

THIS IS A BUILDING PERMIT ONLY

THIS PERMIT IS APPROVAL TO PROCEED WITH THE WORK AUTHORIZED AND SHALL NOT BE CONSTRUED AS AUTHORITY TO VIOLATE, CANCEL OR SET ASIDE ANY OF THE PROVISIONS OF THE BUILDING CODE, ZONING ORDINANCE OR ANY OTHER LAW OR ORDINANCE OF THE CITY OF HARTFORD EXCEPT AS SPECIFICALLY STIPULATED BY MODIFICATION OR LEGALLY GRANTED VARIATION AS DESCRIBED IN THE PERMIT APPLICATION.

1. **PERMIT LIFE**--This permit becomes null and void if work or construction authorized has not begun within 90 (ninety) days from the date of issuance. If the activities described in said permit have not been completed within one (1) year of the date of issuance, said permit shall expire and be canceled by the City Finance Office and further work shall not proceed unless and until a new permit has been obtained.
2. **BEFORE DIGGING** - Notify South Dakota One-Call for all your utility locates. 1-800-781-7474.
3. **CHANGE TO APPROVED PLANS** - Any change to the approved plans must be submitted to the City Finance Office for approval before proceeding with any changes.
4. **POSTING PERMIT CARD** - This permit card shall be posted in a conspicuous place on the premises prior to commencing work and shall remain until the building has received a final inspection.
5. **REQUIRED INSPECTIONS** - The holder of this permit is required to request 48 hours in advance of the following inspections. No work may be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector.
 - A) **FOOTINGS**: To be made after trenches are excavated and forms erected.
 - B) **FRAME INSPECTIONS**: To be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, chimneys and vents are complete. If exterior plaster is used, all wire reinforcement shall be in place. Stairways must be in place.
 - C) **FINAL**: To be made after the building is complete but before the building is occupied.

NOTE: ALL AREAS MUST BE ACCESSIBLE TO THE INSPECTOR.

6. **TO REQUEST INSPECTIONS**: Call or text Paul Clarke (605-366-8962) or Kyle Christensen (605-681-4552) – BUILDING INSPECTORS.

Please give as much notice as possible to the building inspector. Every effort will be made to respond to your request as soon as possible.

- 7. REINSPECTION FEE:** May be assessed and must be paid before any further inspections will be made for any of the following reasons.
- A) When work, for which inspection is called, is not complete or ready for inspection.
 - B) When corrections called for are not made.
 - C) When access to the premises is not provided on the requested inspection date.
 - D) For deviating from the approved plans.
 - E) When the Permit Card is not posted.
- 8. PUBLIC SIDEWALKS/ADDRESS NUMBERS--**Buildings must have 5' sidewalks constructed on all street frontages, and the address number posted on the building, so it is visible from the street.
- 9. CERTIFICATE OF OCCUPANCY--**No building may be occupied without first having a Certificate of Occupancy. The certificate is issued only after final inspection has been completed for all phases of the work and after all required work has been completed and certification submitted.
- 10. FINAL INSPECTIONS:** To be done after the building is complete but before the building is occupied. Inspection will include the following items but is not limited to these items.
- A) **Exterior:**
 - a. Address numbers on the house.
 - b. Stoops and decks.
 - c. Handrails and guardrails.
 - d. Driveways and sidewalks.
 - e. The top of curb stop riser must be flush with the final grade.
 - f. Sidewalks installed where required
 - g. Curb and Gutter installed, driveway approach separate from C&G
 - B) **Interior:**
 - a. Fire wall between garage and house complete
 - b. Deadbolts in exterior doors
 - c. Door between house and garage 20 min. labeled/self closing
 - d. Handrails and guardrails
 - e. Smoke detectors in place and operational
 - f. Check clearance on furnace vent
 - g. Bath vent fan operational
 - h. Attic access trimmed out/sheetrock lid in place.

CONTRACTOR EXCISE TAX NUMBER IS REQUIRED ON ALL BUILDING PERMIT APPLICATIONS. A DRAINAGE PLAN IS REQUIRED FOR ALL NEW HOME CONSTRUCTION PERMITS.

EXCAVATION PERMIT REQUIRED

The City of Hartford requires an excavation permit for any person(s) making any excavation or tunnel in or under any street, alley, or other public ground in the City. The person(s) performing the excavation shall restore the surface to its original condition if there is no pavement there unless otherwise specified.

Any opening in a paved or improved portion of a street shall be re-laid by the applicant in compliance with the ordinances of the City and warranted from defects for one year. If such an excavation takes place when a suitable hot asphalt mix is not available a cold asphalt patch mix may be used until a hot mix is available. Excavation permits are available at the City Finance Office. (This is not an excavation permit; it is only a building permit.)

