



RESIDENTIAL BUILDING PERMIT APPLICATION

Tax ID:	For Internal Use Only	Permit COBP25 –
<p>PLEASE READ: <i>This application must be completely filled out, where applicable, and submitted with the required items listed below and full payment before the Planning Department will accept your Building Permit Application. The Building Permit review process may take a minimum of ten (10) business days before the permit is issued; please plan your construction project accordingly.</i></p> <p><i>I certify that all information contained within this application form and any other information provided by me in relation to this application is true and accurate to the best of my knowledge; I certify that I will comply with all applicable Federal, State and local Laws, Regulations and Ordinances in performing the work for which this permit is intended, up to and including current International Building Codes, as applicable; and, I FURTHER UNDERSTAND THAT SUBMITTAL OF THIS APPLICATION IS NOT AND DOES NOT CONSTITUTE AN APPROVED BUILDING PERMIT.</i></p> <p>Landowner / Applicant* Signature _____ Date _____</p> <p><small>*A Notarized Owner Statement is required with the Building Permit application when someone other than the landowner is applying for a Building Permit*</small></p> <p>Mail an approved Building Permit to: <input type="checkbox"/> Landowner <input type="checkbox"/> Applicant</p>		

CONTACT INFORMATION		
Applicant Name (print):		Phone:
Mailing Address:		
Email Address:		
Landowner Name (print):		Phone:
Mailing Address:		
Email Address:		
Contractor Name (print):		License No. (AEC) _____
Phone:		
Mailing Address:		
Email Address:		
Electrical Contractor Name (if applicable*):		Phone:
Plumbing Contractor Name (if applicable*):		Phone:
<p>*Electrical and Plumbing Inspection. All electrical and plumbing work must comply with State codes and administrative regulations. Inspections by State Plumbing and Electrical Inspectors are required and it is the responsibility of the landowner or authorized agent to ensure that inspections are completed.</p> <p>State Plumbing Inspector: 605-773-3429 -- State Electrical Inspector: 605-773-3573</p>		

PROPERTY INFORMATION					
Address: _____					
Lot Size: _____	acre(s)	Access from: _____			
Legal Description: _____					
<div style="display: flex; justify-content: space-between;"> <div>Is the property platted?</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes (please provide a copy of plat) ○ Plat: _____</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div>Is there an Easement(s) on the property?</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes (please provide a copy of Easement document)</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div>Is there a Section Line(s) on the property?</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes* *Is it vacated or relocated? ■ If yes, provide the document.</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div>Is the property a Developmental Lot, per the Zoning Ordinance?</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes</div> </div>					
Current Zoning: _____	Minimum Setback Requirements (feet): _____		Front: _____	Rear: _____	Side: _____

