



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Growth Management Department
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COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Submit the following information for a timely plan review and permit application review on commercial projects:

1. **SITE PLAN** – show all proposed construction on the site plan including: grading, utilities, retaining walls, easements, building locations, erosion control, and drainage. Show all drainage features by existing and proposed contours, to include drainage arrow, etc. (contours may be waived at the discretion of the City Engineering Division). The site plan is required to be prepared by a Civil Engineer who is familiar with drainage infrastructure. Drainage calculations are required if the site plan dictates. Show the location of all utilities, fire hydrants, service lines, service line sizes, easements, floodplain, and rights-of-way.
2. **PARKING PLAN** – show the correct number of parking stalls, parking stall dimensions, and the aisle widths as required by the parking ordinance. The plan shall indicate that all parking and circulation is paved.
3. **HANDICAP ACCESSIBLE PARKING** – show the number of accessible stalls, aisles, signage, accessible route and slope at parking stalls and ramps.
4. **LANDSCAPE PLAN** – show all landscaping as required by the landscape ordinance, including materials schedule and plant varieties.
5. **EROSION & SEDIMENT CONTROL PLAN** – show the limits of construction, limits of stockpile areas if proposed on-site, locations of stabilized staging areas and protection requirements if proposed on-site, location of vehicle tracking station if proposed on-site, direction of surface water run off, location of portable toilets if proposed on-site, location of concrete washout areas if proposed on-site, identify required structural or nonstructural bmps, identify soil surface stabilization measures, and show square footage of site.
6. **BUILDING PLANS** – show the footing, foundation, floor plans, elevations, wall sections, roof plan, framing plan, bracing details, fire wall plan, fire sprinkler plans, exterior envelope, stair sections, and plans for special equipment. Plumbing, mechanical, and electrical plans shall be provided. Plans shall comply with ANSI A117.1 for handicapped accessibility.
7. **SPECIAL EQUIPMENT** – plans for special systems such as Type 1 or Type 2 mechanical hoods, elevators, venting, sprinklers, and fire alarms shall be included.

All plans shall be drawn to scale.

Other permits may be necessary, such as, but not limited to: demolition, grading, floodplain development, moving, sign, conditional zoning, supplemental tap fee, permit to work in the right-of-way, on-site wastewater disposal, and air quality.

Development in or adjacent to the floodplain shall require pre- and post-elevation certificates.

All plans are required to comply with South Dakota Codified Law 36-18.

A code analysis by the designer of the project is required.

Submit 4 sets of plans and a permit application. The review process will take a **minimum of ten working days**.

AVOID DELAY. SUBMIT COMPLETE ACCURATE PLANS.

SEE REVERSE FOR CHECKLIST

SITE PLAN REQUIREMENTS CHECKLIST

General:

- All Features drawn to scale: (1" = 40' min, 1" = 20' preferred, architect's scales not acceptable)
- North Arrow
- Title Block
- Legal Description
- Lot Lines with dimensions
- Street Names of adjacent right-of-ways (ROW)
- Easements, existing and proposed
- Contours, existing and proposed
- Building Footprints, existing and proposed
- Finished Floor elevations
- Existing Utilities in adjacent ROW or easements (gas, electricity, phone)

Drainage:

- Drainage ways, existing and proposed
- Storm Sewers, existing and proposed; with sizes and materials
- Storm Sewer Inlets, existing and proposed; on site and within 500 ft. of property
- Floodplain and floodplain elevators (if applicable)

Erosion & Sediment Control:

- Limits of construction
- Limits of stockpile areas if proposed on-site
- Stabilized staging areas and protection requirements if proposed on-site
- Vehicle tracking station if proposed on-site
- Direction of surface water run off
- Portable toilets if proposed on-site
- Concrete washout areas if proposed on-site
- Structural or nonstructural bmps
- Soil surface stabilization measures
- Square footage of site

Streets/Sidewalks:

- Curb line of street(s) adjacent to site
- Paved Driveway extended to adjacent street
- Paved Parking showing circulation, number of parking stalls, and dimensions
- Sidewalks, existing and proposed

Landscaping:

- Landscaping Plan
- Table of landscaping material points
- Landscaping Plant Varieties – label each plant or plant group

Sewer Service:

- Sewer Mains, existing and proposed, in adjacent ROW
- Sewer Service Lines, existing and proposed; with size and material type
- Sewer Service Cleanout locations, as required
- On-site Wastewater Disposal System application (if applicable)

Water Service:

- Water Mains, existing and proposed, in adjacent ROW
- Water Service Lines, existing and proposed; with size, material type, and curb stop location
- Fire Hydrants, existing and proposed; within 500 ft. of property lines
- Fire Service Lines, existing and proposed; with size, material type, and PIV

Any additions or changes to public infrastructure must be designed by and have plans prepared by a Professional Engineer.

Note: This checklist is provided to you in order for your project to receive a complete and timely plan review as required for the issuance of a building permit. Omission of any of this information on the site plan could delay the issuance of a building permit.