

# City of Pierre

## Residential Building Permit Application For:

- Mobile Home Placement

The following information is required:

Physical Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Description of Work \_\_\_\_\_

Total Project Valuation \_\_\_\_\_

Make, Model & Year of home \_\_\_\_\_

Is this property within a Flood Plain: YES NO

### Property Owner Information (as it appears on the deed)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

### Utility Billing Information (Who will be responsible for permanent utility billing)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

### Applicant Information – if different from property owner

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

## Required Contractor Information

Please list Business names as they appear on their respective Business Licenses

General Contractor \_\_\_\_\_

Concrete Contractor \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

### **Please submit the following required information along with the Building Permit Application**

\_\_\_ **Copy of a certified lot survey that depicts actual and current conditions** (if applicable)

\_\_\_ **City of Pierre Electric Service Installation Request**

\_\_\_ **Letter of acceptance from licensed Mobile Home Park owner**

\_\_\_ **Site Plan** – to include the following information:

- Overall size of the property in square feet
- Square foot size of all structures including covered decks and storage sheds
- Dimensions from the property lines to all structures
- Any and all easements
- Size of water service needed

Plan review – please allow 3-5 working days for the complete application package to be reviewed. Once the permit is approved, or if further information is needed, you will receive e-mail or a phone notification.

All associated permits will be required to be issued and paid for along with the building permit: Right-of-Way Permit, Temporary Electrical Permit, Permanent Electrical Permit, and Water Service Permit. The Building Permit Application will be used as application for all permits listed above.

Any person who commences work on a building or structure or a Right-of-Way project before obtaining the necessary permits shall be subject to an additional fee established by the building official that shall be in addition to the required permit fees. (\$50.00 minimum – double the permit fee maximum) Legal and/or civil proceedings may also be commenced. All contractors shall verify that a permit is in place before commencing any work.

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

## **Inspections**

For on-site construction, from time to time the building official, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his or her agent wherein the same fails to comply with this code. It shall be the duty of the permit holder or their agent to notify building official a minimum of 24 hours in advance that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official upon notification, shall make the requested inspection and shall either indicated the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official. The following are necessary inspections:

- Mobile Home Inspection – Inspection will be made before home is relocated
- Foundation inspection – Inspection of the foundation shall be made after poles or piers are set or trenches or basements areas are excavated and any required forms and any required reinforcing steel is in place and supported prior to placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment.
- Setback inspection – Inspection will be made once final placement has been made on the lot
- When scheduling an inspection please make sure that an adult is present during the inspection. Inspections will not be performed if any minor children are present in the residence unless accompanied by a legal guardian.

## **Special Inspections**

If a floodplain permit is issued, a certified floodplain elevation certificate will need to be submitted by a licensed surveyor.

When questionable soil characteristics are likely to be present, a geotechnical evaluation shall be required. The evaluation shall be completed by an approved agency and the report submitted to the building official. The report shall recommend at a minimum stability of slopes, strength of existing soils, an opinion on adequacy for the intended is of the site and a foundation design. All testing for the requirements set forth in the report shall be completed by an independent approved testing agency. The testing agency shall submit a report in writing stating all work was completed per the geotechnical report. The testing report shall be submitted to the building official for review and approval before any subsequent work is performed.

## **Legal Holidays**

The City of Pierre recognizes all federal holidays and as such, inspections are not available on these days. If an inspection is required on a legal holiday a fee may be assessed for such inspection. To avoid such fees please schedule inspections 24 hours in advance.

I, the undersigned, do hereby affirm; the above statements are true and correct and agree to comply with the provisions of the ordinances of the City of Pierre and the approved plans and specifications accompanying this application. The proposed work is authorized by the owner and authorization to enter the property for inspection purposes is hereby given to authorized representatives of the City of Pierre. I also understand that I must obtain separate electrical and plumbing permits from the State of SD or contract with a contractor licensed in Pierre for plumbing and electrical work. I hereby accept responsibility for the work and required inspections.

Applicant Name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

## **City of Pierre Electric Service Installation Request**

Name: \_\_\_\_\_

New service address: \_\_\_\_\_

Name or Business responsible for billing: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Service Type: Temporary for construction - **\$150**

Residential 200 amp - **\$750**

Residential 400 amp or larger - **\$1000**

Commercial three phase, all - **\$2000** (See Page 2)

Upgrade/alteration of existing service – actual cost of time and materials

\*All prices are for typical service only, extra fees may apply. An increase by 1.5 times may apply during frost, at the discretion of the City of Pierre.

Total cost for Electric Service: \$ \_\_\_\_\_

### **Requirements for electric service:**

1. Electric Service will not be connected unless this form is accompanied by a wiring certificate/affidavit and all fees have been paid.
2. Billing information has been documented by City staff.
3. Lot must be to grade, route unobstructed and meter socket/bank location identified prior to installation.
4. Meter socket shall be placed on structure nearest of two sides to the transformer or feed.
5. Electric Contractor is required to give multi-unit addresses or apartment numbers to the City of Pierre and permanently labelled on apparatus, prior to energizing.

Electrical Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Wiring Certificate number: \_\_\_\_\_

**Commercial service –**

Voltage requested – 480/277 Y      208/120 Y      240/120 delta

Service size - \_\_\_\_\_ Amps

Conductor size - \_\_\_\_\_ # of conductors - \_\_\_\_\_

How many electric meters will be on this structure? \_\_\_\_\_

- Customer will be responsible for final grade and costs incurred, if needed, to adjust electric devices and wiring after initial installation.
- 6 service conductors, and more, will require a CT cabinet.
- Customer will furnish the concrete pad (drawing available), CT cabinet (if needed), all conductors, the meter socket and metal stand (if needed).
- Customer will install meter stand adjacent to transformer or on wall of business.
- Customer will forever be responsible for the CT cabinet, service conductors, meter socket and stand to the business.
- Utility will forever be responsible for the transformer, meter, current transformers and wiring to socket.

By submitting this application, the applicant is bound and will comply with any fees, rules and regulations of the City of Pierre presently existing. I also hereby acknowledge all information listed here is true to the best of my knowledge and any misinformation could result in additional fees.

Submitter - \_\_\_\_\_ Date: \_\_\_\_\_