

Date Received: _____



Building Permit Application

**DUE TO SD-CL § 49-7A A LOCATE 811 CALL MUST BE DONE
PRIOR TO APPROVAL OF APPLICATION**

**** Residential permit approval may take up to 30 DAYS to process! ****

**** Commercial permits may require additional information
& extend beyond 30 days! ****

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____ Email: _____

Business Day Contact Info: _____ Text: Yes No

PROPERTY INFORMATION

Lot Address: _____

Owner Name _____

Address: _____ Phone: _____

Legal Description: _____

Zoned: _____

Does the location have an active Covenant? Yes No

CONTRACTOR INFORMATION

General: _____ Plumbing: _____

Electrical: _____ Mechanical: _____

Carpenter: _____ Concrete: _____

Additional Info: _____ Other Intended Use: _____

PROJECT INFORMATION				
Type of Permit:	Commercial		Residential	
Class of Work:	New	Addition	Alteration	Repair
Basement:	Yes	No	Crawl Space:	Yes No
# of Bedrooms:	_____			
Description of Work:	_____			

Estimated Cost of Work: _____				
Size of Proposed Structure: L _____ x W _____ x H _____				
Type of Materials for Structure _____				

Approximate Start Date: _____ Approximate Completion Date: _____				

***This is for Residential Zoned Building permits ONLY. ***

Distance Structure will be located from property lines:

- a. Front Yard: _____ feet from property line (residential minimum, 20 feet)
- b. Rear Yard: _____ feet from property line (residential minimum, 20 feet)
- c. Side Interior Lot: _____ feet from property line (residential minimum, 6 feet)
- d. Side Corner Lot: _____ feet from property line (residential minimum, 20 feet per side)
- e. Driveway: _____ Feet: _____
- f. Curb: _____
- g. Sidewalk: _____ Feet: _____
- h. Existing Water/Sewer Connection: Yes No
- i. New Water/Sewer Hookup: Yes No
- j. Site Lines: _____
- k. Site Plan with Rendering of Structure: _____
- l. Square Footage of New Non-Permeable Surface (roofs, concrete, etc):

- m. If intersection to Right-of-Way—Detailed Information is needed:

- n. Site Drainage Map: _____

NOTICE

*This permit will expire if work or construction authorized is not commenced within **Ninety (90) days**. If work or construction is not substantially completed within two (2) years of issuance, this permit will expire.*

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specific herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.

City Code of Ordinances, dated August 2023, Title XV: Land Usage
https://codelibrary.amlegal.com/codes/springfieldsd/latest/springfield_sd/0-0-0-1.

Damage to City Property (including Utilities, Streets, and alleys)
associated with construction may be charged to person requesting this permit.

BUILDING PERMIT FEE

<u>Project Amount</u>	<u>FEE</u>
\$0 – \$50,000	\$ 50.00
\$50,001 +	\$150.00

****Permit approval may take up to 30 DAYS to process under normal circumstances! ****

Signature of Owner

Date

Site Plan

**** Site Plan Drawn to Scale (attached) including:

- A. North Arrow
- B. Property Lines, Right-of-Ways, Easements, Streets, and Alleys
- C. Existing Structures (to include fences and sheds)
- D. Proposed Structure- including any hard surfaces (cement, concrete, gravel, etc.)
- E. Dimensions and Shape of New Structure
- F. Aerial Pictures and Architectural Drawings Supporting this Request and in Reviewing this permit

This image shows a full page of blank graph paper. It features a consistent grid of small squares formed by thin black lines. The grid covers the entire area of the page, providing a structured background for drawing or writing. There are no margins, text, or other markings present.

OFFICE USE ONLY

Utilities: _____

Streets: _____

Police: _____

Finance Office: _____

Permit Fee: _____

Receipt #: _____

Cash/Check: _____

Building Permit #: _____

PERMIT STATUS

APPROVE

DISAPPROVE

Signature

Date

NOTES

NOTES