

CITY OF WATERTOWN

23 Second St NE ♦♦♦ P.O. Box 910 ♦♦♦ Watertown, South Dakota 57201-0910

Website: www.watertownsd.us, Phone: 605-882-6201

REV 11-17-16

Residential Building Permit Application Form Check Sheet

FAILURE TO SECURE PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN DOUBLE PERMIT FEE

Owner/Applicant: _____

Address: _____

Contact Info / Phone No. : _____ e-mail: _____

Proposed Construction: _____

Property Address: _____

Legal Description:

Lot _____

Block _____

Addition _____

Lot area: _____ **Sq Ft or** _____ **Acre(s)**

Responsible Party for Erosion Control: _____

Contact Info / Phone No. : _____ e-mail: _____

Principal erosion control responsibilities:

- *In the event sediment or other construction materials are discharged from the site, ASAP but no later than the end of the work day in which the discharge occurred, the discharged materials shall be recovered, the affected properties shall be returned to the condition prior to discharge, and the affected streets swept or broomed.*
- *Designate an area of the site for concrete washout & concrete equipment cleaning with the objective of preventing the discharge of concrete washout water & concrete equipment wash water off-site to adjacent properties and streets.*
- *Install stabilized construction site entrance/exit point(s), and direct traffic to the stabilized construction entrance/exit point(s), prior to the delivery of any construction equipment or building materials*
- *Preserve or establish permanent or temporary vegetation of the boulevard area of the public right-of-way.*
- *Install access barriers and down-gradient perimeter erosion and sediment controls prior to the delivery of any construction equipment or building materials to protect vegetated boulevard areas and to direct construction traffic to the stabilized construction site entrance/exit.*

Required information:

Site Plan: Professional scaled drawings (1" = 30' preferred) showing location of proposed structure on the lot with dimensions of setbacks from all property lines (front, sides and rear). The distances must be dimensioned perpendicular from the property line to the closest point of the structure. The exterior or footprint of the structure must be dimensioned. Include size and location of any decks. Show the driveway and sidewalk location and dimensions. Include on a **separate duplicate drawing** the direction of drainage on the lot and foundations/floor elevations.

Floor Plan: Scaled drawing naming the rooms with dimensions & square footage for each floor. Show the square footage of finished and unfinished areas on each floor included square footage of garages and entries.

1st Floor (main).....Sq Ft _____

Foyer (if on separate level)...Sq Ft. _____ *(omit in main floor footage)*

2nd Floor.....Sq Ft _____

Basement (total)..... Sq Ft _____ *Finished? Yes No*

GarageSq Ft _____ *Finished? Yes No*

Deck(s)..... Sq Ft _____ *Sq Ft* _____ *Sq Ft* _____

Other items, fireplace, fence, sheds, etc _____

Overall height at front elevation. _____

Exterior Elevations: Scaled drawing showing the four exterior views of the structure including the proposed finished grade line around the structure and the bottom of the footing line, with dimensions showing wall height at each level

Typical Wall Section: Scaled detailed drawing showing sizes and materials of the typical exterior wall from footing to shingles. Wood foundations must show their own specific detail. List joists, beams and bearing wall sizes and spaces. Show ceiling and wall insulation for type and R-value. (or complete attached sample)

Egress Window: List rescue window locations and size

Drain Waste Plumbing: Schematic showing connection of all plumbing, including garage drains and connection and location to main sanitary sewer (show sanitary sewer in ROW)

Miscellaneous: Show the location of all smoke detectors. Provide stair detail(s) showing rise, run, railings and headroom. List type and size of air-conditioning and heating, list voltage and amp service. Make sure plans are correct.

Heating Type _____
Air Conditioning _____
Fireplaces number and location _____

<u>Name</u>	<u>Contact Information – Phone No, e-mail address, mailing address</u>
General Contractor - _____	_____
Framing - _____	_____
Concrete - _____	_____
Excavation – _____	_____
S & W Installation – _____	_____
Plumbing – _____	_____
Electrical – _____	_____
HVAC – _____	_____