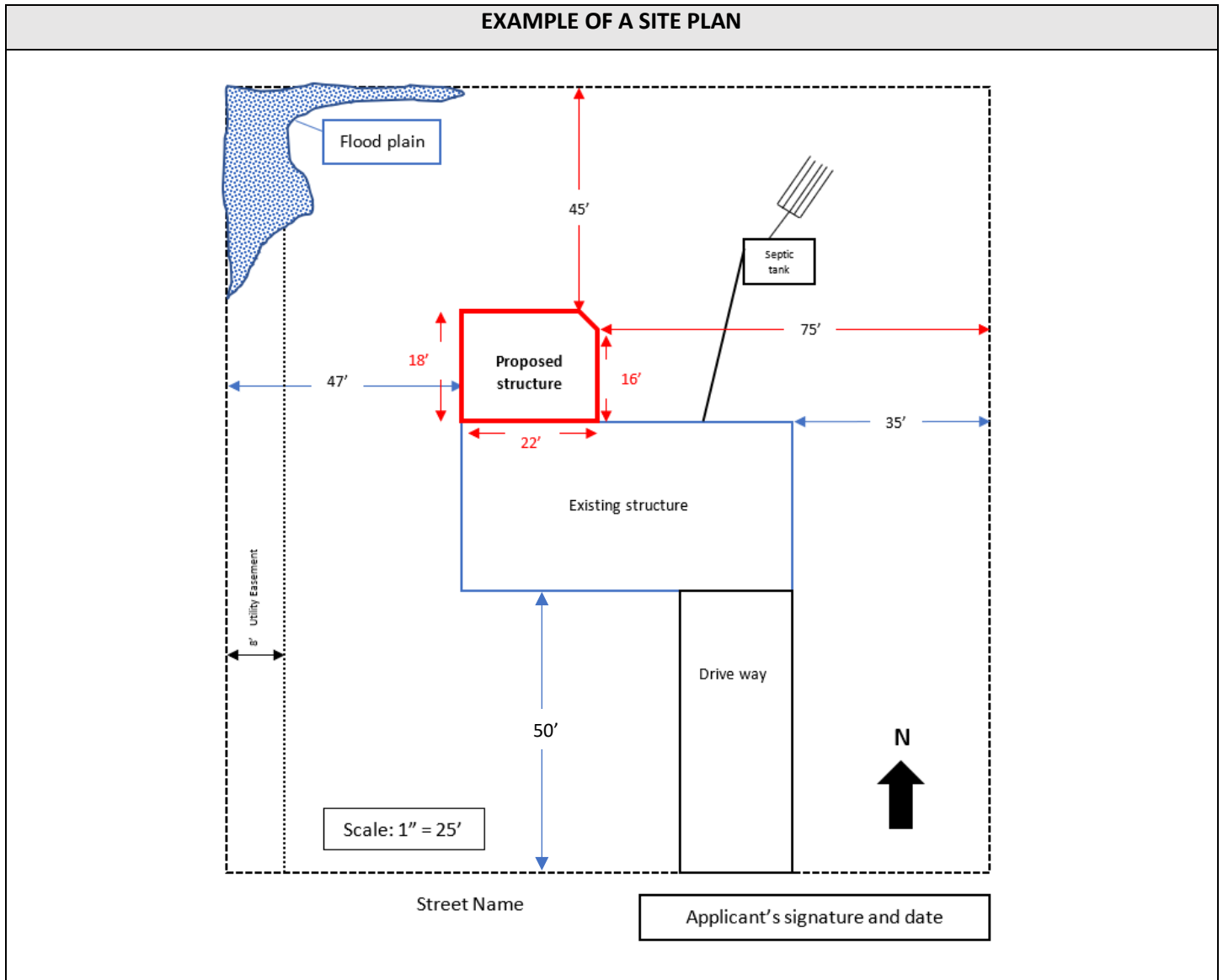
PROJECT PROPOSAL INFORMATION			
Type of Construction			
<input type="checkbox"/> New Residence* <input type="checkbox"/> Finishing Basement* <input type="checkbox"/> Addition to Residence*	<div>*Please answer the following:</div> <div style="display: flex; justify-content: space-between;"> <div>_____ Bedroom in the Residence</div> <div>_____ Bedroom(s) Being Added</div> </div>	<input type="checkbox"/> Accessory Structure* <input type="checkbox"/> Mobile / Manufactured Home <input type="checkbox"/> Other: _____	
Proposed Structure Setback (feet) Front: _____ Side: _____ Rear: _____ Side: _____		*Description of Accessory Structure Non-commercial Use _____	
Construction Detail (square feet)			
Finished Space	= _____	Unfinished Space	= _____
Finished Basement (New Construction)	= _____	Finished Basement (Existing Dwelling)	= _____
Garage	= _____	Deck / Porch	= _____
Shed / Carport	= _____	Agricultural Structure	= _____
Mobile / Manufactured Home (Year _____)	= _____	Other:	= _____
HUD Label is required for a pre-owned home. Total Proposed Project = _____			
Utility Information			
Water Source: <input type="checkbox"/> Private <input type="checkbox"/> Public Wastewater Treatment: <input type="checkbox"/> Private <input type="checkbox"/> Public			

AREA OF DISTURBANCE (square feet)	
Type of Work <input type="checkbox"/> Grading = _____ <input type="checkbox"/> Excavating = _____ <input type="checkbox"/> Stockpiling = _____	
Total Square Footage Disturbed Area = _____	
Pre-Construction Impervious Area = _____	Post-Construction Impervious Area = _____

