



PERMIT: \_\_\_\_\_

# CITY OF VOLGA BUILDING PERMIT APPLICATION

APPLICANT: \_\_\_\_\_ APPLICANT PHONE: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_

PROPERTY OWNER (if different than above): \_\_\_\_\_ PROPERTY OWNER PHONE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

CURRENTLY ZONED: \_\_\_\_\_ LEGAL DESCRIPTION: SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

TYPE OF BUILDING PERMIT (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> NEW STRUCTURE | <input type="checkbox"/> ALTERATION/ADDITION | <input type="checkbox"/> ACCESSORY BUILDING |
| <input type="checkbox"/> MOVING        | <input type="checkbox"/> DEMOLITION          | <input type="checkbox"/> FENCE              |
| <input type="checkbox"/> SIDING        | <input type="checkbox"/> ROOFING             | <input type="checkbox"/> OTHER - _____      |

DESCRIPTION OF WORK & PROPOSED USE WHEN COMPLETED (please be as specific as possible):

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ESTIMATED PROJECT CONSTRUCTION COST: \$ \_\_\_\_\_ (total cost of project – materials, labor, etc.)

CHECK HERE IF YOU ARE DOING THE WORK YOURSELF \_\_\_\_\_ (includes personal family or friends)

OR LIST THE FOLLOWING:

GENERAL CONTRACTOR/BUILDER/DEVELOPER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

MECHANICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHECKLIST (PLEASE CHECK EACH LINE):

Complete Sketch Sheet  Review Building Permit & Inspection Information Packet

Construction/Project Plans/Information

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I have read the building permit information packet and will be responsible for calling for any needed inspections in a timely manner.

\_\_\_\_\_  
APPLICANT SIGNATURE                      DATE

CITY USE ONLY	
PERMIT FEE:	\$ _____
INSPECTION FEE(S):	\$ _____
OTHER COSTS:	\$ _____
TOTAL PERMIT FEE:	\$ _____
_____ ADMINISTRATIVE OFFICIAL – DATE	
DATE PAID/ISSUED:	_____

PLEASE DISPLAY IN A VISIBLE AREA AT THE PROJECT ADDRESS

# SITE PLAN SKETCH INSTRUCTION SHEET

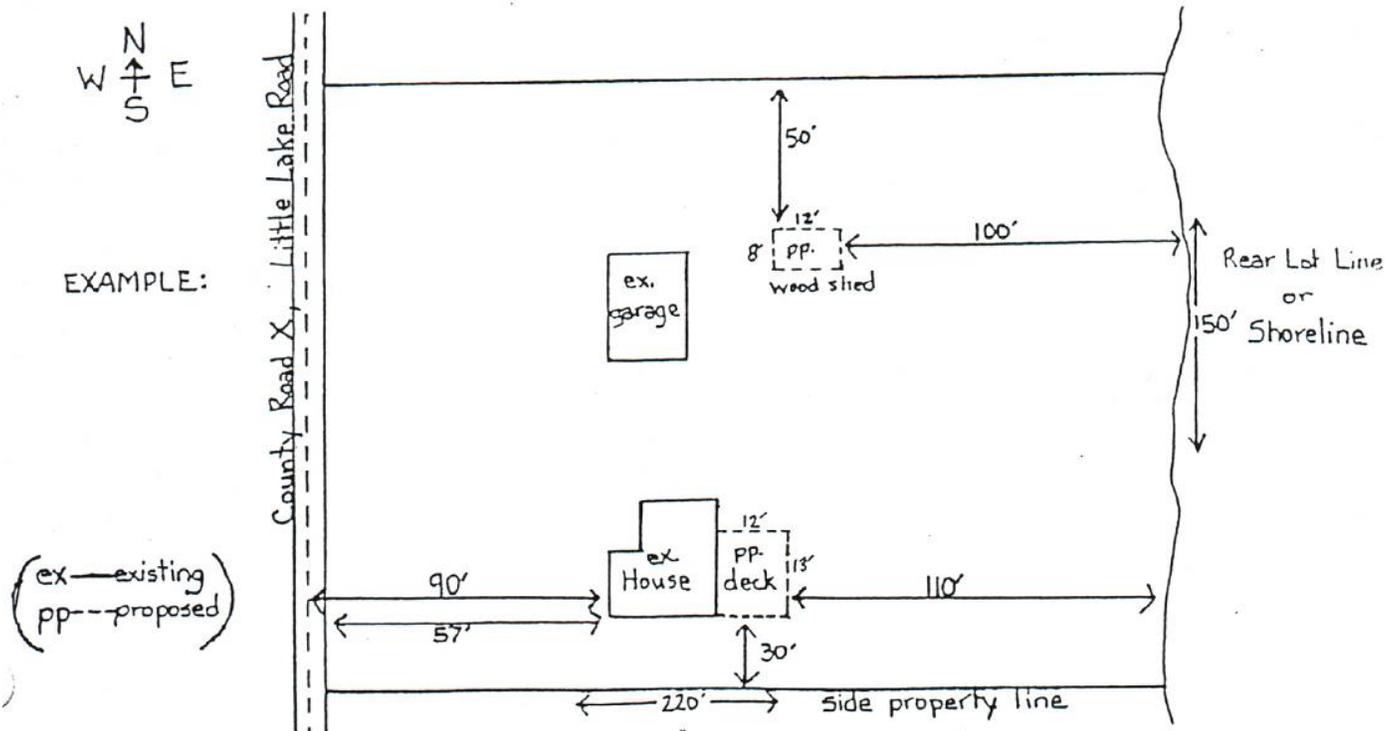
A sketch is required for any proposed construction such as a house, garage, garden shed, or fence. A sketch is not required for remodeling or finishing a basement or similar large-scale interior construction.

