



# COMMERCIAL BUILDING PERMIT APPLICATION

Tax ID #:	<i>Internal Use Only</i>	Permit #: <b>COBP24-</b>
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**PLEASE READ:** *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 10 business days before the permit is issued, so please plan your construction project accordingly.*

**I certify that all information provided in 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 State and local laws and regulations in performing the work for which this permit is intended, as applicable; and, I understand that submittal of this application does not constitute an approved Building Permit until such time it has been approved by the Pennington County Planning Department. Note: The Landowner(s) signature may be required per Staff request.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Checklist of Submittal Requirements for Building Permit (to be provided by the applicant):	CHECK BOX			*Please utilize the area provided on the back of this application or a separate document to draw a legible site plan with the items identified on the Site Plan Drawing Checklist (attached).  ***Typically approved by County Highway Department, SD DOT or Road District.
	Yes	No	N/A	
Completed Application				
Site Plan* (See Pages 3 and 4)				
Copy of all Applicable Easements				
Stamped Professional Plans for Non-exempt Structures				
On-Site Wastewater Construction Permit or Operating Permit				
SD DANR Approval for On-site Wastewater Treatment System				
Approach Permit***				
Commercial Structure Will Be Used For:				

Property Address:	Lot Size: _____	acres	Zoning:
Legal Description:	Section: _____ Township: _____ Range: _____		

Property Owner Name:		
Property Owner Phone:		
Applicant Name:		
Address:	Phone:	
City:	State:	Zip:
Email:		

Contractor Name:		
Phone:	Address:	
City:	State:	Zip:
Electrical Contractor (if applicable):		
Plumbing Contractor (if applicable):		
Email:		

<b>*Mail Permit To:</b> (Check one)	Applicant _____	Contractor _____	Property Owner _____
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*\* If a "Mail Permit to:" selection is not made by the applicant, Staff will send an approved permit to the Applicant by default.*

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>** &gt;2,400 sq.ft. requires a SD Engineer Stamp.</b>		
		<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 there is a change in use</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.		

Description of Proposed Construction (Add additional pages if necessary.)	
<p><i>Please Note: Commercial structures shall be designed by a South Dakota licensed professional (i.e. engineer/architect) and stamped plans shall be submitted accordingly, unless "exempt" (see attached for a list of Exempt Structures).</i></p>	
Utility Information	
Water Source/Service:	
Means of Wastewater Treatment*:	
<p><i>*Structures utilizing an on-site wastewater treatment system must obtain SD DANR approval. A copy of the SD DANR approval is required <b>PRIOR</b> to submittal of this application.</i></p>	

<b>Total Square Feet of Disturbance:</b>
<p><b>*Estimated Total Cost of Construction (minus labor)</b></p> <p style="text-align: center;">\$ _____</p> <p><i>*By way of my initials _____ I certify that the above stated amount is, to the best of my knowledge, the estimated total cost of construction (minus labor costs), as indicated in the "Description of Proposed Construction" and Staff may require an itemized list of Construction Materials, prior to approval of a Commercial Building Permit.</i></p>
<p>Section Line(s) on Property? _____ NO _____ YES</p> <p>Is one or more Vacated or Relocated? _____ NO _____ *YES</p> <p>*If yes, please provide the document number: _____</p>
<p>Is the property platted? _____ NO _____ *YES</p> <p>*If yes, what is the number for the current plat: _____</p>

Setback Distances to Lot Lines <i>Proposed Structure</i>			
<u>Front</u>	<u>Side</u>	<u>Rear</u>	<u>Side</u>

