

Commercial Remodel &/or Change In Use Building Permit Submittal Requirements

- The general contractor/permit holder is responsible for compliance with all codes, ordinances and other applicable regulations. Plan review, permit issuance and field inspections do not absolve the general contractor/permit holder of that responsibility.
- The duties of the building officials are to enforce compliance with the adopted codes. Go to [City of Sioux Falls Adopted Building Codes](#) for a list of locally adopted codes. Code books may be purchased at [International Code Council's online web store](#)
- Inadequate plans will delay the plan review process and permit issuance.
- Submitted files must clearly and concisely indicate the location, nature and extent of the project, and show in detail that it will conform to the provisions of the code.
 - For example, the submittal needs to include enough information for someone completely unfamiliar with the location and existing conditions to be able to construct the project to comply with the minimum required codes.
- The submittal documents are required to be accurate, and of a quality and detail such that this office can determine whether the work conforms to the code.
 - It is the expectation that construction in the field will be consistent with the drawings.
 - The actual building components to be used in construction must be indicated.
 - Plans labelled “preliminary” or “not for construction” will not be accepted unless otherwise instructed by this office.
- This office is authorized to require additional information to verify compliance with the code.
- Documents prepared by a registered design professional may be required as listed in the [Commercial Architectural & Engineering Requirements](#) section and the [Handbook for South Dakota Building Officials and Design Professionals](#).
- The submittal documents must clearly only reflect the scope of work for the permit being applied for. Additional work shown in the documents that is outside the scope of the project must be labeled “Future - for reference only”.
- For phased projects, each phase must be shown independently from other phases. For example, the phase 2 plans should show the work completed in phase 1 as existing construction in lighter lines.
- When the scope includes multiple buildings, drawings must be organized as a complete set for each building and not intermixed. However, one PDF may include multiple drawing sets.
- This constitutes a basic list of the minimum requirements. Other departments listed below may have other requirements and should be consulted.
 - Planning/Zoning
 - Health
 - Fire Prevention
 - Floodplain Manager
 - Historic Preservation
- Potential resources for help with the drawings: drafting companies, lumber companies, contractors, architects, engineers, copy centers, etc.

Format

- See [Commercial PDF Document Information](#) for detailed information.

- Submit ONE COMBINED PDF of all required information, in person on a flash drive or CD, or submit through our [online CSS portal](#). If submitting in person, a [Commercial Plan Review Application](#) must accompany the submittal.
- PDFs that are electronically signed, protected or PDF/A formats will not be accepted.

Site (civil) plans – If the project includes sitework, see the [Commercial Full Building Permit Submittal Requirements](#).

- For a change in use permit, changes to parking, fencing, and landscaping may be required. Please consult with the Zoning Department on the requirements.

Demolition Plans

- Include existing floor plans with all existing rooms labeled as to their specific existing use. This is required so that we can determine if there will be a change in use and if rated construction will be required in the new construction.
- Show existing walls, windows, doors, cabinets, plumbing fixtures and stairs.
- Show existing rated assemblies.
- Label items to be removed and show them in dashed lines.
- Include temporary shoring details for load-bearing elements being removed.
- Do not show new construction on demolition plans.

Code Plans and/or Floor Plans

- Show dimensions.
- Label all rooms as to their specific intended use and include types of activities that may have specific code requirements such as: medical treatment, procedural medical treatment, medical gases, classrooms, gymnasiums, woodworking, paint booths, welding, major or minor vehicle repair, manufacturing, food processing, storage, types of items being stored, etc.
 - A cleaning schedule and other detailed information will be required by Fire Prevention for certain dust producing activities such as wood working, grain processing, etc.
- For child care and educational spaces, include the age range of the children and the number of children served. In buildings where only a portion of it will be used for child care and education, indicate which spaces will be used by children, including hallways, rest rooms and lunch rooms.
- Indicate whether or not the building is fully or partially sprinklered with an NFPA 13, NFPA 13R, or NFPA 13D system. Where partially sprinklered, indicate areas of coverage on the plans.
- Kitchen equipment, including hoods, must be shown and labeled. Indicate whether or not the kitchen space will be for re-heating pre-prepared food, or preparing and cooking food, and if cooking activity will be a daily occurrence.
- Show accessibility clearances in restrooms, bathrooms, dwelling unit kitchens, etc.
 - Dwelling units required to meet accessibility provisions must be labeled as Type A or Type B units as required by code.