The intent of the sketch is to graphically illustrate the information included in this application. The use of an 8.5 x 11-inch sheet of graph paper is preferred.

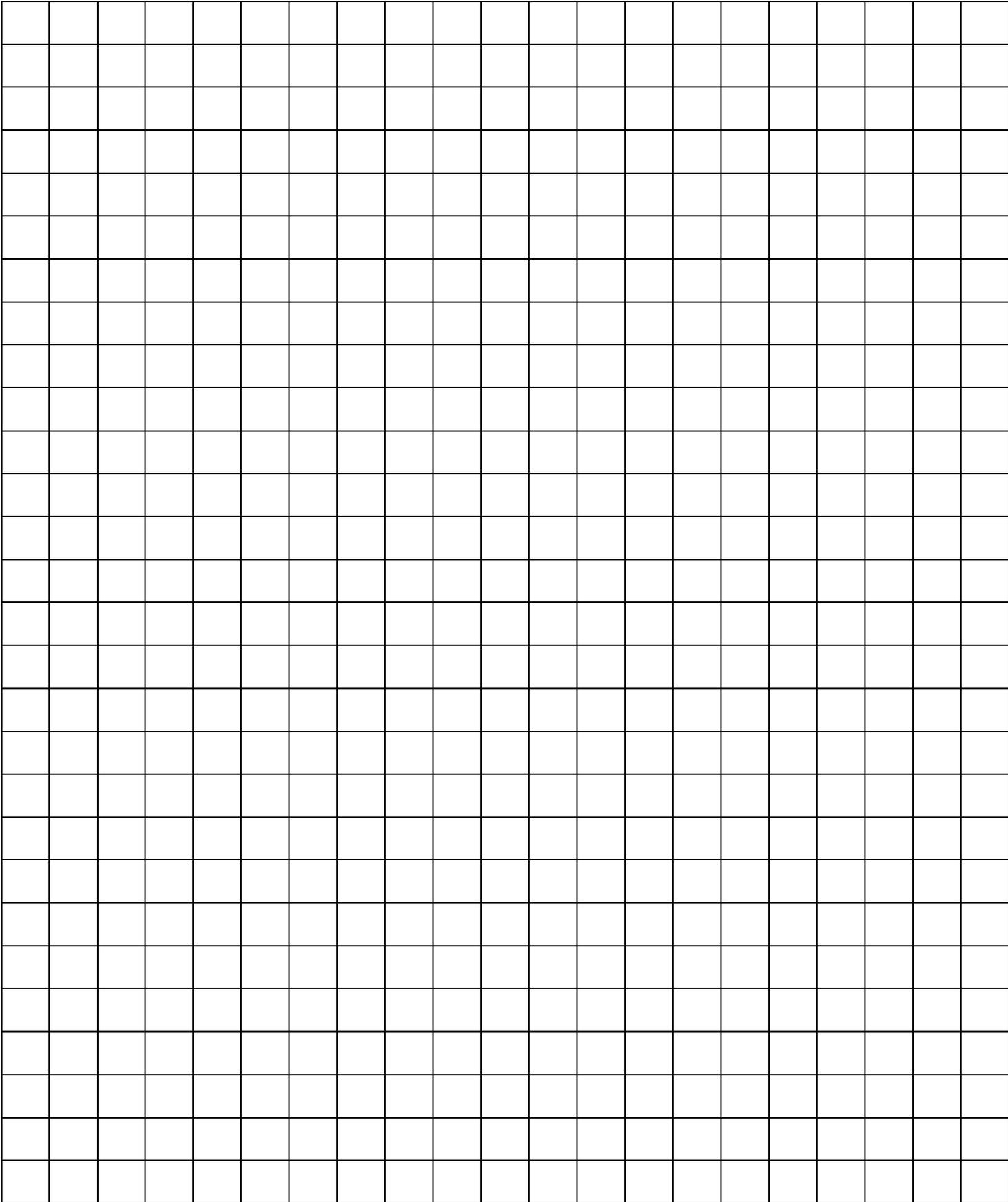
All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to the example sketch at the bottom of this instruction sheet for details.