APPLICANT		BUILDING PERMIT APPLICATION CHECKLIST	STAFF		
Initials _____			Initials _____		
YES	N/A	COMPLETED APPLICATION		YES	N/A
		<input type="checkbox"/> Contact information (Notarized Owner Statement is required if the applicant is <u>not</u> the landowner).			
		<input type="checkbox"/> Property address, lot size and access.			
		<input type="checkbox"/> Property legal description (This information is available on the City of Rapid City's website - public work - Geographic Information System - RapidMap - Interactive Web Maps).			
		<input type="checkbox"/> Property information *Plat, Easement, Vacation of Section Line* Please provide copies of the document. (This information is available at Register of Deeds).			
		<input type="checkbox"/> Current zoning and its minimum setback (This information is available on the Pennington County Planning Department's website - Zoning Ordinance).			
		<input type="checkbox"/> Type of construction and proposed structure setback.			
		<input type="checkbox"/> Construction details and utility information.			
		<input type="checkbox"/> Area of disturbance (**Impervious area: hard surface area that does not allow water infiltrate the soil, such as driveway, concrete, rooftops, etc.).			
		DETAILED FLOOR PLAN (All rooms labeled) Please sign and date the plan.			
		COMPLETED SITE PLAN (See page 4 for Site Plan Checklist) Please sign and date the plan.			
		OTHER REQUIRED PERMIT/DOCUMENT(S) TO BE SUBMITTED:			
		<input type="checkbox"/> A copy of an approved Approach Permit (County Highway or Road District) Road District information - Pennington County Auditor's website – Taxing District – Roads.			
		<input type="checkbox"/> On-Site Wastewater Construction Permit.			
		<input type="checkbox"/> Operating License COOL _____. (New Operating License required when increasing the number of bedrooms in the structure).			
		<input type="checkbox"/> A copy of an approved wastewater permit from the City of Rapid City for Wastewater Disposal (1-mile buffer) CIOSW _____.			
		<input type="checkbox"/> SD DANR Approval for the On-Site Wastewater Treatment System.			
		<input type="checkbox"/> Current FEMA flood map of the property.			
		<input type="checkbox"/> A picture of the HUD Label for a pre-owned mobile / manufactured home.			

EXAMPLE OF A FLOOR PLAN	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">Applicant's signature and date</div>	

