

## Type of Application

Building Permit \_\_\_\_\_  
Moving Permit \_\_\_\_\_  
Demolition Permit \_\_\_\_\_  
Conditional Use \_\_\_\_\_  
Variance \_\_\_\_\_  
Zoning Amendment \_\_\_\_\_  
Placement Permit \_\_\_\_\_

**City of Elk Point**  
**Building Permit Application**  
PO Box 280  
Elk Point, SD 57025  
Phone (605) 356-2141

### For Office Use Only

Permit # \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Date Fee paid: \_\_\_\_\_  
Sent to Assessors: \_\_\_\_\_

Property Owner	
Name	
Address	
City/State/Zip	
Phone	
Applicant/Contact Person (if different from above)	
Name	
Address	
City/State/Zip	
Phone	
Type of Work	
___ New Construction	___ Demolition
___ Addition/alteration/replacement	___ Other
Category of Construction	
___ 1 & 2 Family Dwelling	___ Commercial/Industrial
___ Multiple Family	___ Accessory Building
___ Remodel	___ Other
Job Site Information	
Site Address	
City/State/Zip	
Legal Address	
Description of Work/Intended Use of Building*	

Required Data: 1 & 2 Family Dwellings		
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar of all equipment, materials, labor, overhead, and profit for the work indicated on this application.		
Valuation: \$		
	Existing	New
No. of Bedrooms:		
No. of Bathrooms:		
Total Number of Floors:		
Dwelling Sq. Feet:		
Garage/Carport Sq. Feet:		
Covered Porch:		
Deck Area Sq. Feet:		
Other Structure Area:		
Required Data: Commercial Use		
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar of all equipment, materials, labor, overhead, and profit for the work indicated on this application.		
Valuation: \$		
	Existing	New
Building Area:		
Number of Stories		
Type of Construction		
Occupancy Group		

\*include building material type (i.e., wood, metal, block, etc)

CONTRACTOR INFORMATION			
General Contractor		Plumbing Contractor	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
Excise Tax ID#		Service Size:	Meter Size:
		Excise Tax ID#	
Sewer Contractor		Electrical Contractor	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
Excise Tax ID#		Excise Tax ID#	
Tap Size:		Amp Size	Phase
Location of Sewer:			Voltage
		Is Temporary Power Needed?	

**ATTACH PLANS DRAWN TO SCALE AND INCLUDE THE FOLLOWING INFORMATION:**

- All new construction must follow the attached document "Permit Addendum for New Construction."
- All property pins must be located.
- Dimensions and location of the lot and location of streets, alleys and easements.
- Location and Dimensions of existing buildings on the lot.
- Location and dimensions of proposed buildings or alterations
- Complete set of plans to scale with a wall section.

**NOTE: All setback requirements should be measured from the property lines. Locate all underground services such as water, sewer, gas, electric, and telephone prior to construction. Call South Dakota One Call at 1-800-781-7474. Give 48 hours notice for all locates.**

**The Land Use Administrator may require other documentation such as house plans, building specifications or other pertinent information.**

I (We) certify that the information given is correct and true and I (we) agree to do the proposed work in accordance with the provisions of this permit and the Zoning Ordinance of the City of Elk Point, and comply with State regulations as required.

\_\_\_\_\_  
Signature of Applicant(s)      Permit Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_      Reasons for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Land Use Administrator (or Authorized City Official)      Date

**APPEAL**

I (We) hereby appeal the decision of the Land Use Administrator in denying a permit for the above use or structure and ask the Board of Adjustment to grant the permit.

\_\_\_\_\_  
Signature of Applicant(s)      Date

Seal: Granted \_\_\_\_\_  
Denied \_\_\_\_\_      Chairman, Board of Adjustment

\_\_\_\_\_  
Date

Reason Not Granted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Permit Addendum for New Construction

It is the responsibility of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. The City of Elk Point is not liable for expense entailed in the removal or replacement of any material required to allow inspection.