- Show the size and shape of your property. Label all of your property lines with the correct distances.
- Show the location of the proposed structure or addition in relation to your property lines. Show additions to existing structures by means of a dotted line. Show distances from your property line to nearest portion of the structure or addition.
- Show the dimensions of your proposed structure or addition.
- Show street rights-of-way abutting your property. Label each road by name and/or number (Example – Main Street).
- Show the approximate location of all other structures on your property and label each as to its use (House, garage, etc.)

If the proposed use will include improvements of or alterations to your property other than structures, please reflect these improvements on your sketch. Examples of such non-structural improvements or alterations include location of a parking lot for a commercial enterprise, areas of property intended to be filled or drained, location of screening which may be required by provisions of the Zoning Ordinance, etc.



# SITE PLAN SKETCH SHEET



# CITY OF VOLGA

## BUILDING PERMIT & INSPECTION INFORMATION

### DO I NEED A BUILDING PERMIT FOR MY PROJECT?

A building permit is required in the City of Volga for every structure constructed, added to, or moved into the community as well as for demolition of a structure. This includes structures such as a house, garage, garden shed, or fence. A permit is also needed for any substantial remodel or interior construction such as finishing a basement. A permit is not required for any landscaping or pouring concrete.

### HOW DO I OBTAIN A BUILDING PERMIT?

- ⇒ Ask for a Building Permit application at City Hall (226 Kasan Avenue) or print it from the Volga website at [volgacity.com](http://volgacity.com). If you have any questions, you may meet with the Administrative Official in person at City Hall, over the phone at 605-627-9113, or through email at [michael@volgacity.com](mailto:michael@volgacity.com).
- ⇒ Complete the application and return it to the Administrative Official.
- ⇒ In addition to the application a site plan shall also be submitted including the following:
  - A site plan, drawn to scale, showing the actual dimensions and shape of the lot to be built upon, the exact size and location on the lot of all existing buildings and structures, and the exact size and location on the lot of the structure or building proposed to be repaired, altered, erected, moved, or demolished.
  - The location of the said lot with respect to existing rights-of-way and adjacent lots.
  - Any other information which the Administrative Official may deem necessary for consideration in enforcing the provisions of this and other Ordinances.
- ⇒ The Administrative Official will review your application and will either approve or deny the application. Your application may be denied because you may be required to either rezone your property, or obtain a conditional use permit or variance prior to receiving a building permit.
- ⇒ You will be contacted once the permit is approved and told the permit fee. Pay the fee and collect the permit at City Hall.
- ⇒ Hang the permit in a noticeable location on the property until construction is complete.

