



DIVISION OF LICENSURE & ACCREDITATION

South Dakota Codified Law 34-18-23 requires establishments to notify the department of any construction or alteration projects.

Food Service

1. 30 days before construction starts, submit a detailed floor plan of the food service kitchen to the Regional Advisor for your area via the map linked [here](#).
<https://doh.sd.gov/topics/food-lodging-safety/advisor-regions/> . **Plans should be drawn to a recommended scale of ¼” per foot.**
2. Layout plans must be stamped by a professional engineer or architect for facilities larger than 4,000 square feet.
3. If the establishment uses private sewer or water systems, they must be approved by the South Dakota Department of Agriculture and Natural Resources at 605-773-3351.
4. Complete and submit the online license/ registration application with the correct fee 30 days before completion of construction.

Lodging

1. 30 days before construction starts, submit a detailed floor plan of lodging and water recreational facilities to the Regional Advisor for your area via the map linked [here](#).
<https://doh.sd.gov/topics/food-lodging-safety/advisor-regions/> . **Plans should be drawn to a recommended scale of 1/8" = 1 foot.**
 - Floor plans are required for hotels and specialty resorts, not for vacation homes.
 - Lodging Facilities Plan Review [Questionnaire](#)
 - Lodging Facilities [Checklist](#)
2. Layout plans must be stamped by a professional engineer or architect for facilities larger than 4,000 square feet.
3. If the establishment uses private sewer or water systems, they must be approved by the South Dakota Department of Agriculture and Natural Resources at 605-773-3351.
4. Complete and submit the online license/ registration application with the correct fee 30 days before completion of construction.



Campgrounds

1. 30 days before construction starts, submit a detailed floor plan of lodging and water recreational facilities to the Regional Advisor for your area via the map linked here. <https://doh.sd.gov/topics/food-lodging-safety/advisor-regions/> . **Plans should be drawn to a recommended scale of 1/8" = 1 foot.**
2. If the establishment uses private sewer or water systems, they must be approved by the South Dakota Department of Agriculture and Natural Resources at 605-773-3351.
3. Complete and submit the online license/ registration application with the correct fee 30 days before completion of construction.