**Site plan drawing required.**  
**See Page 4 for instructions.**

# Site Plan Drawing Checklist

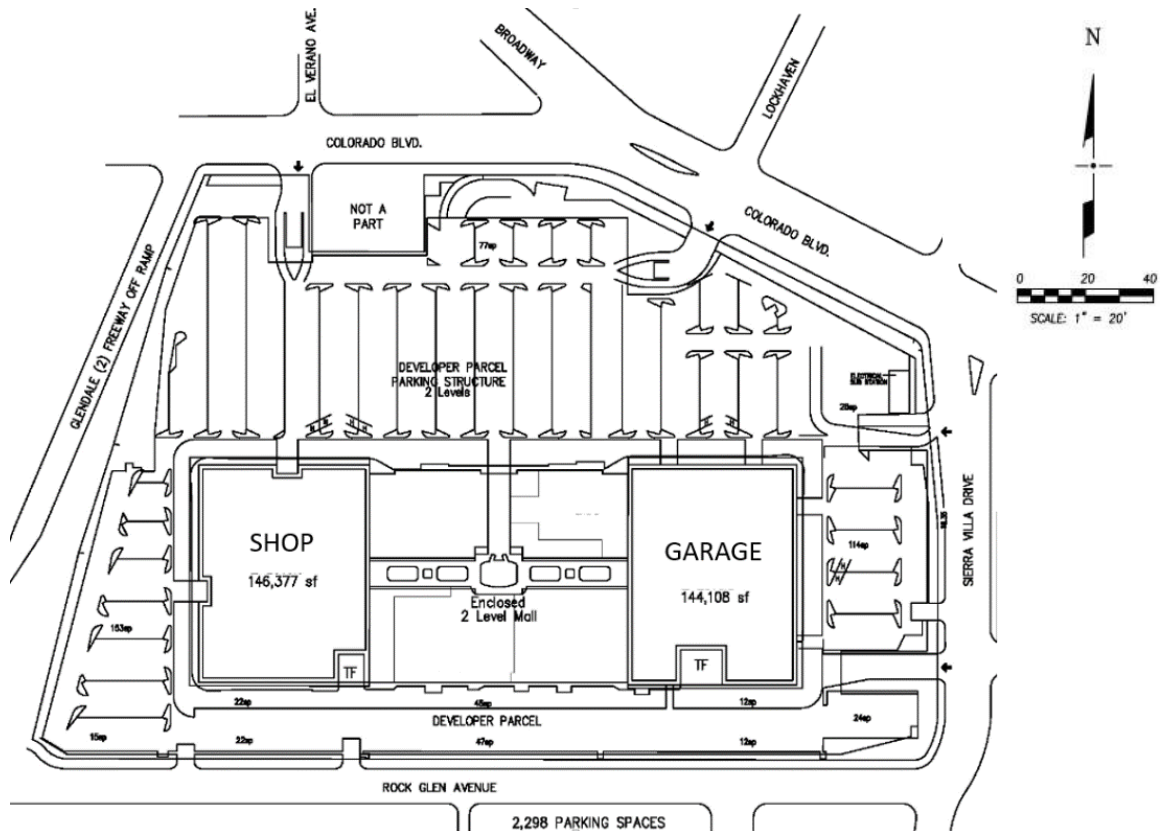
The location of the following items shall be included on the site plan drawing, to be submitted with the Building Permit Application:

CHECK		CHECK	
	Actual property lines (lot boundaries)		Access/Approach (Driveway)
	Adjoining right-of-way(s) and road names		All existing structures and setback distances to property lines
	Proposed existing structure(s), building dimensions and setback distances from property lines		All existing easements (i.e. drainage, access, utility, etc.)
	Special Flood Hazard Area(s) (if existent)		Section Line(s)
	Proposed areas of dirt work		Existing and/or proposed utility lines
	Open water areas (i.e. streams, creeks, irrigation ditches, natural drainage ways, etc.)		Erosion control measures and type (if in MS4 Boundary)
	Scale of drawing & North Arrow		Existing Variances (include permit numbers)

## Additional Requirements for Properties Containing an On-Site Wastewater Treatment System

- Existing or proposed on-site wastewater treatment system and setback distances to proposed structure(s)
- Well (proposed or existing)

Example:





# 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: \_\_\_\_\_