**NOTE: Projects started before obtaining a building permit will be charged twice the normal permit fee. Failure to apply for the building permit within 7 days after notification triples the cost of the permit.**

# PERMITTED USES BY ZONING DISTRICT

*The following is a list of permitted uses in each zoning district. Each district also has conditional uses which are permitted upon receiving a Conditional Use Permit from the Board of Adjustment.*

## **“A” Agricultural District**

1. Any form of agriculture activity and related farm buildings, but excluding feed lots and sales or auction barns
2. Site-built single-family dwellings
3. Modular homes
4. Type I manufactured homes
5. Public parks and recreation areas

## **“R-1” Single Family Residential District**

1. Site built single-family dwellings
2. Modular Homes
3. Public park and recreation areas

## **“R-2” Multiple Family Residential District**

1. Any permitted use in the “R-1” District
2. Twin homes

## **“R-3” Manufactured Home Residential District**

1. Any permitted use in the “R-2” District
2. Type II manufactured homes

## **“C-1” General Commercial District**

1. Retail and wholesale sales
2. Retail sales of: fuel and ice; drug stores; chemicals; all allied products; dry goods and apparel; groceries and related products; electrical goods, hardware, plumbing, heating equipment and supplies; safety equipment and service; machinery; equipment and supplies; beer, wine, and distilled alcoholic beverages; paper and paper products; furniture; and home furnishings
3. Finance, insurance, and real estate services
4. Business services excluding any warehousing and storage services
5. Religious institutions; welfare and charitable services; business associations; professional membership organizations; labor unions and similar labor organizations; and civic, social, and fraternal associations
6. Eating and drinking places
7. Communication and utility uses
8. Uses operated by a governmental agency
9. Personal service establishments

## *(“C-1” continued)*

10. Indoor recreational facilities and gymnasiums
11. Theatres, bowling alleys, and pool halls
12. Professional, governmental, and education services
13. Museum
14. Printing and publishing establishments
15. Parking lot and/or garage
16. Bakery
17. Offices

## **“C-2” Highway Commercial District**

1. Horticulture and the raising of field crops
2. Filling station, repair shops, and automobile service stations
3. Convenience store
4. On-premise signs
5. Restaurant
6. Hotel/motel
7. Uses operated by a governmental agency
8. Offices and financial institutions
9. Car washes

## **“I-1” Light Industrial District**

1. Horticulture and the raising of field crops
2. Motor freight terminals, garaging, and equipment maintenance
3. Contractor shops without outdoor storage
4. Uses operated by a governmental agency
5. Storage plants, lumber yards, distributing stations, and warehouses
6. Motor freight terminals, garaging, and equipment maintenance
7. Light manufacturing
8. Commercial storage units
9. Wholesale distribution and warehousing
10. Establishments manufacturing a product to be sold at retail on premises to the ultimate consumer
11. Woodworking shops or plants

## **“I-2” Heavy Industrial District**

1. Any uses listed as permitted in the I-1 Light Industrial District
2. Motor vehicle repair
3. Crematorium
4. Grain elevator
5. Contract construction service

# BUILDING INSPECTION INFORMATION

**The City Building Inspector is Jere Hieb. Questions regarding inspections and building code requirements can be directed to Jere at (605) 690-7315.**



**Jere's Home Inspection**  
35 Years Experience in the Building Industry

Reports completed within 48 hours  
Licensed with the S.D. Real Estate Commission  
License Number 13241

605-690-7315 cell  
605-693-2090 home  
jerehomeinspection@hotmail.com

## Does my project require an inspection?

Large projects such as new homes, garages, decks, and finishing a basement require building inspections.

## When during the construction should the inspection(s) occur?

Projects requiring a single inspections should be inspected once completed. For those with three visits, inspections are needed for foundation, framing, and project completion. The inspector may need to stop multiple times per inspection phase depending on the project, but you will only be charged the original inspection fee. He may visit a project without the permit holder request.

## How many inspections does my project require?

Inspections occur as follows:

- New home – 3 inspections
- Multiple-family dwellings – 3 inspections (per building, not per unit)
- Pole buildings – 2 inspections
- Adding attached garage – 2 inspections
- Moving in a pre-built home – 1 foundation inspection
- Detached garage – 1 inspection
- Finishing basement – 1 inspection
- Decks – 1 inspection
- Room addition – 1 inspection
- Shingling or Siding – 1 inspection
- Fence – 1 inspection

## How much does an inspection cost?

Most inspections cost \$75 per visit. The only exceptions are inspections on decks, fencing, siding, shingling and finishing a basement (when completed separately from the rest of the house) which cost \$25. This cost is included with the cost of the building permit and paid when the applicant collects the building permit.

## Are inspections required for commercial projects?

Inspections are required on certain commercial projects. Projects designed and having signed drawings from an architect or engineer do not require an inspection. Inspections are required for smaller commercial projects such as pole buildings and storage units as well as any project without engineered designs.

