# Building Permit Documentation Required:

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

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<tbody>
<tr>
<td>Foundation Plan</td>
<td>(Cross-section of footing, wall etc. with rebar size and spacing – for post frame structures, a diagram of post holes is required)</td>
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<td>Floor Plan</td>
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<tr>
<td>Elevation Plan</td>
<td>(Diagram of framing and truss information, ex. wall detail)</td>
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<tr>
<td>Site Plan</td>
<td>(Diagram of proposed structures, distance to property lines)</td>
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<tr>
<td>Truss Plan(s) – engineered roof truss plan</td>
<td>(40 psf ground snow load, 90 mph wind speed)</td>
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<tr>
<td>Cost Estimate of Project</td>
<td>(Written or typed detailed breakdown of cost estimate of improvements, including material and labor costs)</td>
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<tbody>
<tr>
<td>Owner Statement - (if applicable)</td>
<td>(Written verification from owner is required if someone other than owner is applying for permit – complete attached statement)</td>
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<tr>
<td>Stormwater Site Plan – (if applicable) * $25.00 fee applies</td>
<td>(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.)</td>
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<td>Percolation Test - (if applicable)</td>
<td>(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)</td>
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<td>Copy of Warranty Deed - (if applicable)</td>
<td>(If the property was purchased within the last 60 days, a copy of the warranty deed is required.)</td>
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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.
PLEASE PROVIDE THE FOLLOWING INFORMATION:
(Permit will not be issued without completed application and providing required information.)

APPLICANT: ____________________________________________
Mailing Address: ____________________________________________
Telephone Number: __________________________ Email Address: __________________________
Relationship to Property Owner: __________________________

PROPERTY OWNER: ____________________________________________
Mailing Address: ____________________________________________
Telephone Number: __________________________ Email Address: __________________________

PROPERTY INFORMATION:
Site Address: ____________________________________________
Parcel ID: ____________________________________________
Legal Description: ____________________________________________

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.

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  
- Fireplace: [ ] Yes  [ ] No  
- Type: _____ No. of Fireplace(s): ________
- No. of Decks: __________________________
- Deck(s) Sq.Ft: __________________________

### GARAGE/OUTBUILDING:
- Attached  [ ] Detached
- Stick-Built  [ ] Post Frame  [ ] Other__________
- Size: __________________________  
- (LENGTH X WIDTH X HEIGHT)
- 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:
- Type of Structure: __________________________
- Type of Business: __________________________
- Size of Structure (length x width x height): __________________________
- Main Floor Sq.Ft: __________________________
- Second Story Sq.Ft: __________________________
- Total Sq. Ft: __________________________
- No. of Bathrooms: __________________________

**ESTIMATED COST OF IMPROVEMENTS**

(This includes the estimated cost of material & labor costs. A written or typed detailed breakdown of estimated costs is required to be submitted with application.)

- 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 $ PD 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: __________________
Owner Statement

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.

PROPERTY INFORMATION:

Site Address: ___________________________________________________

Parcel ID: ___________________________________________________

Legal Description: ___________________________________________________
_________________________________________________________________
_________________________________________________________________

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: _____/_____/_______ Phone Number: (___) ___________

Email: ___________________________________________________________
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