

# Building Permit Documentation Required:

**\*Applications will not be accepted unless the following information is submitted:**

Received

**Foundation Plan**

*(Cross-section of footing, wall etc. with rebar size and spacing  
– for post frame structures, a diagram of post holes is required)*

**Floor Plan**

**Elevation Plan**

*(Diagram of framing and truss information, ex. wall detail)*

**Site Plan**

*(Diagram of proposed structures, distance to property lines)*

**Truss Plan(s) – engineered roof truss plan**

*(40 psf ground snow load, 115 mph wind speed – 3 second gust)*

**Cost Estimate of Project**

*(Written or typed detailed breakdown of cost estimate of improvements, including material and labor costs)*

N/A Received

**Owner Statement - (if applicable)**

*(Written verification from owner is required if someone other than owner is applying for permit – complete attached statement)*

N/A Received

**Stormwater Site Plan – (if applicable) \* \$25.00 fee applies**

*(A stormwater site plan is required to be submitted if the construction area or site is within 250 feet of a drainage ditch, stream, or road ditch – complete attached form.*

*\*Construction on agriculturally taxed properties, of structures to be used for agricultural use only, is exempt from this requirement.)*

N/A Received

**Percolation Test - (if applicable)**

*(Percolation test is required to be turned in at time of building permit application if a new septic system will be installed – if ground is frozen this will be required at time of septic permit application)*

N/A Received

**Copy of Warranty Deed - (if applicable)**

*(If the property was purchased within the last 60 days, a copy of the warranty deed is required.)*

*The completed application and all required documentation and plans are to be submitted at the time of application. Plan review will take a minimum of two business days. Permits will be mailed to the applicant when they are issued.*

**MEADE COUNTY  
BUILDING PERMIT APPLICATION**

Equalization & Planning Department  
1300 Sherman St., Suite 222  
Sturgis, SD 57785  
Office 605-347-3818

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

(Permit will not be issued without completed application and providing required information.)

<b>APPLICANT:</b> _____ Mailing Address: _____ Telephone Number: _____ Email Address: _____ Relationship to Property Owner: _____ <b>PROPERTY OWNER:</b> _____ Mailing Address: _____ Telephone Number: _____ Email Address: _____
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<b>PROPERTY INFORMATION:</b> Site Address: _____ Parcel ID: _____ Section: _____ Township: _____ Range: _____ Legal Description: _____ _____
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The APPLICANT hereby agrees and affirms that all the information given is true and is a correct representation of the structure(s) or construction being built. Any alteration in plans, designs or specifications will require an additional review of the project and may result in additional building permits and/or fees. Failure to provide the correct information may result in a fine or legal action or both. Failure to obtain a building permit will result in a fine per Ordinance No. 34.

Setbacks for all structures shall be 25.0 (feet) front and back and Sides 8.0' (feet). Setbacks are measured from property lines and/or section line right-of-ways and easements. Corner lots, have a 25.0 (feet) setback from each right-of-way. If you are unsure, please ask.

Improvements will be assessed on the property on which they are placed or constructed, unless the proper documents are filed with the Equalization office stating the improvement is a building on leased site.

The APPLICANT hereby acknowledges that he/she is familiar with covenants, deed restrictions, governmental regulations and Meade County Ordinances and recognizes that Meade County enforces the adopted version of the International Building and Residential Codes along with the Fire Code.

I hereby acknowledge this permit will not violate standing covenants or deed restrictions on the property referenced in this application.  Yes  No \_\_\_\_\_  
Initial

Notice is hereby given that it is the homeowner's sole responsibility to apply for the owner-occupied tax reduction program of South Dakota by filling out an application in the Meade County Equalization & Planning office from November 1st through March 15th. The owner must own and occupy the house by November 1st to qualify.

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

**Type of Construction:**       Residential       Commercial       Agricultural

**Type of Improvement:**

- Stick-Built New Residence    Mobile Home    Modular Home    Outbuilding    Garage  
 Home Remodel    Home Addition    Basement Finish    New Commercial  
 Commercial Remodel    Addition to Outbuilding/Garage    Other: \_\_\_\_\_

**IMPROVEMENT INFORMATION**

**NEW HOME:**

Main Floor Sq. Ft: \_\_\_\_\_  
Second Story Sq. Ft: \_\_\_\_\_  
Basement Sq. Ft: \_\_\_\_\_  
Basement Finish Sq. Ft: \_\_\_\_\_  
Total Sq. Ft: \_\_\_\_\_  
No. of Bedrooms: \_\_\_\_\_  
No. of Bathrooms: \_\_\_\_\_  
Heat Type: \_\_\_\_\_  
Central Air:       Yes       No  
Fireplaces: \_\_\_\_\_ Type: \_\_\_\_\_  
Deck Sq. Ft: \_\_\_\_\_  
Size (length x width): \_\_\_\_\_  
Patio/Slab Sq. Ft: \_\_\_\_\_  
Size (length x width): \_\_\_\_\_

