



CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136

• newhopemn.gov • newhopeinspections@newhopemn.gov

RESIDENTIAL DECK APPLICATION

PROCESS

- Two sets of plans are required for deck applications.
- Stairway Lighting:** Exterior stairways shall be provided with an artificial light source located in the immediate vicinity of the top landing of the stairway.

INCLUDE THE FOLLOWING ITEMS:

- ✓ Residential Deck Application (this sheet) filled out **completely**.
- ✓ Two sets of building plans including distance to property line.
- ✓ Payment (see below)

Permit# _____

Received Application _____

Received Payment _____

For Office Use Only

PROPERTY INFORMATION

Property Address: _____

I am the Contractor I am the Property Owner (*See page 3)

PROPERTY OWNER INFORMATION

Property Owner: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

CONTRACTOR INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

State License#: _____ Exp. Date: _____

Lead Certification#: _____ Exp. Date: _____

WORK INFORMATION

New Replace Alteration Other: _____

Description of Work: _____

Value of Work Including Labor: \$ _____ Start Date: _____ Estimated Completion Date: _____

Future Porch: Yes No Hot Tub or Spa: Yes No Attached to Cantilever: Yes No

Composite Decking: Yes No Dimension of Deck: _____ Length (Cannot be greater than the width) x _____ Width

Footing Depth (Min 42"): _____ Size of Beam (2-2x10, etc.): _____ Joist Spacing: _____

Corner Footing Size: _____ Post Spacing: _____ Joist Overhang (2' max): _____

Intermediate Footing Size: _____ Post Size (4x4, 6x6, etc.): _____ Distance b/w Deck and Ground: _____

Column Size: _____ Size of Joists: _____



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Size of Openings in Guardrail

- Space between Balusters (*Less than 4 inches*): _____
- Space between Decking and Guardrail Bottom (*Less than 4 inches*): _____
- Space b/w each Guardrail Post (*Maximum of 6 feet*): _____

If the Deck has Stairs

- Height of Stair Riser (*Maximum 7 3/4"*): _____
- Depth of Stair Treads (*Minimum of 10 inches*): _____
- Height of Handrail (*Minimum 34 to 38 inches*): _____

Stairway Lighting: Exterior stairways shall be provided with an artificial light source located in the immediate vicinity of the top landing of the stairway.

REQUIRED INSPECTIONS *COMPLETED BY CITY STAFF*

- Final Footing Framing Insulation Other(s): _____

Conditions of Approval: _____

Approved By: _____ Date: _____

NOTICE

- This permit becomes null and void if work or construction authorized is not commenced within 180 days or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
- I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. **Initial here:** _____

Signature: _____ Date of Application: _____

FEE SCHEDULE

\$1 - \$500	\$30.30
\$501 - \$2,000	\$30.30 for the first \$500 plus \$3.27 for each additional \$100
\$2,001 - \$25,000	\$79.35 for the first \$2,000 plus \$15.40 for each additional \$1,000
\$25,001 - \$50,000	\$433.55 for the first \$25,000 plus \$11.11 for each additional \$1,000
\$50,000 - \$100,000	\$711.30 for the first \$50,000 plus \$7.70 for each additional \$1,000
License Search	\$5.00
Plan Check	65% of building permit fee

License Search	
Permit Fee	
Plan Check Fee	
State Surcharge	
Fees Due Upon Application	

*For more information regarding the fee schedule and additional charges please visit our website newhopemn.gov

PAYMENT

Check (*Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428*)

Credit Card (*Fill in information below*)

- Credit Card Number: _____ Expiration Date: _____
- Billing Address: _____
- Signature: _____ Name (Print): _____



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PROPERTY OWNER AGREEMENT *COMPLETED BY PROEPRTY OWNER IF PERFORMING THE WORK THEMSELVES*

I understand that 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 requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved the past twenty-four (24) months. I also acknowledge that because I do not have a state license, I forfeit any mechanic’s lien rights to which I may otherwise have been entitled under Minnesota Statute 514.01. In the event that I do construct or improve another residential structure in the next 24 months, I will not do so until I obtain the required state license, per Minnesota Statute 326.84, understanding that failure to do so is a misdemeanor under state law.

Insert Property Address

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting; remodeling and/or roofing activity is a misdemeanor under Minnesota Statute 326.92, subdivision 1, and that I would forfeit my rights to reimbursement from the Contractor’s Recovery Fund in the event that any contractors I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the state building code and/or city ordinance in connections with the work performed on this property.

Signature: _____ **Date of Application:** _____

Print Name: _____