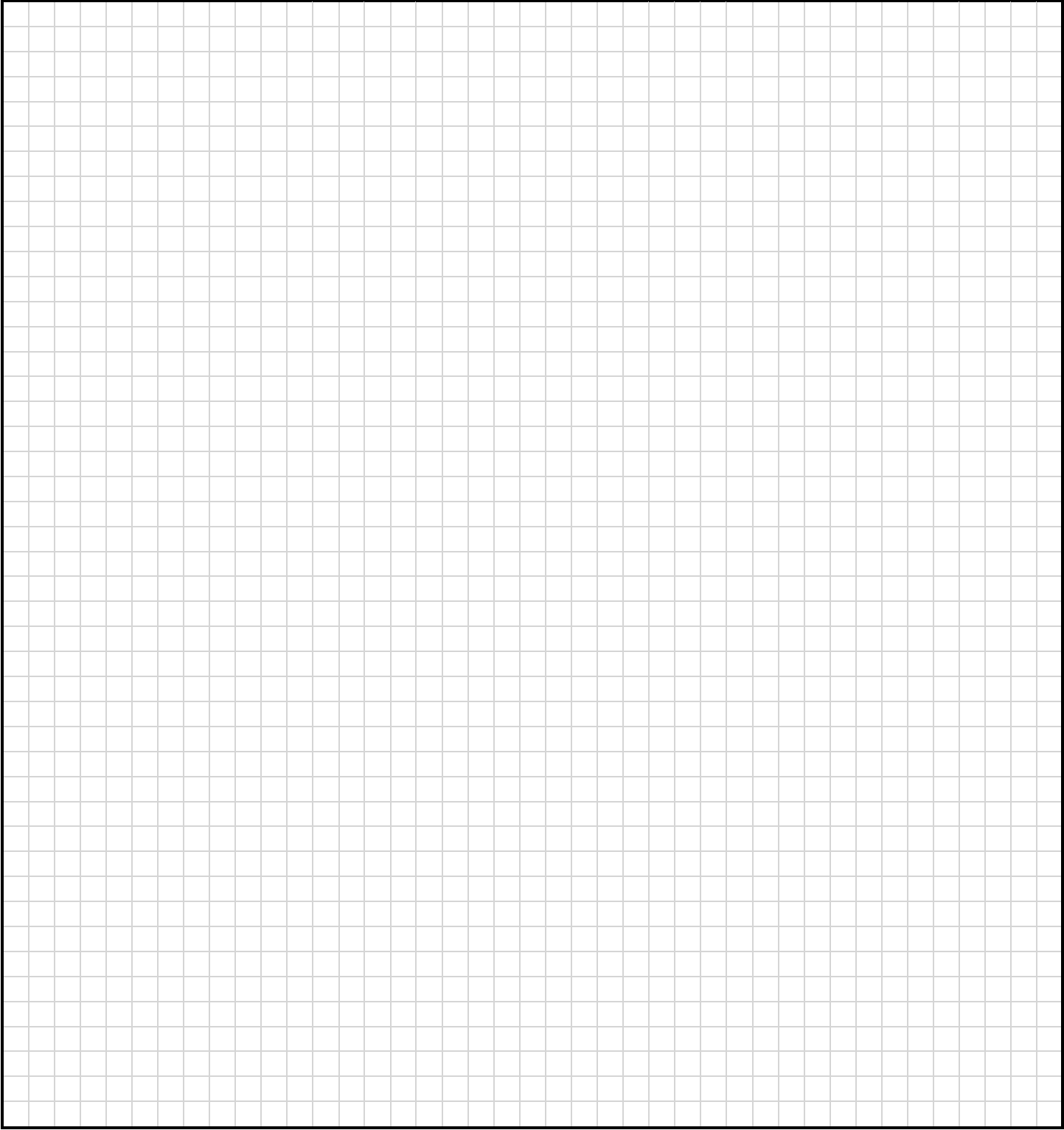
BUILDING PERMIT CHECKLIST				
APPLICANT		APPLICATION	STAFF	
YES	N/A		YES	N/A
		Proposed structure(s) <ul style="list-style-type: none"> ○ Proposed structure DIMENSIONS ○ Proposed structure SETBACKS to the property lines and existing structure(s) 		
		Existing structure(s) and its setback to the property lines		
		Street name(s) and driveway		
		Location of On-Site Wastewater Treatment System and drainfields		
		Special Flood Hazard Area (Floodplain/Floodway)		
		North arrow and scale		
		Applicant's signature and date		



Site Plan Drawing (drawn to scale):

In lieu of drawing a Site Plan, I have attached additional drawings. _____
INITIALS

NOTE: Additional documents must be initialed and dated by applicant.





Pennington County Planning Department

OWNER STATEMENT

An Owner Statement is to be completed by all Owners of Record and submitted with a Building Permit application when someone other than the Owner(s) of Record is/are applying for a Building Permit. When there is more than one Owner of Record, more than one Owner Statement is required.

I acknowledge that a Building Permit application has been submitted for improvements to my property in Pennington County, South Dakota, and I have reviewed the application packet prior to submittal and give permission for a Building Permit to be applied for and issued for such improvements.

_____ I verify that the proposed construction is: _____.

INITIAL

_____ I verify that I am the Owner of Record of the property described below:

INITIAL

Tax ID: _____ or Parcel ID: _____

Legally Described as: _____

_____, Section _____, T _____, R _____

OWNER NAME (print)

OWNER SIGNATURE

Subscribed and sworn before me at _____, _____,
City/Town State

on this _____ day of _____, 2025.

Notary Public: _____

My Commission Expires: _____