

Submittal Requirements: Residential New-Single Family and New-Townhome

- This constitutes a basic list of minimum requirements for residential plan submittal.
- This office is authorized to require additional information to verify compliance with the code.
- In addition, documents prepared by a registered design professional may be required in certain circumstances.
- 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 must be indicated.
- Foundation permits will be issued for relocated structures only.
- Submittals that do not meet the minimum requirements will be denied. Re-submittals will be processed in the order received along with all other submittals. See [How to apply for Residential Plan Review and Permit Issuance](#).

Format

- Each structure must be submitted individually. Townhomes must have all addresses indicated on the application for over-the-counter submittal, or all addresses must be added during the application process on CSS.
- For each structure, submit ONE combined PDF of all required information on a flash drive or CD, or drawings on 11 x 17 paper. **Note:** We do not get notifications when additional attachments are uploaded on CSS after the application is submitted.
- All drawings in the PDF must be legible and oriented upright to the proper viewing direction.

Site plan.

- The property must be platted with an assigned address in the city's GIS system.
- Clearly indicate property lines with lot dimensions.
 - Include a north arrow.
 - Show future property lines and label as future (townhomes only).
 - Show all exterior dimensions of existing and proposed structures including decks, sheds, detached garages, cantilevers, etc.
 - Indicate actual distances from all structures to property lines.
 - Specify required front, side and rear yard setback distances.
- Label street names, driveways, parking areas, and easements.
- Include an address and legal description.
- Indicate grade elevations at the lot's corner pins. The corner pin elevations are provided by the developer and required by the Sioux Falls Engineering department.
- A minimum ground elevation (MGE) must be indicated which designates the elevation of the top of the black dirt under the grass, or the top of the landscape rock or other landscape material at the lowest exposed part of the house. The MGE is provided by the developer and required by the Sioux Falls Engineering department.
- The footprint of the structures must match the floor plans.

Floor plans.

- Must match the site plan - a mirrored copy of the plan is not acceptable.
- Show exterior dimensions.
- Label all rooms as to their use, including storage under stairs.
- Show all plumbing fixtures including floor drains.
- Indicate the garage square footage, main level square footage, finished lower level square footage, unfinished lower level square footage, upper level square footage, and any bonus space square footages (finished attic space accessed from the garage or similar).
- Indicate whether the lower level is finished or unfinished. Where the lower level is partially finished, areas to be finished must be indicated.
- Show decks, patios, awnings and porches
 - Indicate the dimensions, the height above grade, whether it is covered or not, and the stair locations.
 - The components of the deck structure must be shown either on the lower level plan or a deck section.
- Specify alternate bracing methods by name at each location where standard bracing panels are not provided.
- Show window wells.
- Show crawl space access.
- Show attic access.
- Indicate safety glazing.
- Indicate rated wall locations and their rating.
 - Note door rating locations.

Foundation plan.

- Indicate footings, spread footings and foundation walls including at stoops and patios.
- Show window wells.
- Indicate unexcavated space and crawl spaces.
 - For crawl spaces, show access locations and specify ventilation.
- Indicate locations of pier foundations, sizes and dimensions.

Exterior elevations.

- Elevations must match the site and floor plans, including covered or uncovered patios, decks, awnings and porches.
- Indicate the finished floor elevation.
- Indicate the height of the structure, which is the vertical distance above grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof, or to the average height of the highest roof, or to the average height of the highest gable of a pitched, hipped, or shed roof. The measurement shall be taken from the average elevation of the finished

grade within ten feet of the structure. When submitting through CSS, round up to the nearest foot.

- Indicate with a note that doors are closed and secured where they access a deck that will be built in the future, under separate permit.

Cross sections and building/framing details.

- Wall sections indicating all components and R values of ceilings, attics, walls (including basement and crawl space walls), floors, slab depth and perimeter R-value, the maximum glazing U-factor of fenestration of openings, and accurate eave depths.
 - Include a separate section for each significantly different building condition, for example: cantilevers beyond the thermal envelope, appendages over 200 sq. ft. and installed on piers, crawl spaces, etc.
 - Show furred out basement walls as they are to be installed: insulated, with fire retardant vapor barrier (if it will be installed), and/or with gypsum wall board when the basement will be finished.
- Indicate attic ventilation via soffit vents and ridge vents, etc.
- Sections at stairs with dimensions of treads, risers, handrail height and headroom clearance.
 - The type of stairs in section must match floor plans.
 - Show gypsum board on the underside of stair when the space will be used for storage.
- Sections at decks, 3 season rooms and patios, and building appendages on piers, including the roof at covered decks, indicating all material types and sizes.
 - The wall section at the attachment to the house must be shown accurately.
 - Patios must show flashing at the threshold where applicable.
- Details of fire-resistive assemblies.
 - Provide a full height wall section from foundation to roof sheathing with all components of the assembly labelled and associated requirements for adjacent construction indicated.
 - Relationship of all structural elements to the rated wall must be shown accurately.

Engineering is required for construction methods outside the standard prescriptive methods addressed in the International Residential Code. Engineering is typically required but not limited to the following:

- Pre-engineered buildings, including wood framed or metal buildings. Engineering must be included with the plans for permit.
- Core floor and foundations supporting core floor. Engineering must be included with the plans for permit.
- Appendages over 200 sq. ft. in size and installed on piers. Engineering must be included with the plans for permit.
- Pre-engineered trusses. Engineering is not required with the plans for permit but must be available for the inspector on site.

- Bearing walls over 10 ft tall with a truss span over 24 ft. must be indicated on the plans. Engineering is not required with the plans for permit but must be available for the inspector on site.
- Bracing where none of the approved alternative methods will apply. Engineering is not required with the plans for permit but must be available for the inspector on site.
- Fixed awnings over 54" deep. Engineering is not required with the plans for permit but must be available for the inspector on site.
- Retaining walls over 4 ft tall. Engineering is not required with the plans for permit but must be available for the inspector on site.

Acceptable engineering examples are:

- Laminated Strand Lumber (LSL) cut sheets from a lumber supplier for bearing walls over 10 ft tall with a truss span over 24 ft. LSL cut sheets do not constitute engineering for alternate bracing method wall panels.
- Construction documents stamped by a structural engineer licensed in SD or the following:
 - Construction documents stamped by the pre-engineered product supplier (metal buildings, pole-barn construction, decks, awnings, block retaining walls, etc).

Third-party inspections.

- Where a structure is to be built outside of this jurisdiction and is not inspected by City inspectors, a third-party inspection certificate is required for work beyond the foundation permit. Foundation permits will only be issued for residential permits for relocated structures from within or outside of the City of Sioux Falls.

The above mentioned information is a brief 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.