# INSPECTION CHECKLIST

The following is a general list of items checked during building inspections. Questions can be directed to Jere Hieb, building inspector, at (605) 690-7315. Please call as much in advance as possible for building site visits. Inspections will also be done at random or as building inspector believes necessary.

## Foundation/Footing Inspection:

- Confirm lot/block and address
- Footing size/depth/location
- Size and placement of rebar
- Foundation size, height, and thickness
- Window sill height/egress windows
- Anchor bolts, straps, or ties
- Exterior waterproofing
- Area walls size and depth
- Drain tile, sump tank, and cover
- Rough grade backfill and leveling

## Framing Inspection:

- Sill sealer on perimeter walls
- Treated lumber for sill plate on concrete
- Interior bearing walls
- Headers/beams/supports
- General framing, studs, and trimmers
- Adequate fasteners and size
- Floor joist size and spacing
- Stair supports/risers and treads
- Rafters, ties, bracing, and anchors
- Wall and roof sheathing
- Roofing/accessories/soffit
- House wrap and seam tape
- Windows and doors installed
- Beginning electrical, mechanical rough-in
- Plumbing rough-in and roof vents

## Final Inspection:

- Siding/trims/accessories and caulk
- Overhead door and opener
- Stoop, steps, and porches
- Firewall of house/garage
- Fire-rated walk-door from garage
- Deck, rail, stairs, anchorage to house
- Interior doors/cabinetry, countertops
- Locksets, handrail, doorstops
- Water heater relief valve and piping
- Drywall finish, paint coverage
- Sump pump hookup and piping
- Drywall finish, paint coverage
- Sump pump hookup and piping
- Dryer pipe and bath exhaust fans
- Mechanical, plumbing and vents
- Sinks, toilets, shower/tub faucets
- State electrical inspection completion
- Smoke and carbon monoxide detectors
- Floor coverings, trims, accessories
- Built-in appliances hook-up
- Insulation and ventilation

**NOTICE – DO NOT PLACE AN ACCESSORY BUILDING, FENCING, LANDSCAPE FEATURES, OR SHRUBS 3' AROUND A TRANSFORMER OR 12' IN FRONT OF THE TRANSFORMER DOOR. CALL SOUTH DAKOTA ONE CALL BEFORE ANY DIGGING.**

# **! DANGER**



**Hazardous voltage inside. Will shock, burn or cause death.**

Keep out.  
If open or unlocked, immediately call City of Volga at 605-627-9113 or dial 911.

# **! WARNING**



**Underground High Voltage Cables Buried In This Area.**

For permission to dig, call South Dakota ONE CALL 1-800-781-7474.

# **NOTICE**



**We need room to work safely on this device. Please keep shrubs and structures 12 feet away from front side and 3 feet from other sides.**

Obstructions will cause delays when restoring electric service. For planting instructions call City of Volga at 605-627-9113.



Know what's below.  
Call before you dig.



Know what's below.  
Call before you dig.

### Uniform Color Code

	<b>White</b> - Proposed Excavation
	<b>Pink</b> - Temporary Survey Markings
	<b>Red</b> - Electric Power Lines, Cables, Conduit and Lighting Cables
	<b>Yellow</b> - Gas, Oil, Steam, Petroleum or Gaseous Materials
	<b>Orange</b> - Communication, Cable TV, Alarm or Signal Lines, Cable or Conduit
	<b>Blue</b> - Water, Irrigation or Slurry Lines
	<b>Purple</b> - Reclaimed Water, Irrigation or Slurry Lines
	<b>Green</b> - Sewers and Drain Lines

### Operations Manual for Facility Operators and Excavators

Call South Dakota One Call  
two working days before you dig

**Dial (800) 781-7474  
811 (Instate)**

*Locates Accepted 24 Hours a Day  
7 Days a Week*

[www.sd811.com](http://www.sd811.com)

January 2019

#### Neighboring States One Call Numbers

- Iowa – (800) 292-8989
- Minnesota – (800) 252-1166
- Nebraska – (800) 331-5666
- North Dakota – (800) 795-0555
- Wyoming – (800) 849-2476

Projects that require contacting South Dakota 811 include



Landscaping or Planting



Installing a mailbox



Building or Repairing a Fence



Building a Patio or Deck

any project that requires earth to be disturbed.