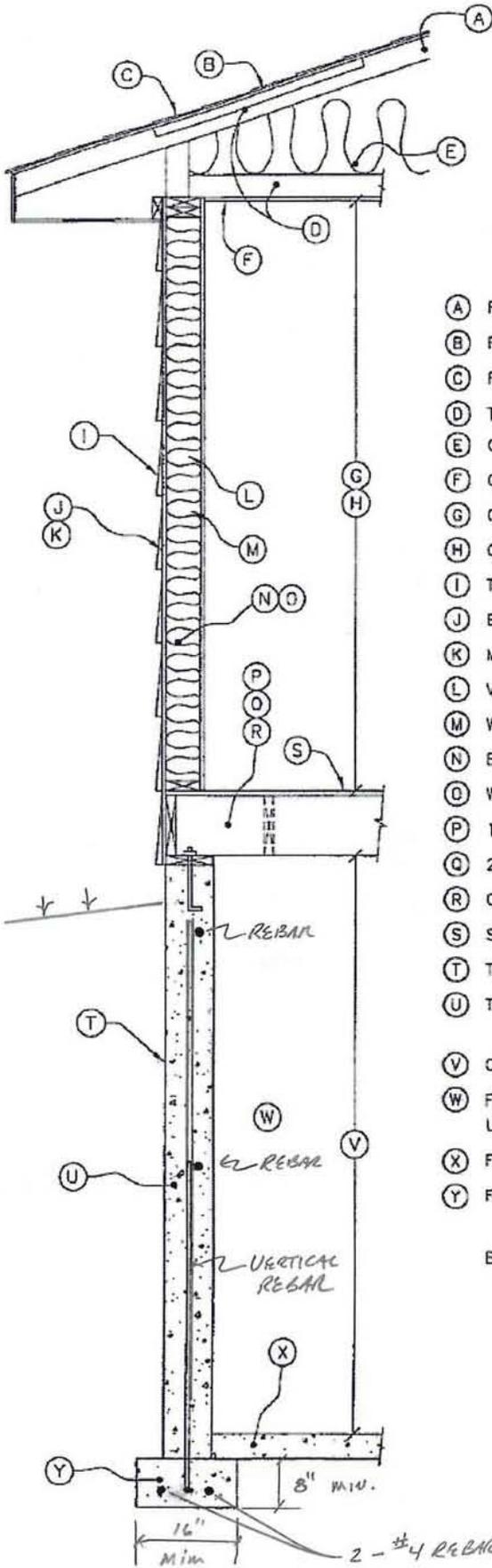
Estimated Total Cost \$ _____ (less cost of lot & finish landscaping)

- **Cardboard Building Permit to be clearly posted prior to any construction or excavation.**
- **Any changes are required to be submitted in writing prior to inspection.**
- **Any construction not included in original permit will require an additional permit i.e. finishing of garage or basement, decks, fences....**

Development Lot Agreement Required - YES NO

Waver of Right to Protest - Curb & Gutter, Sidewalk/Recreational Trail - YES NO

1/2" = 1'



TYPICAL WALL SECTION

- (A) ROOF STYLE: HIP ____ GABLE ____
 - (B) ROOF SHEATHING: TYPE ____ THICKNESS ____
 - (C) ROOFING MATERIAL: ____
 - (D) TRUSS OR ROOF JOIST: __" X __" @ __" O.C.
 - (E) CEILING INSULATION: TYPE ____ THICK OR R-VALUE ____
 - (F) CEILING SHT ROCK THICK: __"
 - (G) CEILING HT. 1st FLOOR: __' - __"
 - (H) CEILING HT. 2nd FLOOR: __' - __"
 - (I) TYPE OF SIDING: ____
 - (J) EXT. WALL SHEATHING: TYPE ____ THICKNESS ____"
 - (K) MOISTURE BARRIER: ____
 - (L) VAPOR BARRIER: ____
 - (M) WALL SHT ROCK THICK: __"
 - (N) EXT. WALL STUDDING: __" X __" @ __" O.C.
 - (O) WALL INSULATION: TYPE ____ THICK OR R-VALUE ____
 - (P) 1ST FLOOR JOIST: __" X __" @ __" O.C. TYPE: ____
 - (Q) 2ND FLOOR JOIST: __" X __" @ __" O.C. TYPE: ____
 - (R) OTHER FLOOR JOIST: __" X __" @ __" O.C. TYPE: ____
 - (S) SUBFLOOR MATERIAL: TYPE ____ THICKNESS ____"
 - (T) TYPE OF DAMPPROOF: ____
 - (U) TYPE OF FOUNDATION: POURED ____ WIDTH ____"
BLOCK ____ WIDTH ____"
 - (V) CEILING HT. BASEMENT: __' - __"
 - (W) FINISHED BASEMENT: SQ. FT. ____
UNFINISHED BASEMENT: SQ. FT. ____
 - (X) FLOOR MATERIAL: TYPE ____ THICKNESS ____"
 - (Y) FOOTING SIZES: __" X __"
 __" X __"
- BEARING WALLS & BEAM SIZES: _____

