



# RESIDENTIAL BUILDING PERMIT APPLICATION

<b>Tax ID:</b>	<i>For Internal Use Only</i>	<b>Permit COBP24 –</b>
<p><b>PLEASE READ:</b> <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, <b>I FURTHER UNDERSTAND THAT SUBMITTAL OF THIS APPLICATION IS NOT AND DOES NOT CONSTITUTE AN APPROVED BUILDING PERMIT.</b></i></p> <p style="text-align: center;"> <span style="margin-right: 150px;">Landowner / Applicant* Signature _____</span> <span>Date _____</span> </p> <p><small>*A <b>Notarized Owner Statement</b> is required with the Building Permit application when someone other than the landowner is applying for a Building Permit*</small></p> <p><b>Mail an approved Building Permit to:</b>                      <input type="checkbox"/> Landowner                      <input type="checkbox"/> Applicant</p>		

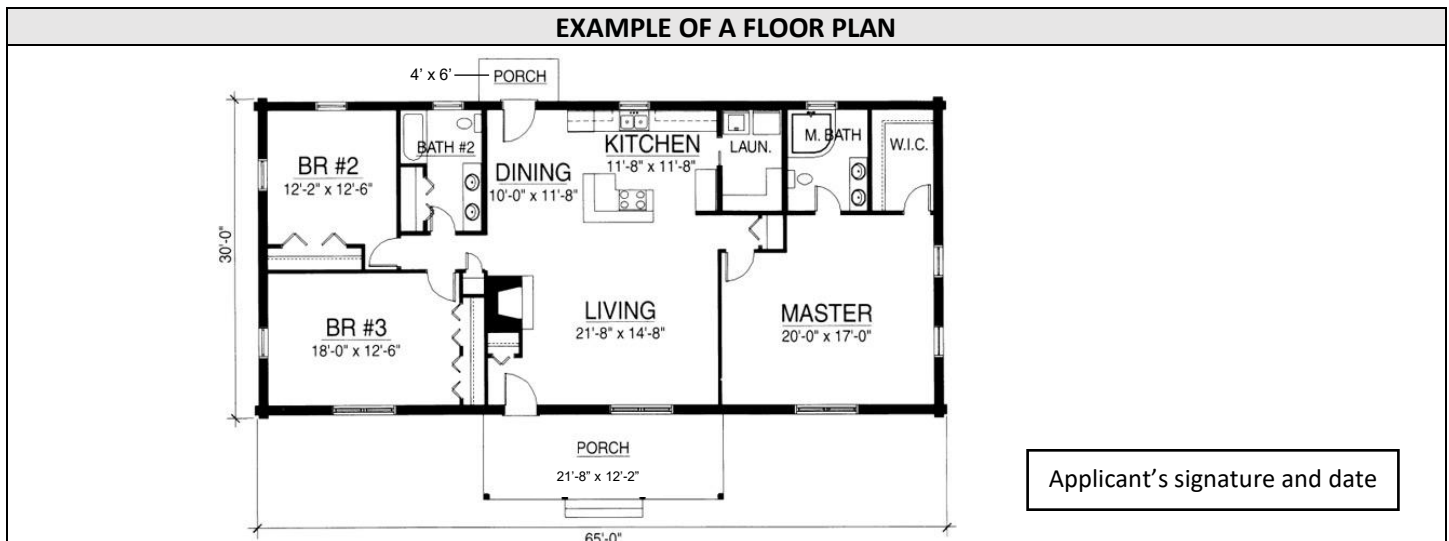
CONTACT INFORMATION	
<b>Applicant Name</b> (print):	<b>Phone:</b>
Mailing Address:	
Email Address:	
<b>Landowner Name</b> (print):	<b>Phone:</b>
Mailing Address:	
Email Address:	
<b>Contractor Name</b> (print):	License No. (AEC) _____ . <b>Phone:</b>
Mailing Address:	
Email Address:	
<b>Electrical Contractor Name</b> (if applicable*):	<b>Phone:</b>
<b>Plumbing Contractor Name</b> (if applicable*):	<b>Phone:</b>
<p><small>*Electrical and Plumbing Inspection. All electrical and plumbing work must comply with State codes and administrative regulations. <b>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.</b></small></p> <p><small>State Plumbing Inspector: 605-773-3429 -- State Electrical Inspector: 605-773-3573</small></p>	