WATER AND SEWER SERVICE LINE PLANS

If this building permit is for a two-family dwelling, multiple family dwelling, central business structure, general business structure, light industrial structure, or heavy industrial structure, or and other structure that is not a single-family dwelling, plans for water service lines and sewer service lines must be submitted prior to approval of a building permit. A 48-hour review of service line plans may be necessary.

NOTE: Property Owners are responsible for all fees in conjunction with the installation of a new water meter. This fee is not part of the building permit.

Property owners are responsible to comply with existing easements, restrictions, covenants, reservations, or highways of record, if any.

ELECTRICAL & PLUMBING: HOMEOWNER'S PERMIT:

It is the responsibility of the building permit applicant to obtain all state-required permits and inspections for electrical work and plumbing work.

SOUTH DAKOTA ELECTRICAL COMMISSION

HOMEOWNER'S WIRING PERMIT.

To purchase a Homeowner's Wiring Permit, please send the attached application plus \$60.00 (\$10 permit fee with \$50 minimum inspection fee) to:

South Dakota Electrical Commission
118 W. Capitol
Pierre, SD 57501

Permits may be used to wire your: new home, existing residence, mobile home (on a private lot), or farmstead wiring. Permits may not be used for: rentals/apartments, commercial, or mobile homes on rented lots. An electrical permit requires two inspections: a Rough-In Inspection and a Final Inspection. Call 800-233-7765 if you have any questions.

STATE ELECTRICAL INSPECTOR

Jason Wingert - (605) 201-0520

STATE PLUMBING COMMISSION

To obtain a Homeowner's Plumbing Permit, please send \$5 to:

State Plumbing Commission
308 S. Pierre Street
c/o 1320 E Sioux Avenue
Pierre, SD 57501

Individuals doing plumbing on their own residence are required to have a Homeowner's Plumbing Permit. Plumbing permits require three inspections – Underground Inspection, Rough-In Inspection, and a Final Inspection. Call (605) 773-3429 if you have any questions.

STATE PLUMBING INSPECTOR

Ron Healy - (605) 773-3429

CONSTRUCTION SITE DUMPSTERS AND BLOWING GARBAGE: It is unlawful for any person to litter in the City of Hartford. The City is asking for builder's assistance in maintaining a construction site dumpster and eliminating blowing debris and garbage. The homebuilder or contractor is responsible for controlling debris that may blow on adjacent properties.

KEEPING STREETS CLEAN IN HARTFORD: Keep vehicles on the streets or driveways to the greatest extent possible. Streets should be cleaned after large, wheeled vehicles unload materials. 2) Vehicles used for construction operation (forklifts, etc.) should remain in muddy or dirt areas to the greatest extent possible so as not to deposit mud in the streets. 3) Vehicle operators should shovel and clean mud/dirt clods off of paved areas after trucks have delivered materials. Your cooperation in keeping our streets clean is appreciated.

LOCATION OF MAILBOXES: Placement of all mailboxes must be approved by the United States Post Office (phone (605) 528-3841), located at 901 N. Oaks Avenue, and the City of Hartford before building mailboxes. This will eliminate wasted time and money by putting up mailboxes in the wrong location.

FENCES & SHEDS: All fences and sheds require a permit from the city in order to ensure proper placement and to notify the property owner of any easements prior to installation. There is a \$20 fee for a fence permit or a shed smaller than 120 sq feet. If the shed is larger than 120 sq feet, then a building permit fee will be charged.

OTHER REMINDERS:

EXCAVATIONS: Any person making any excavation in or under any street, alley, boulevard, or other public ground (this includes driveway approaches) must apply for an excavation permit. There is no fee for this permit. Upon approval of the permit, the street repair shall be re-laid by the applicant within 30 days and a warranty period of one year shall begin. (See enclosed excavation permit.)

DRIVEWAY WIDTHS: Driveways shall not exceed 36' feet in width at the property line.

DRIVEWAY APPROACHES: Curb and Gutter shall be formed and poured separately from the approach. Pouring curb and gutter monolithically with the approach will require its removal. *Violators will be fined \$200, and the approach will be required to be removed and properly replaced.*

CEMENT TRUCKS: Cement trucks cannot empty or wash out on any city property (streets, ditches, boulevards, alleys, etc.). Fines will be issued to violators.

DEPOSITS ON STREETS: Do not dump your loads of gravel, dirt, rock or supplies on the city streets. Do not park dumpsters on the streets.

City of Hartford