



City of
Columbia Heights
Community Development
Department

Sheds/Storage Buildings

ONE STORY SHEDS/STORAGE BUILDINGS, 200 SQUARE FEET OR LESS, DO NOT REQUIRE A PERMIT BUT MUST MEET ANY ZONING REGULATIONS OR SETBACK REQUIREMENTS

The following information must be submitted to the Community Development Department before a building permit can be processed and approved. A more detailed description of items 1-4 is listed.

1. **Building Permit Application form.**
2. **Survey or Site Plan [one copy].**
3. **Building Plans [two copies] and information sheet.**
4. **Miscellaneous as required.**

Note: Electrical permits are obtained at: www.electricity.state.mn.us

1. **Building Permit Application:**

Complete and sign a building permit application form. Forms are available at the Community Development Dept. or on-line at www.ci.columbia-heights.mn.us/city_services/building_permits.asp. After a preliminary review additional information may be required. A plan review by the City Planner and the Building Official is required prior to issuance of the permit.

2. **Survey or Site Plan:**

Provide an updated site plan of the property showing all property lines, existing buildings [with dimensions] and project address. Diagram the proposed building location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required if lot irons cannot be located to verify setbacks.

3. **Building Plans [two sets] and information sheet:**

Prior to beginning work for the building, remodel or addition, a building permit application must be completed and submitted to the Building Official along with two sets of construction drawings and proposed floor plan.

4. **Miscellaneous:**

Permit Fees: Building Permit fees will be determined after the application and required plans have been reviewed for compliance. Plan Review Fees are based on a percentage of the Building Permit fees. Fees must be paid in full before a permit can be issued or work can begin.

Stamped, Approved, Construction Plan and Site Plan: You will receive one set of plans back from the city staff that must be kept on the job site until the final inspection has been conducted.

Building Inspection Card: Must be posted on the construction site, preferably inside the front storm door for easy access by the Building Inspector.

Inspections: Call (763) 706-3678 between 8:00 AM and 4:45 PM Monday through Friday to schedule the inspections needed for your project. Please allow 2 to 3 days for scheduling.

CONSTRUCTION REQUIREMENTS:

1. **Height-** shall not exceed eighteen (18) feet, or the height of the principal structure, whichever is less.

LOCATION:

1. **Rear Yard-** Set back is at least three (3) feet away from the rear property line and three (3) feet from the side property line.
2. **Set Back from Principal Structures-** must be located five (5) feet or more away.
3. **Lot Coverage-**
 - a) **No more than two (2) detached accessory structures-** including utility/storage buildings, or private garages.
 - b) **Single Family Homes-** No accessory structures, including attached garages and utility buildings, or any combination of accessory structures shall exceed one thousand (1,000) square feet in area, whichever is less.
 - c) **Lots at or under 6,500 square feet-** may have lot coverage of up to 35%.
 - d) **Lots over 6,500 square feet-** may have lot coverage of up to 30%.