



City of Fort Pierre - Public Works Department
Building Permit Application

Mailing Address: PO Box 700 Fort Pierre, SD 57532

Physical Address: 08 E 2nd Ave Fort Pierre, SD 57532

(605) 223 7690 Email: admin1@fortpierre.com

Property Owner Information					
Date:		Parcel Number:			
Name:					
Address:					
City:		State:		Zip:	
Cell Phone:		Other Phone:			
Email:					

Project Information	
Project Property Address:	
Subdivision:	
Legal Description:	
Zoning:	
Flood Plain: Yes or No	
Estimated Total Project Cost:	
Project Description Details:	

Contractors				
Type/Name	Address	Phone	email	
General				
Excavator				
Foundation				
Framing				
Electrical				
Plumbing				
HVAC				
Other				

Fort Pierre **REQUIRES** utility hookup fees and deposits for new residence or new business construction.
The City of Fort Pierre has adopted the 2015 International Building Code.



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Building Permit Application

Building Permit Checklist for New Construction	
Lot Survey	A recent lot survey to identify property boundaries to verify proper structure setbacks
Site Plan	Required and shall include location of project buildings in relation to lot boundaries and other structures, including other items such as septic systems
Construction Plans May be hand drawn or professionally drawn and are to include:	
<ul style="list-style-type: none">• Floor Plan for each level - door and window locations; overall and room dimensions; door and window sizes; room labels• Elevation View (exterior side views) approximate overall height, eave height, overhand sizes, roof pitch, roofing material and type, siding material and type and general appearance• Special Details- wall section and stair details; foundation type and size; wall and ceiling framing materials; wall and ceiling coverings and dimensions• Floor and Roof Systems with member sizes – if pre-engineered or not listed in the code tables, drawings must be prepared, signed, and sealed by a Professional Engineer registered in state of SD	
Contractors	Each listed per phase or specialty; include name and contact for each
Estimate Cost of Materials and Labor	Attach estimate for both materials and contractors (labor); exterior concrete flatwork need not be included
Address	Address assignment is required, unless currently assigned
Curb Cut Permit	If relocation, widening or addition of a new driveway is required, contact Public Works Department
Street Cut Permit	If sewer and water are not on the property and it is necessary to connect to mains in the street. A street cut permit and fee are required
Utility Fees	New building projects require the establishment of utility accounts, associated fees, and deposits – including temporary electric connection, permanent electric connection, a water tap , a water meter , and a sewer tap
Flood Plain Designation	An Elevation Certificate or a LOMR F may be required to complete a Certificate of Occupancy and/or the Flood Plain Permit.
Plat	Preliminary plat shall be prepared by a licensed surveyor; a map prepared for the preliminary plat may also be used for the final plat. (Q-12-402)

Required Inspections on New Construction	
Contractors required to contact Fort Pierre Public Works for each inspection 223 7690	
Footing and Foundation – both prior to placement of concrete	
Framing and Sheetrock – size and fastener spacing; Fire Separation Walls	
Mechanical – includes pressure test on new gas lines	
Onsite wastewater system plan review and inspection	
SD Electrical and Plumbing Permits; Inspections and Final Inspections	
Final Inspection with a Certificate of Occupancy to be Issued	

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Building Permit Checklist for Remodel	
Lot Survey	A recent lot survey to identify property boundaries to verify proper structure setbacks
Site Plan	Required and shall include location of project buildings in relation to lot boundaries and other structures, including other items such as septic systems
Construction Plans May be hand drawn or professionally drawn and are to include:	
<ul style="list-style-type: none">• Floor Plan for each level - door and window locations; overall and room dimensions; door and window sizes; room labels• Elevation View (exterior side views) approximate overall height, eave height, overhand sizes, roof pitch, roofing material and type, siding material and type and general appearance• Special Details- wall section and stair details; foundation type and size; wall and ceiling framing materials; wall and ceiling coverings and dimensions• Floor and Roof Systems with member sizes – if pre-engineered or not listed in the code tables, drawings must be prepared, signed, and sealed by a Professional Engineer registered in state of SD	
Contractors	Each listed per phase or specialty; include name and contact for each
Estimate Cost of Materials and Labor	Attach estimate for both materials and contractors (labor); exterior concrete flatwork need not be included
Utility Fees	If the project requires connection of utilities to main lines within the street, a street cut permit and fee will be required; electric , water and sewer hookup fees may also be required

Building Permit Checklist for Storm Damage
Complete Building Permit Application; list all repair items; provide cost estimate, including labor

Signature
I understand by signing this application that if it later be found that any false or misleading statements made by me in applying for and securing this application that such statements shall be sufficient grounds for immediate cancellation and revocation of said application and all rights and privileges thereunder. Date: _____ Signature: _____

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