

City of Watertown

Public Works Department: Building Services Division

23 Second Street NE • PO Box 910 • Watertown, SD 57201-0910

watertownsd.us • (605) 882-6201

COMMERCIAL BUILDING PERMIT APPLICATION

Failure to having permit prior to construction will result in double the permit fee

Owner Information

Owner/Applicant:	
Address:	
Phone Number:	
E-mail:	

Contractor/Developer Information

Contractor/Developer:	
Address:	
Phone Number:	
E-mail:	

Project Overview

Proposed Project Description and Specific Uses: _____

Property Address: _____

Legal Description: Lot _____ Block _____ Addition _____

Lot Area: _____ Sq. Ft. _____ Acre

Existing Zone of the Property: _____ Total Sq. Ft. of New Structure: _____

Number of Parking Spaces Required: _____

Estimated Total Cost \$ _____ (less cost of lot & finish landscaping)

Total Square Footage of: 1st Floor (main) _____ 2nd Floor _____ Mezzanine _____

Basement (total) _____ Finished? Yes No Garage _____ Finished? Yes No

If yes is circled to the following question(s), the if applicable section of required items applies on Page 2

Is the property located in the Special Flood Hazard Area (SFHA)? Yes No

Is construction disturbing more than 1+ Acres? Yes No

Architect/Engineered stamped plans are required by state law when sizes exceed attached Exempt Structure List on page 6.

The following items are required to be submitted prior to staff review:

Site Plan

Professional to-scale drawing(s) showing all existing and proposed construction including the items shown on the attached Site Plan Checklist on page 3. Show dimensions where applicable.

Floor Plan

Scaled drawing showing all rooms, dimension & square footage for each room/area. Also include ADA compliance with bathrooms, parking, ramps, access, etc.

Exterior Elevations

Scaled drawing showing the four exterior views with dimensions of the structure including the proposed finished grade line around the structure and the bottom of the footing line, with dimensions showing wall height at each level and **overall height at front elevation**.

Typical Wall Sections

Scaled detailed drawing showing sizes and materials of typical exterior wall from footing to finish roof. List joists, beams and bearing wall sizes and spaces. Show ceiling and wall insulation for type and R-value.

Window Schedule

List all the required windows by manufacturer's name, type, and numbers.

Plumbing Plan

Show schematic of all drain lines (include all floor drains). Note size type and location of any grease traps with connection to and location of main.

Miscellaneous

Show the location of all fire/smoke alarms, fire extinguishers, etc., provide stair detail(s) showing rise, run, and headroom, list square footage of each floor area (storage, office, shop, etc.), and list voltage and amp service

The following items are required *if applicable* to be submitted prior to staff review:

Floodplain Development Permit (For construction activities in the SFHA)

Required for any man-made change to improved or unimproved real estate within the floodplain (SFHA)

SDDENR NOI (Only when construction site is disturbing 1+ Acres)

A copy of the South Dakota Department of Environment and Natural Resources Notice of Intent (NOI) to obtain coverage under the SWD General Permit for stormwater discharges associated with construction activities.

SWPPP & BMP Plan (State approved documents only when site is disturbing 1+ Acres)

Stormwater Pollution Prevention Plans (SWPPP) for construction sites including best management practices for erosion and sediment control

The following items are required *if applicable* to be submitted prior to final inspection:

BMP Stormwater Maintenance Agreement *if applicable*

This agreement outlines maintenance responsibilities for private detention ponds and may require a maintenance easement to allow the City to inspect the BMP(s). The Urban Planner drafts the agreement which requires City Council approval

Elevation Certificate *based on Finished Construction* (only when property is within the SFHA)

This Portion of the Application to be Completed by Staff: *Engineering Division*

Site Plan Checklist

- Name of project
- North arrow
- Scale (no smaller than 1" equals 50 ft)
- Legend
- Summary table
- Vicinity map
- Property boundaries
- Grading (show 2' contours)
- Drainage
- Utility connections and size of services
- Dedicated public right-of-way and easements
- Structure location(s) with setbacks in relation to property boundaries
- Lowest finished floor elevation(s)
- Access to property (driveway width, culverts, etc.)
- Erosion sediment control measures (BMPs)
- Floodplain areas
- Significant natural features or hazards
- Sidewalks
- Parking spaces and drive aisles with dimensions
- Location driveways and loading areas
- Refuse storage and pick-up locations
- Location of nearby fire hydrants
- Landscaping (fences, retaining walls, trees, etc.)
- Types of surfacing (paving, gravel, grass, etc.)
- Total square footage of the lot, parking lot, sidewalk, and open space

For properties located within the SFHA

- Floodplain development permit has been approved
- Elevation Certificate based on Construction Drawings has been submitted

For properties disturbing 1+ Acres

- SWPPP has been approved
- NOI has been submitted

Are there special assessments on the property? Yes No

If yes, what? _____ Cost? _____

Is the property within a: **Wetland?** Yes No **Airspace?** Yes No **Aquifer?** Yes No

Engineering Division

Date

This Portion of the Application to be Completed by Staff: *Building Services Division*

Zone: A-1 C-1 C-2 C-3 C-L I-1 I-2 **Overlay District:** _____

What is the proposed use(s): _____

Min. Zone Requirments: Area _____ SF **Lot Width** _____ SF

Setbacks: Front _____ **Side** _____ **Rear** _____ **Max. Height** _____

Is use permitted within zone? Yes No **If No, BOA action required:** Variance Conditonal Use

