



## City of Whitewood

### Office of Building Inspector



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## 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.