control Plan for a Building Permit" handout available at the counter for additional information and instructions.

* Not applicable for the City of Elko.

** An escrow fee is not required for repair and maintenance permits such as roofing, windows, sundecks, etc.