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

PROJECT PROPOSAL INFORMATION			
<b>Type of Construction</b>			
<input type="checkbox"/> <b>New Residence*</b> <input type="checkbox"/> <b>Finishing Basement*</b> <input type="checkbox"/> <b>Addition to Residence*</b>		<b>*Please answer the following:</b> _____ Bedroom in the Residence _____ Bedroom(s) Being Added	
		<input type="checkbox"/> <b>Accessory Structure(s)</b> <input type="checkbox"/> <b>Mobile / Manufactured Home</b> <input type="checkbox"/> <b>Other: _____</b>	
<b>Proposed Structure Setback</b> (feet)			
Front: _____	Side: _____		
Rear: _____	Side: _____		
<b>Construction Detail</b> (square feet)			
Finished Space = _____	Unfinished Space = _____		
Finished Basement ( <i>New Construction</i> ) = _____	Finished Basement ( <i>Existing Dwelling</i> ) = _____		
Garage = _____	Deck / Porch = _____		
Shed / Carport = _____	Agricultural Structure = _____		
Mobile / Manufactured Home ( <i>Year</i> _____) = _____	Other: = _____		
<b>**HUD Label is required for a pre-owned home.**</b>			
Total Proposed Project = _____			
<b>Utility Information</b>			
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 = _____

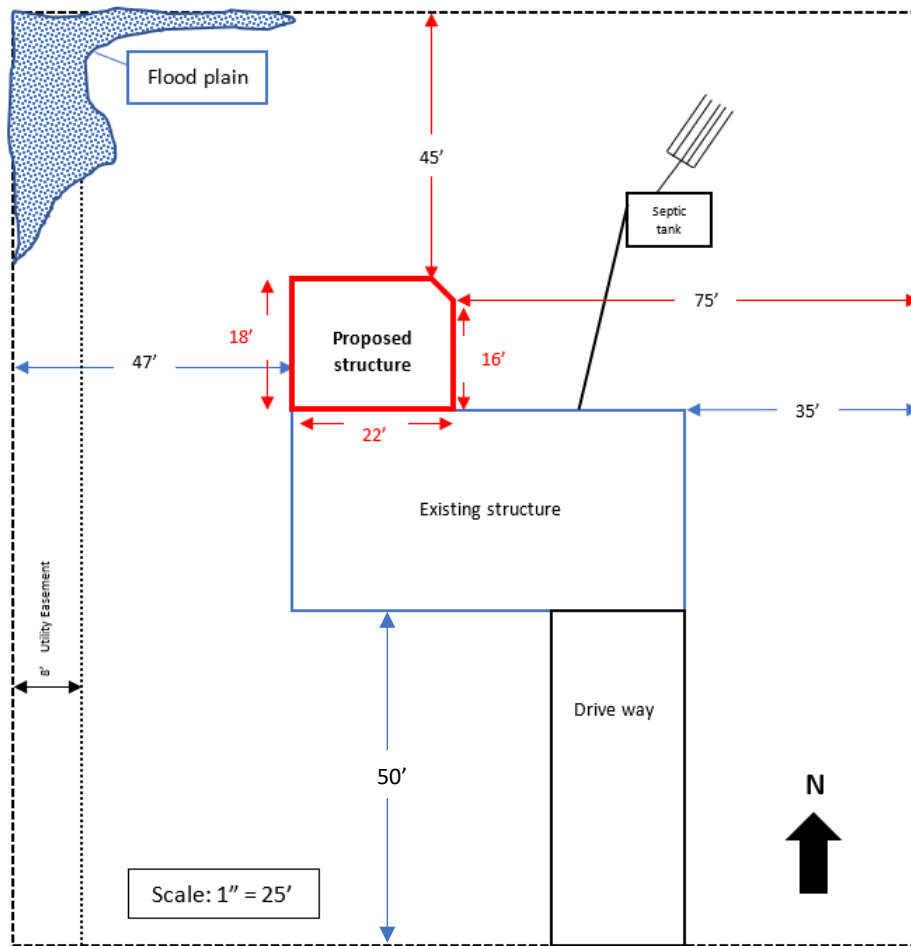
APPLICANT		BUILDING PERMIT APPLICATION CHECKLIST	STAFF	
Initials _____			Initials _____	
YES	N/A	COMPLETED APPLICATION	YES	N/A
		<input type="checkbox"/> <b>Contact information</b> ( <b>Notarized Owner Statement</b> is required if the applicant is <u>not</u> the landowner).		
		<input type="checkbox"/>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



