



BELLE FOURCHE
ENGINEERING DEPARTMENT
BUILDING INSPECTION OFFICE



511 6th Avenue, Belle Fourche, SD 57717

Phone: 605-892-3006

Cell: 605-210-0531

Email: Shannon@bellefourche.org

General Guidelines for Obtaining Building Permits **For New Construction**

In order to help expedite the plan review and permit approval process, the following general guideline is provided. Please feel free to contact the Engineering Department for any specific questions. The City of Belle Fourche currently follows the 2021 ICC building codes. Thank you!

Site Plan

- ❖ Location and dimensions of buildings on the lot
 - Location of proposed building
 - Distances to property lines and any existing/additional buildings
- ❖ Setbacks annotated on lot
 - Check for covenants
- ❖ Any easement affecting the lot
- ❖ Legal description of the property

Building Plans

- ❖ 3 sets of plans
 - 2 paper copies
 - 1 digital
- ❖ **Includes:**
 - Foundation plan and details
 - Wall construction or cross sections
 - Floor Plan
 - Truss schematics included
 - Elevations
 - Mechanical Plan
 - Electrical Plan
 - Plumbing Plan
 - Receipt of opened construction water account
 - Stamped engineer designed septic system (if applicable)
- ❖ **Additional Data required** (Project depending, examples below):
 - Stress Diagrams
 - Soil Analysis (NC)
 - Handicap Requirements
 - Seals (Engineer, Architect, etc.)
 - Construction Water Account (NC)
 - Dumpster location (C)
 - Engineered Drainage Plan (C)
 - Landscape Plan (C)
 - Parking Plan (C)
 - Sewer/water location and size (NC)
 - Sidewalk Location (C)

NC = New Construction

C = Commercial



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Required Building Inspection Checklist

All construction for which a permit is required shall be subject to inspection by the Building Inspector and all such construction shall remain accessible and exposed for inspection purposes until approved by the Building Inspector. *It is the owner's and/or contractor's responsibility to notify the Engineering Department for the required inspections.*

Please call for the following inspections:

1. **Asbestos Inspection for Anything Over 160 FT² Disturbed Commercial Construction** – Prior to the commencement of any demolition or renovation, the portion of the facility that the construction work is to take place must be thoroughly inspected by a certified asbestos inspector for the presence of asbestos. The types and quantities of asbestos containing materials should be identified at this time. In addition, state law requires that any building owner / operator who solicit bids shall, as part of the bid document, specify whether the project does or does not involve asbestos containing materials including type, location, and quantity if asbestos is present. All regulated asbestos-containing materials must be removed from a facility by a certified asbestos contractor before any demolition or renovation activities are carried out that would break up, dislodge or similarly disturb the materials if they were left in place. Evidence of the contractor's asbestos certification need to be presented.
2. **Construction Water Account** – Where applicable, before a Building Permit is to be issued a new Construction Water Account needs to be opened with the city Water Department. Evidence of this will need to be brought to the City Engineer's office to purchase the Building Permit.
3. **WATER AND SEWER TAPS:** To be made prior to any backfilling. #14 locate wire to be installed from the top of the curb stop & sewer main to the home.
 - a. **Water Billing** – The city will begin billing the owner of the Construction Water Account in # 2 as soon as the curb stop is connected.
 - b. **Turning Water On and Off** – According to Belle Fourche City Ordinance 13.08.140, City personnel are the only persons that shall turn the water on or off at the building site. This can be done by calling City Hall at 605-892-2494 and requesting a work order to turn the water on or off. Failure to do this shall be

punished under the general penalty provision of Chapter 1.20 or the Belle Fourche Code.