**GARAGE/OUTBUILDING/COMMERCIAL:**

Attached    Detached  
 Stick-Built    Post Frame    Other \_\_\_\_\_  
Size: \_\_\_\_\_  
(LENGTH X WIDTH X HEIGHT)  
Sq. Ft: \_\_\_\_\_  
Electricity:       Yes       No  
Plumbing:       Yes       No  
Finished:       Yes       No  
Insulated:       Yes       No  
Floor Type: \_\_\_\_\_  
Will this structure be used for agricultural purposes?  
 Yes       No

**COMMERCIAL:**

Please fill out additional Commercial Building Permit page

**ESTIMATED COST OF IMPROVEMENTS** = \_\_\_\_\_

*(Include the estimated cost of material & labor costs. An itemized breakdown may be requested.)*

Will the construction area or site be within 250 feet of a drainage ditch, road ditch or stream?    Yes    No

Will structures be in a floodplain area?    Yes    No

Will structures meet Meade County's property setback requirements?    Yes    No

Water Source (if applicable):    Private Well    Community Well    Central Water

**FOR OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_

If Denied, Reason for Denial:

Reviewed By: \_\_\_\_\_

\_\_\_\_\_

Review Date: \_\_\_\_\_

\_\_\_\_\_

Application Approved:    Yes    No

**BUILDING PERMIT FEE \$**

**PAID BY:**    CASH    CHECK #    CREDIT CARD

# **CONTRACTOR LIST**

**(REQUIRED TO BE SUBMITTED WITH BUILDING PERMIT APPLICATION)**

## **General Contractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Subcontractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Subcontractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Subcontractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Subcontractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **Subcontractor:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



**MEADE COUNTY**  
Equalization and Planning

1300 Sherman Street  
Suite 222  
Sturgis SD 57785

T 605.347.3818  
F 605.347.6830

[www.meadecounty.org](http://www.meadecounty.org)

## **OWNER STATEMENT**

*(Required to be completed and turned in with building permit application when someone other than the owner is applying for a building permit.)*

I acknowledge that a building permit application has been submitted for new improvements to my property in Meade County, South Dakota, and I give permission for a building permit to be issued for such improvements. I verify that I am the owner of this property.

I also understand that these improvements to my property will be added to my property's assessed value.

If the applicant will be building on a leased site, the proper documents must be filed with the Meade County Equalization office before the assessment value of such improvements is transferred to the applicant.

