******City of Whitewood**

**Office of Building Inspector**

1025 Meade St., Whitewood, SD 57793 Phone: (605) 639-9146 Fax: (605) 269-2499

Email: jim@cityofwhitewood.com

**Building Permit Requirements Checklist**

**Plan Requirements**

**Plot Plans**

Submit a plot plan drawn to scale showing:

* The location and dimensions of easements
* Property lines
* The proposed building or addition, with distances to property lines and any existing buildings on the property
* *Site shall be staked out for the Building Inspector to review setback requirements*

\*\*Also, include the legal description of the property.

**Building Plans**

Submit two full sets of building plans (one approved plan for Building Department and one for the construction site), to include:

* Cross sections
* Decks
* Elevations
* Floor plans
* Stair sections

Plans shall be drawn to scale. Plans shall include elevations with steps in foundation. Floor plans with dimensions and labeled rooms.

**Other Plans & Data**

* Submit a foundation plan with interior footings, step in foundation, rebar schedule.
* Structural data shall be submitted for floor joists, roof trusses and beams. **Homemade roof trusses are not allowed.** Plans and structural data shall be submitted for retaining walls over 4 feet in height and shall have Engineers Report and South Dakota Engineer Stamp.

**Scales & Plan Requirements**

* Plans shall be drawn to scale. These are the recommended scales:
	+ Details of 1/2 scale
	+ Elevations of 1/4 scale
	+ Floor plans of 1/4 scale
* Plans shall show all dimensions.
* Top of foundation and bottom of curb elevation shall be on the plan. Side elevations and rear elevations shall show steps in foundation wall or walkout basement.

**Commercial Site Plans**

Commercial site plans need to include the following:

* Dumpster location
* Engineered Drainage plan
* Landscape plan
* Parking plan
* Sewer and water location and size of lines
* Sidewalk location

**Other Permit & Documentation Requirements**

* A complete list of contractors shall be completed. All contractors shall be **licensed by the City of Whitewood** prior to obtaining Building Permit.
* A soil report may be required depending on the type of Soil at the construction site.
* You must report the total project cost (does not include land).

**Site Requirements**

* Toilet facilities are required on-site, for construction workers.

**Approval & Processing**

* Plan review and approval may take up to two weeks before construction can begin.
* A building permit will not be issued until all requirements are met.