4. **SETBACKS:** Prior to excavation of footings. A lot survey may be required by the Building Official to verify that the structure is located in accordance with the approved plans.
5. **FOOTING INSPECTION:** To be made after excavation for footings are complete and any required reinforcing steel is in place.
6. **FOUNDATION WALL INSPECTIONS:** To be made after wall forms and required reinforcing steel is in place. **Drain Tile Inspection is required.**
7. **CONCRETE SLAB OR UNDER-FLOOR INSPECTION:** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories, wire mesh, reinforcing steel and other auxiliary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
8. **ROOFING INSPECTION:** To be made prior to any shingles being installed on the decking.
9. **FRAMING INSPECTION:** To be made after roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing and heating wires, pipes and ducts are approved. To be made prior to any insulating or wall covering.
10. **WATER METER** – To be made after the water meter is installed.
 - a. **Location of water meter** – According to Belle Fourche City Ordinance 13.08.310 the location of the water meter needs to be approved by the Director of Public Works or authorized designee.
 - b. No meter will be allowed in a pit (crawl space) under the floor of a dwelling or building unless there is a trap door directly over the meter pit (crawl space).
11. **LATH AND/OR GYPSUM BOARD (DRYWALL/SHEETROCK) INSPECTION:** To be made after all lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.
12. **FINAL INSPECTION:** To be made after finish grading and the building is complete and ready for occupancy.

Permit holders are reminded to call for all required inspections at least 2 hours before work is to be inspected. Failure to have required Inspections may result in a **STOP WORK ORDER.**

Remember to make the call... It's the Law. When digging call **811.**



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- Post BUILDING PERMIT ISSUED sign visibly on site.
- **Call inspector for all required inspections marked on this page.**
 - Have department approved plans on site.
- Inspection(s) can be requested and made Monday – Friday 7:00am – 4:00pm.
 - Schedule inspection(s) the day prior if needed in early am.
- Call inspector and notify him of any conflict of timing of scheduling is anticipated.

Schedule all inspections prior to covering them up.

1.	Septic	Before backfill
2.	Water	Before backfill
3.	Footers/Piers	42” minimum frost depth
4.	Foundation Wall	
5.	Foundation Drain	Required for all habitable or usable spaces below grade (R405)
6.	Concrete Slab	
7.	Roof Underlayment/Flashing	Ice and water required on all of perimeter
8.	Framing	After state has approved plumbing, mechanical, and electric
9.	Insulation	Prior to covering
10.	Drywall	Prior to finishing/after initial taping coat
11.	Exterior Gyp Drywall	
12.	Final Building Inspection	Always call for final building inspection when work is done

**** It should be noted that the above listed are REQUIRED inspections. Failure to maintain compliance may result in a STOP WORK order or more. It is the responsibility of the General Contractor and Homeowner to maintain compliance. Please call our office with any question. ****

No building or structure, including fences, shall be constructed, altered or demolished within the City limits of Belle Fourche unless a permit has been obtained by the City of Belle Fourche, Engineering Department.

Building permit applications can be submitted to the Engineering Department at City Hall. After all required documents are submitted the building permit application(s) will be reviewed and processed within reasonable timeframe. **No work can be started until the building permit has been approved.**

To avoid any delays please submit the following information with the application for any new construction, additions or alterations:

1. Two (2) set of Building Plans – Showing Footings, Foundation, Floor Plan, Elevations, Egress Window location(s) and Smoke Detector (Carbon Monoxide Detector(s) if applicable) locations.
2. Site Plan- Show all proposed construction to scale with dimensions of building(s) and Setbacks for front, side and rear property lines. Plan should also show required paved off-street parking area(s).
3. *If applicable*, a stamped engineer designed Septic System and Flood Plain Certificate.

