

City of Pierre

Commercial Building Permit Application For:

- Signs

The following information is required:

Physical Address _____

Legal Description _____

Description of Work _____

Total Project Valuation _____

Is the sign intended for on-site advertising: YES NO

Is this a historical property: YES NO

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 _____

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 _____

Electrical 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**

___ **FAA 7460 form**

___ **Two sets of computer generated building plans** - to include the following information:

- Footing and foundation plan signed and stamped by P.E. licensed in SD
- Exterior elevations, dimensioned with overall height of structure to finished grade
- An approved copy of the building plans shall remain onsite at all times
- Any change to the approved plans must be submitted to the Building Official before proceeding with any changes
- Other information as needed for plan review

___ **Site Plan** – to include the following information:

- Overall size of the property in square feet
- Dimensions from the property lines to all structures
- Any and all easements
- Number, location and width of all driveways and/or curb cuts

Plan review – please allow 2 – 4 weeks 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.

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:

- 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.
- Frame and masonry inspection – Inspection of framing and masonry construction shall be made after the roof, masonry, framing, draftstopping and bracing are in place and after the mechanical has been installed and after the plumbing and electrical rough inspections have been approved. Inspection must be made prior to house wrap or roof coverings have been installed.
- Other inspections as needed
- Final inspection – Final inspection shall be made after permitted work is complete and prior to occupancy.

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: _____

FOR OFFICE USE ONLY

Planning and Zoning

- ___ Zoning requirements correct: YES NO
- ___ Flood Plain Permit required: YES NO
- ___ Parking requirements met: YES NO
- ___ Legal Zoning lot: YES NO
- ___ Landscaping plan compliant with ordinance: YES NO

Notes:

Engineering

- ___ Number, location and width of curb cut within ordinance: YES NO
- ___ Utilities installed to lot line: YES NO
- ___ Access Adequate per ordinance: YES NO
- ___ ADA compliant sidewalk: YES NO
- ___ Adequate drainage: YES NO
- ___ Does grading create any issues: YES NO

Notes:

Building Department

- Project meets setbacks: YES NO
- Structures built over any easements: YES NO
- Angle of repose or slope stability issues (R403.1.7): YES NO
- Does project exceed lot coverage: YES NO
- Height of structure does not exceed 2 ½ stories or 35': YES NO
- More than one building for living purposes on the lot: YES NO
- Lot coverage exceed ordinance: YES NO
- ICC Plan Review Completed: YES NO

Notes: