

HOW TO: Apply for Residential Plan Review & Permit Issuance

Permits will be issued to licensed residential contractors, home owners that reside in the structure, or owners of registered residential rentals only.

Partial permits (foundation, shell and framing) will not be issued for new residential construction. A foundation permit may be issued where a structure is to be relocated from within or outside of the City of Sioux Falls.

It is the responsibility of the permit holder (signature on the permit) to submit the required information, comply with the code and ensure inspection corrections are completed. Issuance of a permit and/or inspection approvals does not give approval or grant license to the permit holder to violate code. The permit holder is also responsible for incorporating noted corrections on the plans in the field.

- Home owners who are permit holders will be held responsible for inspection corrections whether or not a licensed contractor performed the work.
 - Redlines are notes made on the drawings regarding revisions that either must be made in the field, or are the reason for denial.
1. Fill out the Residential Plan Review Application or apply online.
 - To apply online, visit siouxfalls.org/css. If you do not have a CSS (Customer Self Service) account, you must register. When your account is activated, you will be notified and you may then apply online.
 - Townhomes may be submitted as one permit with all addresses listed or as individual permits with one address per permit.
 - If applying at the counter of City Center, submit a paper copy of the Residential Plan Review Application and an 11x17 set of plans with the required submittal information (see Residential Plan Review Submittal Requirements). The submittal information must be clear and legible. An electronic set of plans on flash drive or CD is also acceptable.
 2. Submittals are reviewed simultaneously by multiple staff members in the order they are received.
 - Review times vary throughout the year depending on the volume of submittals.
 - If the submittal is found to be in general conformance, you will receive a permit and redlined drawings. The drawings are not required to be re-submitted, however the redlined changes must be implemented in the field.
 - If the submittal is found to be lacking the required information, it will be denied and a permit will not be issued. The submittal documents will be redlined and returned to the applicant. The applicant must re-apply for a new review with the required information.
 - For CSS users, a new permit application must be started for submittals that were previously denied. **Note:** Revised drawings added to the attachment tab on the original permit application will not be reviewed.
 - Returned documents will consist of markups made in red for information that may be required to be available to the inspector on site, minor code items to be incorporated into construction in the field, or design items for the contractor to consider.
 - Documents with markups will be made available to CSS users on the attachment tab online. Documents will be emailed to the applicant if the plans were submitted at the counter.

- Review by staff is for general conformance with the code and does not constitute approval of a violation of the code. Corrections may still be required in the field.
 - Staff may include: Building, Planning, Zoning, Flood Plain, Historic Preservation and Engineering, depending on the specific project.
3. When all staff members have signed off on the plan review, you will be notified the permit is ready to be issued at the front service counter at City Center or online for CSS users.
 - Payment of the permit fee is required. We accept cash, checks and credit cards.
 - Payment and issuance of the permit is an acknowledgement of any changes noted on the drawings by staff.
 - A fee schedule is available online.
 - The signature of the permit holder is required.
 - For CSS users, if the digital signature is missing or is not the same as the applicant, the permit will be denied and submission for a new review is required.
 4. Permits are valid for 180 days from the date of issuance. An additional 180 days starts from the date of each inspection, there-by extending the permit.
 - Mechanical, electrical and plumbing permits will be issued as sub-permits to the main building permit.
 - If the scope of work includes a detached garage, shed, etc., an accessory structure permit will also be issued.
 5. Revisions to the scope of the work after permit issuance must be submitted for review. An amendment to the permit will be made if changes are found to be in general conformance with the building code. Additional fees may apply.
 6. Requests for inspections are to be made at 605-367-8670 or online using CSS.
 - The correct permit number is required to request inspections.
 - Final inspections are required for all permits, including demolition. Citations will be issued for permits that have not passed all final inspections, including building, mechanical, electrical and plumbing.
 - Inspections must be requested the day before they are to occur. Same day inspections will not be scheduled for any reason.
 7. When all inspections (building, mechanical, electrical and plumbing) are complete and final on new buildings, a Certificate of Occupancy will be issued.
 - Certificates of Occupancy for new construction are automatically emailed to the permit holder. The email is sent the morning following completion of final inspections of all trades, to the email address that is on file for the permit holder. It is the permit holder's responsibility to pass the certificate on to whomever may require it, including the bank, mortgage lender or realtor for the property.
 - Temporary Certificates of Occupancy may be granted if all life safety portions of the work are final and the only remaining items to be completed are not a safety risk to the occupants.
 - If a temporary certificate of occupancy is requested, this office requires a minimum of 48 hours (2 business days) to verify inspections and inspector approval for occupancy and preparation of a certificate.