Owner Name: \_\_\_\_\_  
*(printed name)*

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

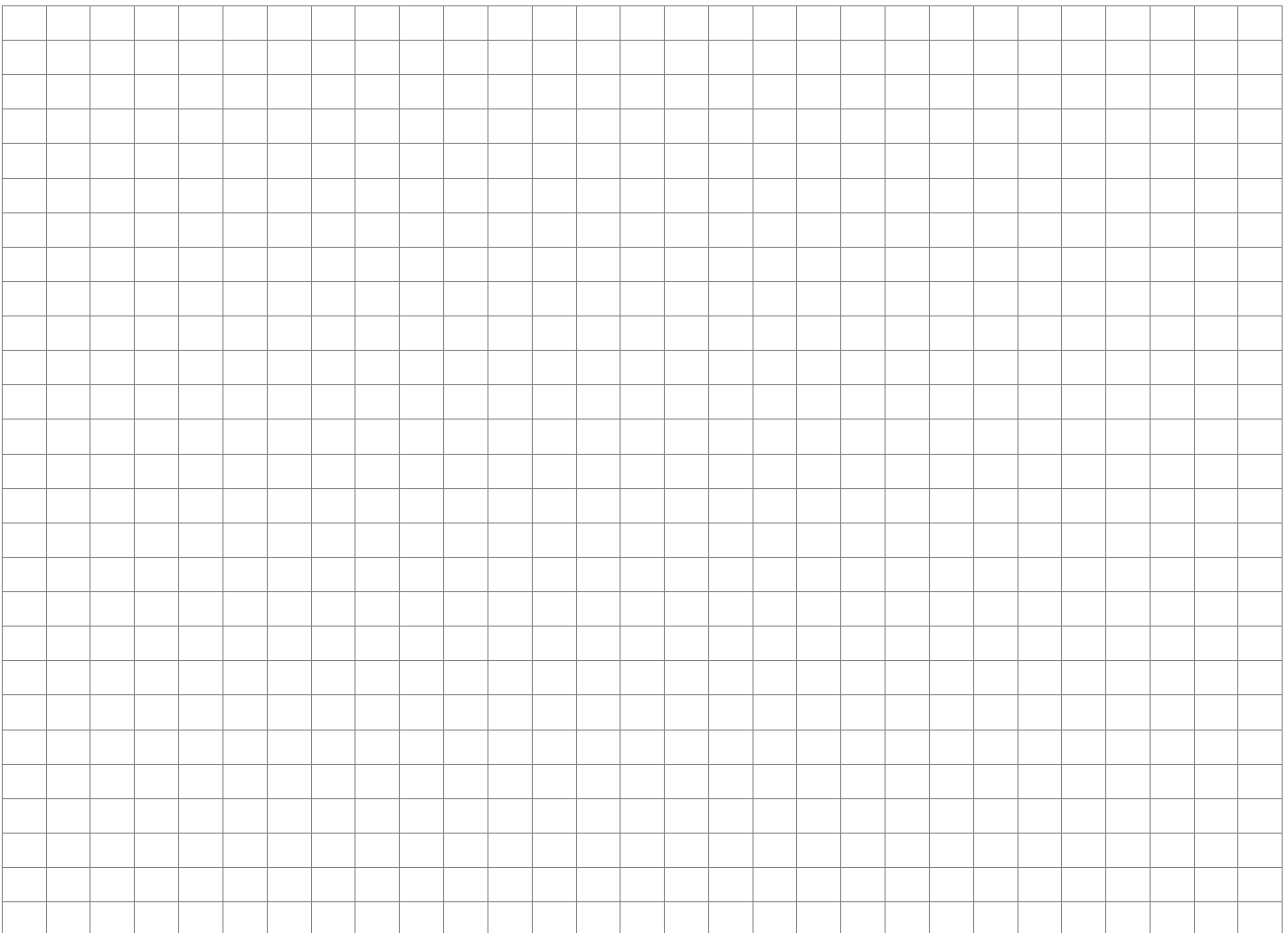
# STORMWATER SITE PLAN

*(Required to be completed and submitted with building permit application when the construction area or site is within 250 feet of a drainage ditch, road ditch, or stream. \*Construction on agriculturally taxed properties, of structures to be used for agricultural use only, is exempt from this requirement.)*

- Site Plan needs to show roads drainage ditches, road ditches, streams and area of excavation or fill including the approximate distances between each feature.
- Site plan must show location of silt fence, waddles, gravel or stone construction entrance for construction vehicles and wash pit for concrete truck washouts.

Check the type of foundation:

- Piers or Post Holes – **Site Sketch Not Required**
- Thickened Edge (Monolithic Slab)
- Frost Footings and Frost Walls (Crawl Space)
- Footings and Basement
- Adding Fill Material



**SKETCH SITE PLAN ABOVE**

# STORMWATER CONTROL AFFIDAVIT

Construction Site Name: _____	
Construction Site Address: _____	
Property Owner: _____	Phone: _____
Address (Owner): _____	Email: _____
_____	
Authorized Representative/Applicant: _____	Phone: _____
Address : _____	Email: _____
24 Hour Contact Person: _____	Phone: _____
Address : _____	Email: _____
SD DENR PERMIT NO. (If applicable): _____	

My signature hereto signifies that I am the person responsible for compliance with the Stormwater and Water Ordinance. I hereby acknowledge that South Dakota Best Management Practices (BMP's), and Federal and South Dakota Laws and Regulations, must be used to control soil erosion on this job site which includes (but, not limited to) at a minimum of the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits or may exist on the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile underliner to keep soil and mud from being tracked from vehicles onto roadways
3. Immediate removal of mud from the roadway or adjacent property if any occurrence occurs
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.
5. **Conduct no land disturbing activities within 30 feet** of the banks of any streams, wetland, etc. or within 50 feet of any cold-water fishery
6. Cut-fill operations must be kept to a minimum
7. Land disturbing activities must be limited to and contained within the area of the approved site plans
8. Disturbed soil shall be stabilized as quickly as practicable (within 14 days)
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development
  - a. Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper
10. Any cut and fill activities may not endanger adjoining property(s)
11. Any fill material or activities may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners
12. **Mud or silt (sediment) may not enter a stream, river, or other state waters.**

**Note:**

- 1) By signing this document all persons involved in land disturbing activities are aware of all federal, county and state requirements. All requirements may not be mentioned in this application.
- 2) The finished floor elevation of the lowest habitable floor shall be at least one (1) foot above (vertical elevation), of the 100-year (1%) floodplain of any potential or identified drainage easement or waterway.
- 3) Driveway culverts shall be a minimum of 15 inches in diameter, and shall be corrugated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Meade County Highway Department – Phone: 605-347-4565 (Driveways on State Highways call: SD DOT – 605-394-2204).
- 4) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the South Dakota Department of Environment and Natural Resources (SD DENR), and inspections by the Meade County Planning Department will be stopped if violations are found and a complaint report will be filed with the SD DENR.

I hereby further acknowledge that Meade County inspection staff may refuse to make construction inspections, may issue stop work orders by court injunction, and may issue summons to Magistrate Court or issue tickets for failure to comply with erosion control requirements.

If further grant the right-of-entry onto this property, as described above, to the designated personnel of Meade County for the purpose of inspecting and monitoring for compliance with Meade County Ordinances.

**Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_