

**CHECKLIST**  
**DETACHED GARAGES**

Owner: \_\_\_\_\_

Site Address: \_\_\_\_\_

The following is a checklist that should be attached with every building permit issued for a detached garage, then placed on permanent file. This section is to be completed by the staff member reviewing the application. Please carefully review the more specific information on detached garages that should have been provided with this building permit.

Reviewed By: \_\_\_\_\_

**FEE PAID**

If the permit was applied for after construction began the applicant must pay 1½ times the normal permit fee. If a variance is required then the applicant must pay 1½ times that fee amount also.

**APPLICATION IS COMPLETE**

Do not leave any blanks on the form. If a question does not apply indicate so by writing “N/A” in that blank. It is necessary to have the legal description, address and other contact information.

**ACURATE SITE PLAN SUBMITTED**

The site plan must be neatly drawn **to scale**; grid paper is available at City Hall if needed. Be sure to draw, label and show dimensions for:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Houses         | <input type="checkbox"/> North Directional Arrow | <input type="checkbox"/> Streets        |
| <input type="checkbox"/> Alleys         | <input type="checkbox"/> Sidewalks               | <input type="checkbox"/> Property Lines |
| <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Driveways               | <input type="checkbox"/> Decks          |
| <input type="checkbox"/> Wells          | <input type="checkbox"/> Utility Sheds           | <input type="checkbox"/> Easements      |

**IS PROPERTY LOCATED IN SHORELAND DISTRICT?** \_\_\_ Yes \_\_\_ No

If the property is located in the Shoreland District there are special provisions that apply; see Section 15.

**ARE THERE OTHER DETACHED GARAGES ON PROPERTY?** \_\_\_ Yes \_\_\_ No

Section 5, Subdivision 3.a allows only one detached garage per parcel.

**IS THE GARAGE BEHIND AND AT LEAST TEN FEET FROM THE HOUSE?** \_\_\_ Yes \_\_\_ No

**Distance From House:** \_\_\_\_\_ Feet

Section 17, Subd. 3.1 stipulates that the garage must be located at least ten feet from the nearest point of the house and must be behind the house, or the garage is not considered to be “detached”; in which case an entirely different set of rules apply.

**GARAGE IS NOT LOCATED IN THE FRONT YARD** **Located in the:** \_\_\_ Side \_\_\_ Rear

**The house is oriented towards which direction:** \_\_\_\_\_

Section 17, Subd. 3.2 stipulates that the garage shall not be located in the front yard, which is determined by the direction to which the house is oriented.

**DOES THE GARAGE MEET HEIGHT RESTRICTIONS?** \_\_\_ Yes \_\_\_ No

**Height to Peak:** \_\_\_\_\_ **Pitch:** \_\_\_\_\_ **Height of Wall:** \_\_\_\_\_

Section 17, Subd. 3.3 stipulates that the height of the garage cannot exceed fourteen feet, with the exception that a garage may exceed 14’ in height as long as the garage pitch is no greater than the predominant pitch of the house and the height of the wall does not exceed nine feet.

- ARE THE SIZE REQUIREMENTS MET?** \_\_\_ Yes \_\_\_ No  
 Section 17, Subd. 3.3 stipulates that the total area of the garage (c.) cannot exceed 30% of the rear yard (b.) if it is located there, or 30% of the side yard (b.) if it is located there.
- a. Area of Rear Yard (or side yard if located there) a. \_\_\_\_\_ Square Feet  
 b. Area of Rear Yard (a.) x 30% b. \_\_\_\_\_ Square Feet  
 c. Total area of the garage: c. \_\_\_\_\_ Square Feet

Section 5, Subd. 2.8 stipulates that a detached Private Garage may not contain more than 1,200 square feet or 60% of the square footage of the Dwelling, whichever is less. The dwelling space is considered the livable space sitting on the foundation, plus the story above.

Square Footage of Dwelling: \_\_\_\_\_ square feet  
 60% of Dwelling Square Footage: \_\_\_\_\_ square feet  
 Square Footage of Detached Garage: \_\_\_\_\_ square feet

- ARE THE SETBACKS MET?** \_\_\_ Yes \_\_\_ No
- North: \_\_\_\_\_ Feet    \_\_\_ Front Yard (25')    \_\_\_ Side Yard (At Least 5')    \_\_\_ Rear Yard (At Least 5')  
 South: \_\_\_\_\_ Feet    \_\_\_ Front Yard (25')    \_\_\_ Side Yard (At Least 5')    \_\_\_ Rear Yard (At Least 5')  
 East: \_\_\_\_\_ Feet    \_\_\_ Front Yard (25')    \_\_\_ Side Yard (At Least 5')    \_\_\_ Rear Yard (At Least 5')  
 West: \_\_\_\_\_ Feet    \_\_\_ Front Yard (25')    \_\_\_ Side Yard (At Least 5')    \_\_\_ Rear Yard (At Least 5')

Section 17, Subd. 3.3 stipulates that the garage cannot be nearer than five feet at the outermost point (usually the eave) to the rear or side yards. Section 5, Subd. 4.2 stipulates that the garage cannot be nearer than 25 feet to the property line along any street.

- IS THE PROPERTY LOCATED WITHIN ANY EASEMENT?** \_\_\_ Yes \_\_\_ No  
 Property owners are prohibited from locating any permanent structures within any easement on their property. Information on the existence of such easements can be obtained by reviewing the plat map for the property.
- DOES THE EXTERIOR FINISH MATCH THE HOUSE?** \_\_\_ Yes \_\_\_ No  
 Section 17, Subd. 3.4 stipulates the exterior finish must match as close as possible to the exterior finish of the dwelling on the lot.

**The final two provisions are the responsibility of the property owner.**

- ❖ **LOCATION OF RELEVANT PROPERTY MARKERS HAVE BEEN DEMONSTRATED**  
 It is the homeowner's responsibility to measure the distance of the garage from the property boundaries, *not from the curb* or any unofficial markers such as fences, trees or objects of that nature. You will not be allowed to begin construction until you have demonstrated to the Building Inspector where the property markers are in relation to your stakes for the garage.
- ❖ **INSPECTIONS COMPLETED**  
 It is **your** responsibility to arrange the necessary inspections at the appropriate points during construction. Inspector David Barsody can be reached at (877) 533-3629. Other inspections may be required, depending upon the nature of your specific project.
- \_\_\_ **Concrete:** Call after all for work is set up, mesh laid, rods wired in, etc.; but **prior to pouring concrete!**  
 \_\_\_ **Framing:** Call after the roof, all framing, and any bracing is in place, rough electrical (if any) is approved, but prior to the application of any siding or roof covering materials.  
 \_\_\_ **Final:** Call upon completion of the building and finish grading.