What are the parking requirements for use? _____

How many are required? _____ **How many are shown?** _____ **Adequate parking?** Yes No

Required # of handicap spaces provided? Yes No N/A

Landscaping Plan Checklist:

- 15' green space
- Required ADA sidewalks/surfacing
- Fences if buffer required
- Required # of trees on lot
- 5' spacing between parking and structure
- 5' spacing between parking and property line
- Shoe box style lighting fixture adjacent to any residential district
- Overlay District requirements *if applicable*

Utilities:

<i>Water</i>	Yes No	<i>Source:</i> _____
<i>Sewer</i>	Yes No	<i>Source:</i> _____
<i>Heated</i>	Yes No	<i>Type:</i> _____
<i>Air Cond.</i>	Yes No	<i>Type:</i> _____

Building Services Division Date

This Portion of the Application to be Completed by Applicant *after staff approval*

Approved Building Permits must be clearly posted prior to any construction or excavation

- Changes are required to be submitted in writing prior to final inspection
- Construction not included in the original permit will be required an additional permit (i.e. finishing base-ment, accessory structures, fences, etc.)
- All applicable items must be submitted prior to final inspection

Applicant/Applicant's Agent Date

HANDBOOK FOR
SOUTH DAKOTA
BUILDING OFFICIALS
AND
DESIGN PROFESSIONALS

Engineering and Architecture
Registration Laws

South Dakota State Board of
Technical Professions

2040 West Main, Ste 304
Rapid City, South Dakota 57702-2447
Phone 605/394-2510 Fax 605/394-2509

EXEMPT STRUCTURES

A person who is not a registered architect or engineer may design and supervise the erection, enlargement or alteration of the following structures:

1. Single family dwelling and outbuilding such as a barn or private garage.
2. Two, three or four family dwelling.
3. Five to sixteen family dwelling if located where a Class A building inspection department of the ICBO will provide a detailed building code review of the dwelling.
4. Farm or ranch building or accessory except for a building regularly used for public purposes.
5. Temporary building or shed used exclusively for construction purposes, not exceeding two stories in height, and not used for living quarters
6. Specific structure with gross square footage or less for new construction, the enlargement or the alteration for the following:

Airport hangar	20,000 sf
Assisted living facility	4,000 sf
Auditorium	5,000 sf
Bank	7,000 sf
Bowling alley	7,000 sf
Car wash	7,000 sf
Church	5,000 sf
Day care center	4,000 sf
Farm implement w/repair	
Garage	11,000sf
Fire station	7,000 sf
Hospital	4,000 sf
Hotel	4,000 sf
Industrial plant	11,000sf
Jail	4,000 sf
Library	4,000 sf
Medical office	4,000 sf
Mortuary	4,000 sf
Motel	4,000 sf
Nursery school	4,000 sf
Nursing facility	4,000 sf
Office	7,000 sf
Preschool center	4,000 sf
Public garage	11,000sf
Rec center/health spa	5,000 sf
Restaurant	4,000 sf
Retirement home	4,000 sf
Service station	7,000 sf
School	5,000 sf
Shopping center	7,000 sf
Store	7,000 sf
Theater	5,000 sf
Warehouse	20,000 sf

Any building with an occupancy other than those listed above are exempt if 4,000 square feet or less.

PROFESSIONAL WORK

Design professionals must be concerned with the basic concepts of the full spectrum of design considerations. A comprehensive package of design documents must be developed for submittal to the building department, taking all aspects of the project into account such as submissions prepared by the project team members. Architects and engineers may perform professional services only when they, together with consultants they may engage, are qualified by education, training and experience in the specific technical areas involved.

An architect may engage in the practice of engineering or an engineer may engage in the practice of architecture but only to the extent that such practice is incidental to a project.

Architects typically address the following matters:

1. Site layout (e.g., parking, zoning requirements, grading, landscaping, building layout)
2. Aesthetics and overall design
3. Building circulation and exiting (e.g., stairway, exit width, travel distances, corridors)
4. Building classification (e.g., occupancy, type of construction)
5. Life safety considerations (e.g., requirements for sprinklers, fire ratings, fire walls, separations, fire alarm, smoke control)
6. Interior space planning
7. Interior and exterior finish materials (e.g., durability, function, aesthetics, fire ratings)
8. Environmental impacts (e.g., sound attenuation, quality of living, impact on natural surroundings)
9. Physically handicapped criteria

Engineers typically address the following matters:

1. Structural systems (e.g., framing, structural connections, foundations)
2. Electrical systems (e.g., power distribution, security, fire alarm and smoke detection)
3. Mechanical systems (e.g., drains and venting, water distribution systems, HVAC, fire protection systems)
4. Soils analysis (e.g., soils reports, soil stabilization, geotechnical investigations)
5. Civil work (e.g., site work, site drainage, grading, utilities, circulation)
6. Engineering works such as power stations, dams, bridges, sewage treatment facilities.

Project coordination and construction administration services can be performed by either the architect or the engineer. SDCL 36-18A-46 requires a written report of observed deficiencies or variations from the submitted plans and specifications to the building official, owner and builder before project completion on all projects that are not exempt.