- For information and technical assistance regarding urban best management practices, log onto Natural Resources Conservation Service (NRCS) Watershed Science Institute's web site at <http://www.wsi.nrcs.usda.gov/products/UrbanBMPs/>

I, the undersigned applicant in the matter of Building Permit # _____, acknowledge having received a copy of *City of Watertown's - EROSION CONTROL GUIDE* summary information pertaining to **CONSTRUCTION SITE RUNOFF** as required by the *Federal Storm Water Phase 2 Program*, which provides guidance and information from the City of Watertown's Planning & Zoning Department and/or Engineering Department as to how each may apply to the improvements contemplated in the above referenced permit.

Signed this _____ day of _____, 20____.

Applicant Signature

Applicant printed name

Signature acknowledges applicant has read and understands all above permitting requirements.

Which includes completion of hard surface parking, sidewalks, soil stabilization and blvd trees planted to complete project. PLEASE ALLOW 1 TO 2 WEEKS PROCESSING FOR NEW RESIDENTIAL CONSTRUCTION.

FOR OFFICE USE

Zone _____ Min zone requirements: Area _____ sf, Lot Width _____
 Setbacks: Front _____, Side _____ Rear _____, Max. Height _____

Are there Special Assessments? **Yes – No**, If Yes what? _____ Cost _____
 Is this in a protected: **Wetland?** Yes – No, **Airspace?** Yes – No, **Aquifer?** Yes – No

FLOODPLAIN DEVELOPMENT PERMIT & APPLICATION

Is structure in flood hazard area? **Yes No** (if yes complete below)

(Circle all that apply) New Building, Addition, Lateral Expansion, Remodel, M/Home, Substantial, Non- substantial (documentation req'd to determine Sub. Or Non- Sub), existing market value structure _____ addition-remodel cost _____ = percentage _____ \geq 50%; Yes No

Name of stream/water body at location of activity: (circle applicable)
 Lake Kampeska, Sioux River, Roby Creek, Lake Pelican, Willow Creek

The proposed development is in the: (circle applicable) DFIRM Date: _____
 Floodway, Special Flood Hazard Area (Zones A, AE A1-A30, AH or AO)

Req'd Elev. _____, Proposed Elev. _____, Optional Construction _____

Elevation Certificate by registered LS required at completion of lowest floor, to be attached to building permit in P & Z office before final inspection.

Acknowledged Owner _____ ***Date*** _____

Permit Approved: YES NO By _____

Required Documents/Attachments

FOR SMALL INDIVIDUAL SITES < 1.0 ACRE AND NOT PART OF A LARGER COMMON PLAN OF DEVELOPMENT:

- Building Permit Application Checklist – **Complete and Return**
- Watertown Revised Ordinance Chapter 23.03 Construction Site Runoff Erosion and Sediment Control – highlight “*general requirements... that apply to all sites*” provisions – **Informational – Requirements Outlined**
- Erosion Control Guide – **Summary Information**
- Notice of Termination form – **To be completed and returned to this office when final stabilization is completed**

FOR SMALL INDIVIDUAL SITES < 1.0 ACRE BUT PART OF A LARGER COMMON PLAN OF DEVELOPMENT PLATTED AFTER MARCH 10, 2003:

- Building Permit Application Checklist - **Complete and Return**
- Watertown Revised Ordinance Chapter 23.03 Construction Site Runoff Erosion and Sediment Control - highlight “*general requirements... that apply to all sites*” and “*Inspection*” provisions – **Informational – Requirements Outlined**
- Erosion Control Guide — **Summary Information**
- Notice of Stabilization – **Complete and Return transfers developers responsibility to you**
- Appendix B: Sample Inspection Form – **Complete this or similar form and retain in your records as required by ordinance**
- Notice of Termination Form – **To be completed and returned to this office when final stabilization is completed**