

Commercial Foundation 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 the [City of Sioux Falls Adopted Building Codes](#) for a list of locally adopted codes. Code books may be purchased at the [International Code Council's online 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.
- 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.
- 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”.
- A submittal for a foundation permit, is not a placeholder in line for a full building plan review. See [Commercial Full Building Permit Submittal Requirements](#) for minimum requirements for building permits.
- A foundation review is a separate review from the rest of the building and a separate fee will apply for the review and the permit. Please help keep overall review times short and apply for foundation permits only when absolutely necessary.
- Foundation permits are offered as an option for contractors to begin work on the project prior to obtaining the full building permit. By obtaining a separate foundation permit, the contractor accepts all responsibility pending the plan review for the full building permit to be applied for separately.
- In order to review plans for a foundation permit, the occupancy (use) of the building, the allowable and actual heights and areas of the building, and the type and extents of the sprinkler system must be determined. See the list below for the minimum requirements.
- The plans may be reviewed, but the permit will not be issued until the parcel is platted.
- This constitutes a basic list of the minimum requirements. Other departments listed below may have other requirements and should be consulted.
 - Engineering
 - Planning/Zoning
 - Fire Prevention
 - Floodplain Manager

- Potential resources for help with the drawings: drafting and lumber companies, contractors, architects, engineers, copy centers, etc.

Preliminary Site (Civil) Plans

- Site plans may be preliminary. However, the location of the building on the site must be final.
- Clearly indicate proposed property lines and include a north arrow.
- Indicate scope of work and label future work, if shown.
- Show proposed property lines on the site plan. Do not show existing property lines that will be removed as part of the project unless they are clearly labeled as such.
- Indicate dimensions between structures on the site and from all structures to property lines.
- Show all exterior dimensions of existing and proposed structures.
- Indicate front, side and rear yard setback dimensions.
- Include an address, legal description, and street names.
- Show and dimension all easements.
- Indicate on-grade equipment including walk-in coolers, air-handling units, tanks, etc.
- When the scope includes multiple buildings, like apartment developments, number the buildings in the order they will be constructed.

Final Foundation Plans

- See the [Commercial Architectural & Engineering Requirements](#) to determine if plans are required to be stamped by a design professional.
- If engineered plans are required, the applicable codes, design criteria and special inspections must be indicated.
- Plans must be final, not preliminary.
- Indicate dimensioned footings, spread footings and foundation walls including at stoops and patios.
- Include dimensioned foundation sections and details with reinforcing called out.

Preliminary Architectural Floor Plans.

- These plans may be preliminary. However, the following information is needed in order to determine the occupancy, the allowable heights and the allowable areas for the project.
- Indicate whether or not the building is fully or partially sprinklered with an NFPA 13, NFPA 13R, or an NFPA 13D system. Where partially sprinklered, indicate on a plan the extents of sprinkler coverage.
- Show exterior dimensions.
- Include a floor plan for each floor level including platforms and mezzanines.

- Label **all** rooms as to their specific use and include types of activities that may have specific code requirements such as: medical treatment, procedural medical treatment, medical gases, woodworking, paint booths, welding, major or minor vehicle repair, manufacturing, food processing, types of items being stored, etc.
- For childcare and educational spaces, include the age range of the children and the number of children served.
- Show decks, canopies, and patios.
- For additions, clearly delineate the difference between existing and new construction. For example, show existing elements 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.
 - Do not show items to be removed on the proposed plans. Items to be removed should be shown on the existing and demolition plans only.

Preliminary Architectural Exterior Wall Section

- Full height wall sections, from foundation to top of parapet or sloped roof.
- Basic wall and roof framing components must be labeled in order to determine the type of construction.

Preliminary Exterior Elevations

- Indicate building heights.

Mechanical, Electrical and Plumbing Plans

- If the stamp of a design professional is required on the project, the final stamped mechanical, electrical, and plumbing (MEP) drawings must be submitted with the foundation drawings in order for underground MEP work to be allowed.

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.