

Commercial Repair 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 [Locally Adopted Building Codes](#). Code books may be purchased at the [International Code Council's Online Webstore](#).
- 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.
- 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.
- 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”.
- This constitutes a basic list of the minimum requirements. Other departments listed below may have other requirements and should be consulted.
 - Floodplain Manager
 - Historic Preservation
- Potential resources for help with the drawings: aerial images such as Google Earth or similar, drafting companies, lumber companies, contractors, architects, engineers, copy centers, etc.

Submittal File 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 at siouxfalls.org/CSS. 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.

Re-roof Project Requirements

- An aerial view of the building with the locations of the work indicated. A PDF of an aerial view from Google Earth or similar is acceptable.
- Indicate all materials to be removed, such as asphalt shingles, gutters and downspouts, EPDM, TPO, insulation, etc.
- Indicate all new materials that will be installed, such as asphalt shingles, gutters and downspouts, EPDM, TPO, insulation, etc.
 - If new insulation is proposed, indicate the type and R-value. For example, polyisocyanurate, polystyrene, R-20, etc.

- Indicate additional loads to the structure. If the additional load increases the existing structure's design, dead, live or snow load, by more than 5 percent, drawings that are sealed by a structural engineer detailing the roof loading and roof truss modifications are required.

Door and/or Window Replacement Project Requirements

- An aerial view of the building with the locations of the work indicated. A PDF of an aerial view from Google Earth or similar is acceptable.
- Show the number of doors and windows being replaced and the approximate locations on the building.
- Indicate whether or not the existing openings will be made larger or smaller.
- For historic properties, cut sheets of the doors and windows being installed must be submitted.
- Depending on the location of the building on the site and the area of work, openings may need to be rated and you may be contacted for additional information including the distance of the building to the property lines and exterior building elevations with openings shown.

Re-siding Project Requirements

- An aerial view of the property with the area of the work labeled. A PDF of an aerial view from Google Earth or similar is acceptable.
- Indicate all materials to be removed, such as vinyl siding, LP siding, weather barrier, soffits, etc.
- Indicate all new materials that will be installed, such as vinyl siding, LP siding, weather barrier, soffits, etc.

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.