- The permit holder must notify the building inspector when the work is ready for inspection. To request an inspection, call (605) 356-2141 or (712) 253-9115 and allow 2 days notice. The following inspections are required:
  - a) Footing Inspection. To be made after excavations for footings are complete, forms and reinforcing steel are in place prior to pouring.
  - b) Frame Inspection. To be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and mechanical items are in place.
  - c) Final Inspection. When the building is completed prior to occupancy.
  - The building inspector will either approve that portion of the construction as completed or will notify the permit holder that changes are necessary for compliance.
- **Calling for inspection.** When calling for inspections, be prepared to give the following information:

*Street Address*

*Name of Contractor*

*Type of Inspection Needed*

*Permit Number*

*Date/Time When Responsible Party Will Be Present*

If the project is not ready for the inspection requested when the inspector arrives on the job site, the inspection will be rejected, and a re-inspection fee may be charged.

- **Contractor or responsible adult present during inspection.** Inspectors will not enter the living portion of an occupied dwelling unless an adult or contractor with authority over the dwelling is present and gives permission.

### **PERMIT FEES**

**Construction Permit:** \$15.00 for the first \$1,000 in value plus \$1.00 for each additional \$1,000.00 or fraction thereof in value. A minimum inspection fee of \$15.00 is required for all permits. Permits in excess of \$5,000.00 up to \$35,000.00 shall be charged a total of \$25.00 for the inspection fee. Permits in excess of \$35,000.00 shall be charged a total of \$35.00 for the inspection fee.

**Rezoning Application:** \$60

**Variance/Conditional Use:** \$60

**Moving Permit:** \$25 for the first \$1,000 in value plus \$1.00 for each additional \$1,000 or fraction thereof in value.

**Demolition Permit:** Service termination fee \$15.00

**Utility Connection Fees** shall be charged for all building permits for new construction requiring utility connections are as follows:

**Residential Sewer** - \$500 per connection (\$250 per connection in subdivisions\*)

**Residential Water** - \$500 per connection (\$250 per connection in subdivisions\*)

**Residential Electric** - \$250 for underground service & \$2.50 per ft for underground (billed once hooked up)

**Commercial Sewer** - \$600 per connection (\$300 per connection in subdivisions\*)

**Commercial Water** - \$600 per connection (\$300 per connection in subdivisions\*)

**Commercial Electric** – See City Ordinance No 372.

NOTE: The above may not reflect all applicable utility connection fees. Please refer to Elk Point City Resolution 2014-8 for more details.

\*Subdivisions and the utility requirements are defined in Article VI of the Subdivision Regulations of the Elk Point Planning and Zoning Ordinance.

**\*\*All new plumbing construction and major remodel plumbing must complete the attached Homeowner plumbing installation certificate & send it to the state.**

### **Homeowner Plumbing Permit**

Without a valid plumber's license, you are not allowed to install plumbing in commercial property. However, if you are a homeowner, you may install plumbing in your residence or farmstead on which you presently reside.

To obtain a permit you can either send \$5.00 to the:

South Dakota Plumbing Commission  
308 S. Pierre Street  
c/o 1320 E. Sioux Avenue  
Pierre, SD 57501  
605-773-3429

Or

Go to our webpage at <http://plumbing.sd.gov>

Click on Forms: Homeowner Plumbing Installation Certificate and fill out the application and send in with the fee of \$75.00 (made payable to the "State Plumbing Commission") address above.

**We will accept cash, check, or money orders. We do not use credit cards and will only mail out the permit when we receive the money in the mail.**



# HOMEOWNER PLUMBING INSTALLATION CERTIFICATE

**PERMIT COST \$5.00**  
**INSPECTION FEE COST \$70.00**

**PERMIT NUMBER** \_\_\_\_\_  
(For Office Use)

Name of Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Physical Address of Project (including directions)

City: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS: Send this Certificate accompanied with \$75.00 to the following address:**

**State Plumbing Commission**  
**308 S. Pierre St.**  
**Pierre, SD 57501**  
**605-773-3429**

Upon Receipt of Your Certificate the Plumbing Commission will return a copy to you along with a homeowner packet which will give you instructions on inspection requirements.