15.04.030 Building permit fees. (Effective 1-1-2018)

Total Cost Construction

(Round all costs up to the nearest \$1,000) **Fees**

\$1.00 - \$1,000.00	\$20.00 for first \$500.00 and \$3.00 for each additional \$100.00 including \$1,000.00
\$1,001.00 - \$25,000.00	\$35.00 for first \$1,000.00 plus \$10.75 for each additional \$1,000.00 to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$293.00 for the first \$25,000.00 plus \$7.50 for each additional \$1,000.00 to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$480.50 for the first \$50,000.00 plus \$5.25 for each additional \$1,000.00 to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$743.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00 to and including \$500,000.00
\$500,001.00- \$1,000,000.00	\$2343.00 for the first \$500,000.00 plus \$3.50 for each additional \$1,000.00 to and including \$1,000,000.00
\$1,000,001.00 and up	\$4093.00 for the first \$1,000,000.00 plus \$2.50 for each additional \$1,000.00 thereafter



CITY OF BELLE FOURCHE

BUILDING PERMIT APPLICATION

City Engineering Department - 511 6th Avenue
 Belle Fourche, SD 57717
 Phone: 605-892-3006
 Email: hailey@bellefourche.org

Redevelopment District: yes _____ no _____

Building Address:		GRAY AREA FOR OFFICE USE ONLY	
Owner	Name: _____	Approved By: _____	
	Mail Address: _____	Date Approved: _____	
	City: _____	*****	
	Phone: _____	Application Rejected For:	
If the owner of the property is doing the work, please check this box <input type="checkbox"/>		Insufficient Lot Size _____ Non-conforming Setback _____ Insufficient Off Street Parking _____ Non-conforming District _____ Non-conforming Regulation _____	
General Contractor	Name: _____	Application Rejected By: _____	
	Address: _____	Date Denied: _____	
	City: _____	*****	
	Phone: _____	Variance Action	
Estimated Cost: \$ _____		Approved: _____ Rejected: _____ Date: _____ Comments: _____	
Description of work: _____		*****	
Information required for New Construction/Additions:			
Architect/Engineer	Name: _____		
	Address: _____		
	City: _____		
	Phone: _____		
Subs	Plumbing: _____		
	Heating: _____		
	Electrical: _____		
	Foundation: _____		
	Framing: _____		
Legal Descr.	Lot No.: _____		
	Block: _____		
	Addition: _____		
	Parcel Number: _____		
Building Size (sq.ft.): _____		Height: _____	
Lot Size (sq.ft.): _____			
Square Footage of all buildings on Lot: _____			
Paved off-street parking space (sq.ft.): _____			
Use of Building: _____			
Zoning Designation: _____			
Class of Work	New _____	Repair _____	Sign _____
	Addition _____	Demolition _____	Deck _____
	Alteration _____	Fence _____	Mobile Home Move _____
	COMMENTS:		
All contractors and sub contractors must be licensed by the city, per Ordinance 15.08, 15.12, and 15.20			
<p>The Owner, Contractor or Authorized Agent will call for the location of all utility locations through the South Dakota One Call program prior to any excavation or digging by calling 811.</p> <p>The Owner, Contractor or Authorized Agent will install appropriate erosion and sediment control measures around the construction site from the time of ground breaking until the site is stabilized with permanent landscaping and buildings. The Owner, Contractor or Authorized Agent is responsible for not permitting soil from leaving the project site onto adjacent properties, sidewalks or public roadways.</p>		(Excavating Contractor must obtain excavation permit prior to digging in public right-of-way) TOTAL \$ _____ BUILDING PERMIT NO. _____ RECEIPT NO. _____ ***** Is property located in the flood plain? Yes _____ No _____ If yes , is a flood plain permit required? _____ N/A. Per Ord 17.70.040 Flood plain permit deemed not necessary due to no change or alteration of existing structure _____ Yes. Flood plain permit is required.	
<p>I hereby acknowledge that I have read this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.</p>		NFIP FIRM Map/Panel No. 46019C _____ FLOOD PLAIN PERMIT NO. _____-F	
Signature of Owner, Contractor or Authorized Agent		Date	