### BUILDING PERMIT CHECKLIST

APPLICANT		APPLICATION	STAFF	
YES	N/A		YES	N/A
		Proposed structure(s) <ul style="list-style-type: none"> <li>○ Proposed structure <b>DIMENSIONS</b></li> <li>○ Proposed structure <b>SETBACKS</b> to the property lines and existing structure(s)</li> </ul>		
		Existing structure(s) and its <b>setback</b> 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		

### EXAMPLE OF A SITE PLAN



Street Name

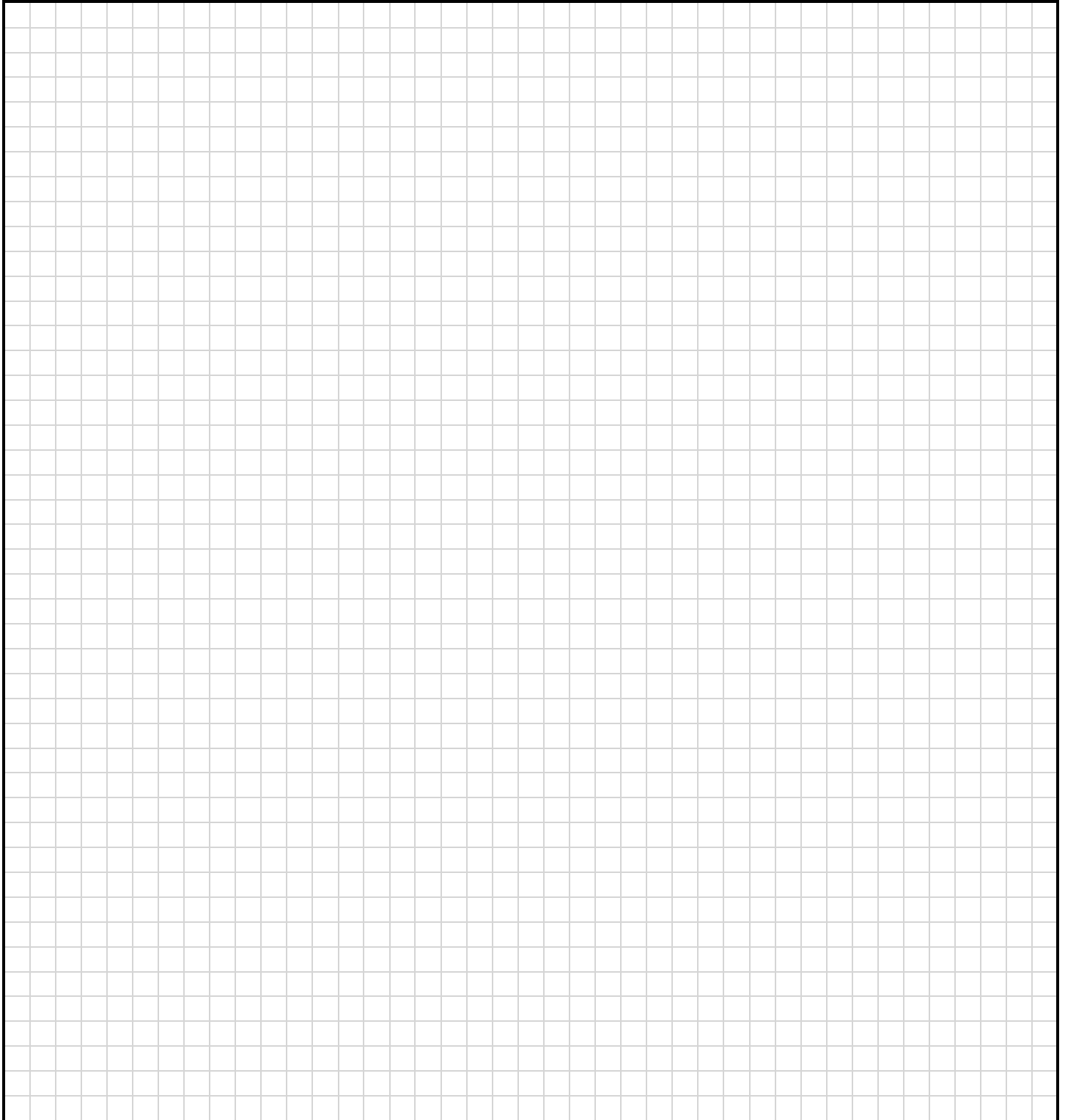
Applicant's signature and date

**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 \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_