

CITY OF NORTH SIOUX CITY BUILDING PERMIT REQUIREMENTS

A building application shall be submitted to the planning and zoning commission for the following activities, and these activities shall not commence until a building permit is issued.

1. Construct a new structure (building, garage, carport, deck, sheds)
2. Alter an existing structure
3. Construct an addition
4. Demolish or move a structure
5. Make a change in use or occupancy

Application for building permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

The following information is required when applying for a building permit.

1. Project address, legal description of property and plot plan showing location of building.
2. Name, address and phone number of the owner, general contractor, electrical contractor, plumbing contractor, mechanical contractor, and heating contractor.
3. Description of the proposed work.
4. Estimated cost of the project (materials and labor)
5. Location of all utilities on site plan
6. Lot size and area (sq. ft.)
7. Corner Lot (Yes or No)
8. Type of construction (masonry, steel, wood frame, concrete)
9. Occupancy level
10. Size of building
11. Area of building
12. Building height
13. Number of stories
14. Number of units
15. Number of off street parking spaces per zoning regulations
16. Size of water and sewer service
17. Size of electrical service

The application for permit shall be accompanied by not less than two sets of construction documents drawn to scale and of sufficient clarity and detail to show the nature and character of the work to be performed. The building inspector may waive the requirements for filing construction documents when the scope of the work is of a minor nature. In addition, one set of construction documents shall be submitted to the South Dakota state fire marshal's office and approved by same for buildings classified as residential multi-family, assembly, business, educational, factory/industrial, high hazard, institutional, mercantile, and storage.

Action on application: The building inspector requests completed application and all necessary information be returned to City Hall no less than four working days prior to planning and zoning

meeting. The time required for the permit approval may vary depending on the complexity of the project. Residential projects such as a single family dwelling and duplexes normally will take one to two weeks, whereas large commercial or industrial projects may take longer.

Time limitation: any permit issued will become invalid if the authorized work is not commenced within six months and completed within one year after issuance of the permit.

Posting of permit: the permit card shall be kept on the site of operation and posted in a conspicuous place, open to public inspection, for the entire duration of the project.

Payment of fees: A permit for construction will not be issued until all fees have been paid. Construction cannot commence until permit has been issued, and is posted on site.