SITE PLAN

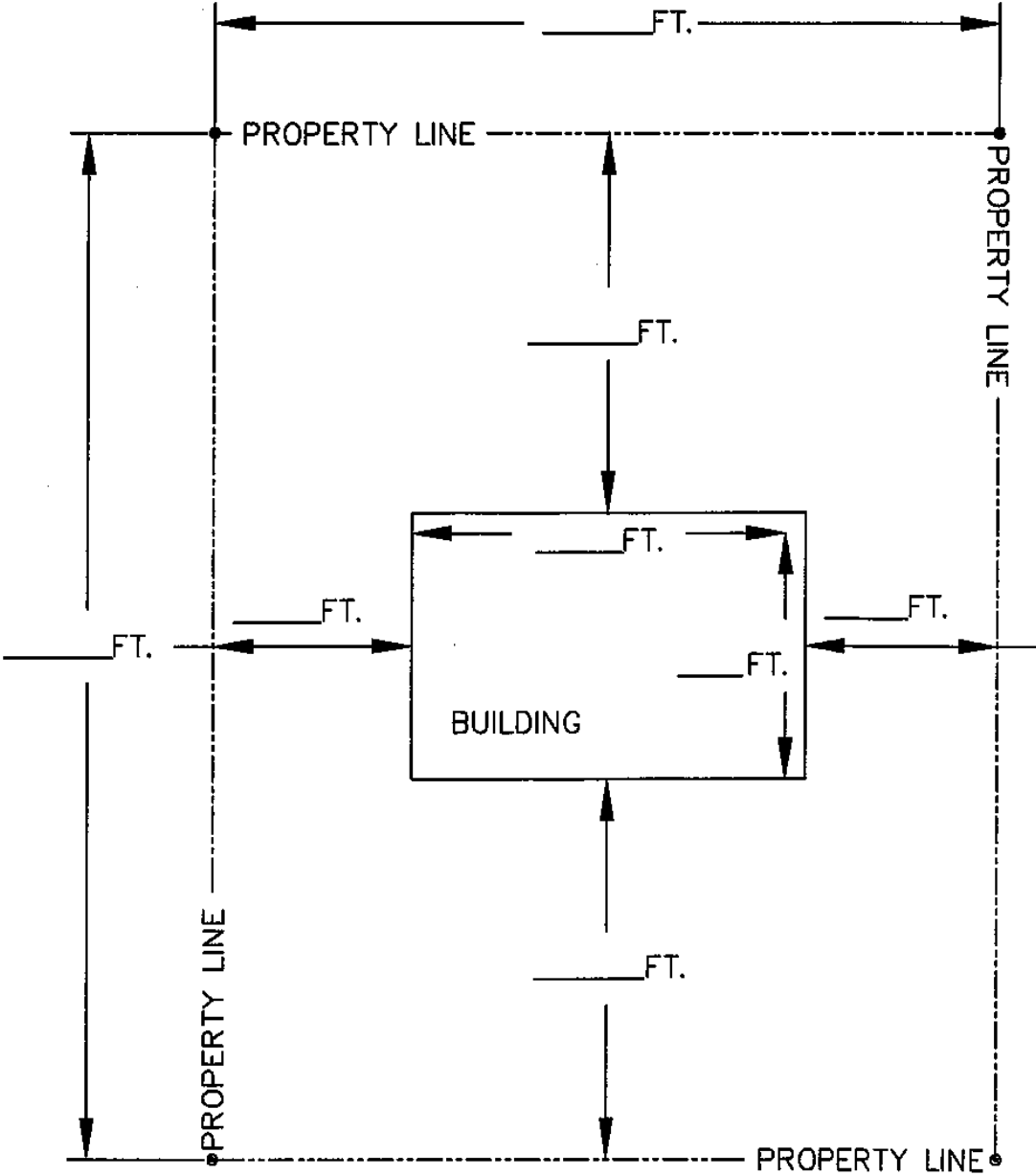
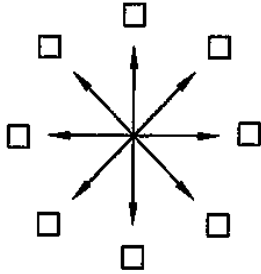
BUILDING PERMIT No: _____