- Show preliminary seating layouts in conference rooms, training rooms, lecture halls, gymnasiums, restaurants / cafes, bars, lobbies, waiting rooms, etc. so that the use and occupancy of the room can be determined.
- Show preliminary racking layouts in retail areas and storage spaces. Indicate the height to the top of the items to be stored on storage racks.
- Indicate office furniture layouts where the cubicles will be more than 5'-9" high.
- Show all plumbing fixtures including floor drains, and sand/oil interceptors.
- Show locations of all required ratings on the plan.
- Indicate fire extinguisher, horn and strobe locations.
- Indicate attic access and roof hatches as a dashed line and label it.
- Clearly delineate the difference between existing and new construction. For example, show existing walls, doors, windows, cabinets, plumbing fixtures, etc. in light lines, and new construction in bold lines. Other ways of delineating between existing and new may be acceptable on a case-by-case basis.
 - An overall (key) plan of the building must be shown with the area where the work is to occur indicated.
 - Show enough of the adjacent existing rooms, including adjacent tenants, to clarify the relationship to new/remodel spaces, and exiting through rooms to the exterior.
 - Do not show items to be removed on the proposed plans. Items to be removed should only be shown on the demolition plans.

Interior Elevations

- Accessibility requirements must be shown and dimensioned.
 - Include restroom and bathroom elevations with grab bars, shower seats, sink heights, mirror heights, etc.
 - Include elevations of accessible sales and service counters.

Cross sections and building/framing details.

- Wall sections indicating all components, and materials.
 - Indicate the type of insulation (polyisocyanurate, polystyrene, batt, etc.)
- Show the continuity of rated walls and horizontal assemblies, for example where a rated stair shaft is not totally vertical through the building but continues with a horizontal assembly for a few feet.
- Label thermal barriers where they are required, for example to cover foam plastic/spray foam insulation.
- Sections at decks indicating all components, heights, spans, stairs, guardrails, etc.

Window and door schedules.

- Indicate dimensions.
- Indicate ratings, safety glazing and opening control devices where required.
- Include a hardware schedule.

Details of fire-resistive assemblies.

- Show details of rated horizontal assemblies at roof/ceiling and floor/ceiling assemblies, their horizontal continuity, and include the listed assembly's testing number, such as UL 413.
- Show details of rated wall assemblies, their vertical continuity, and intersections at other building components, and include the listed assembly's testing number, such as UL 413.
 - Indicate all components of the assembly and associated requirements for adjacent construction, such as the intersection of a fire wall with an exterior wall.
- Indicate details at joint assemblies and include the listed assembly number.
- Indicate penetration details at pipes, conduits, etc.

Structural plans.

- See [Commercial Architectural & Engineering Requirements](#) to determine if plans are required to be stamped by a design professional.
- Plans must be final, not preliminary.
- If engineered plans are required, the applicable codes, design criteria and special inspections must be indicated.

If the stamp of a design professional is required on the project (see [Commercial Architectural & Engineering Requirements](#)), the final stamped MEP (mechanical, electrical, and plumbing) drawings must be included in the submittal. Listed below, are some specific items we will be looking for on MEP drawings.

Mechanical Plans

- Show all equipment locations, including roof top equipment.
 - On low slope (flat) roofs, show dimensions between equipment that is required to be maintained and the edge of the roof.
 - On sloped roofs, show the required maintenance platform and guardrail.
- Indicate damper locations.
- Indicate plenums.
- Provide CFM calculations for hair salons and nail salons.

- For nail salons, details showing the ductwork and source capture system are required.

Electrical Plans

- Service size (amps).
- Exit sign locations.
- Emergency lighting locations.
- Floor outlet locations in conference rooms.

Plumbing Plans & Details

- Show all fixtures.
- Floor drains.
- Grease interceptors.
- Sand/oil interceptors.

The above mentioned information is a summary of the requirements for Building Services and not to be construed as all-inclusive or absolute with regard to submittal requirements or code compliance. Additional information may be required from this and other departments for permit issuance.