

The following are South Dakota Laws on Construction Administration that **MUST** be followed on all projects **UNLESS** the projects are **EXEMPT**. Please see the Board's website for **EXEMPTIONS**.

36-18A-1 (9) "Construction administration," the interpretation of drawings and specifications, the establishment of standards of acceptable workmanship, and the site observation of construction, by a licensed professional, for the purpose of determining whether the work is in general accordance with the construction contract documents. Shop drawing review, coordination of a construction project among the owner, architect, engineer, contractor, and subcontractors, and inspection of construction by contractors, subcontractors, owner's agents, building officials, or other unlicensed professionals does not constitute construction administration;

36-18A-46. Construction administration services to be provided by architect or engineer. No person other than an architect or professional engineer may provide architectural and engineering services which include construction administration services on projects that are not exempt pursuant to § 38-18A-2 and 36-18A-3. The architect or professional engineer of record, or another designated architect or professional engineer without conflict of interest, shall provide a written report of observed deficiencies or variations from the submitted plans and specifications to the building official, owner, and builder before project completion. The board may promulgate rules pursuant to chapter 1-26 to establish construction administration services criteria including coordinating and prime professional criteria for persons licensed by the board.

20:38:21:01. Prime professional. A licensed design professional must be responsible for the design component. The prime professional is the leader of the design team and shall manage the design project. The project's architect or professional engineer shall report to the board and the building official if neither one is engaged to provide construction administration services. A prime professional is a licensed professional engineer or architect who is required for any project that requires multiple disciplines, such as, architectural, landscape architectural, civil, structural, mechanical, or electrical engineering. The prime professional is charged with the responsibility of coordination of the professional design package and construction administration services. The prime professional may require testing and uncovering of work to determine compliance with approved plans and specifications. The duties of the prime professional include the following:

- (1) Acts as point of contact for the project team during the design phase to ensure dialogue among participants, including owners, contractors, developers, design professionals, government bodies, and building officials;
- (2) Verifies that the submittal to the building official is compatible and coordinated and provides a logical and comprehensive document;
- (3) Verifies that the design submitted is complete, and that all requirements for calculations and specifications are complete and accurately delineated on plans and related documents;
- (4) Acts as point of contact during the review process with the building official and provides for timely response to questions, corrections, or requests for additional information on any element of the design package;
- (5) Acts as point of contact for the design team following permit issuance, responds to changes, clarifications, and additional information that may be required from members of the design team to owners, developers, contractors, or building officials; and
- (6) Coordinates construction administration services.

20:38:21:02. Construction administration services. Construction administration services shall comprise the minimum following services:

- (1) Visiting the construction site on a regular basis as is necessary to determine that the work is proceeding generally in accordance with the contract documents and technical submissions;
- (2) Processing shop drawings, samples, and other submittals required of the contractor by the terms of construction contract documents to assure general accordance with the plans and specifications; and
- (3) Notifying the owner, the client, the board, and the building official of any observed and uncorrected code violations; changes that affect code compliance; the use of any materials, assemblies, components, or equipment prohibited by a code; major or substantial changes between such technical submissions and the work in progress; or any deviation from the technical submissions that the design professional identifies as constituting a hazard to the public, which is observed in the course of performing the professional's construction administrative duties.