ADDRESS: _____

DESCRIPTION OF ACTIVITY: _____

SHOW LOCATIONS OF ALL STREETS AND/OR ALLEYS

SHOW NORTH





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Sub-Contractors List

Legal Address: _____ Physical Address: _____ Permit #: _____

General Contractor: _____ Homeowner: _____
 Phone: _____ Phone: _____

Contractor Type	Company Name	Contact Information	Licensed?
Excavation			
Water Line			
Septic			
Plumbing			
Electrical			
Foundation			
Framing			
Heating/HVAC			
Roofing			
Insulation			
Drywall			
Paint			
Floors			
Siding			
Other 1			
Other 2			
Other 3			

****This Document is for the use of the City Building Official/Department, the General Contractor, and the Home Owner. This is not a final list, but a guide to help protect the Home Owner and General Contractor from hiring non-licensed individuals. If this list changes during the time of construction, it is the Home Owner and General Contractor's responsibility to ensure the new company is licensed. In the event that an unlicensed contractor is working at this residence there may be legal action taken (fines, fees, etc). This is not an inspection sheet. A copy of this will be kept with the permit.****



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Additional Information for Developers

1. Tapping fees for water and sewer may be required. Please check with the Engineering Department for costs.
2. Please ensure that the general contractor is licensed for the current year. All licenses expire on December 31st of every year.
3. The following documents are the Taxation Formula for New Structures and Additions, which are stated in our city ordinances, and the Subdivision Checklist for individuals considering replating parcels of land.

3.08.010 Classifications.

All of the following described properties shall be subject to the discretionary formula:

1. All new industrial structures, or additions to existing structures, which new structures or additions have a true and full value of thirty thousand dollars (\$30,000.00) or more, added to real property are specifically classified for the purpose of taxation. All real property qualifying under this section not completed before January 1, 1974, as determined by the Director of Equalization shall be classified in the manner prescribed in this section. SDCL 10-6-35.1.
2. All new nonresidential agricultural structures, or additions to existing structures, which new structures or additions have a true and full value of ten thousand dollars (\$10,000.00) or more, added to real property are specifically classified for the purpose of taxation. All real property qualifying under this section not completed before January 1, 1974, as determined by the Director of Equalization shall be classified in the manner prescribed in this section. SDCL 10-6-35.21.
3. All new commercial structures, except commercial residential structures, or additions to existing structures, which new structures or additions have a true and full value of thirty thousand dollars (\$30,000.00) or more, added to real property are specifically classified for the purpose of taxation. All real property qualifying under this section not completed before January 1, 1974, as determined by the Director of Equalization shall be classified in the manner prescribed in this section. SDCL 10-6-35.24.
4. All new commercial residential structures, or additions to existing structures, which new structures or additions have a true and full value of thirty thousand dollars (\$30,000.00) or more, added to real property are specifically classified for the purpose of taxation. All real property qualifying under this section not completed before January 1, 1994, as determined by the Director of Equalization shall be classified in the manner prescribed in this section. For purposes of this section, a commercial residential structure shall contain four (4) or more units. SDCL 10-6-35.25.
5. Any new affordable housing structure containing four (4) or more units with a monthly rental rate of the units at or below the annually calculated rent for the state's sixty (60) percent area median income being used by the South Dakota Housing Development Authority, for a minimum of ten (10) years following the date of first occupancy, if the structure has a full and true value of thirty thousand dollars (\$30,000.00) or more;
6. Any new residential structure, or addition to or renovation of an existing structure, located within a redevelopment neighborhood established pursuant to SDCL 10-6-56 if the new structure, addition, or renovation has a full and true value of five thousand dollars (\$5,000.00) or more. The structure shall be located in an area defined and designated as a redevelopment neighborhood based on conditions provided in SDCL 11-7-2 or 11-7-3.

(Ord. 13-1999 (part); Ord. No. 11-2020 , 7-20-2020; Ord. No. 1-2021 , 3-1-2021)

3.08.020 Valuation.

- A. New structures or new additions to existing structures shall be valued for taxation purposes in the usual manner.
- B. Following such valuation, the following formula shall be applied to determine the assessed value of any new structure or new addition to existing property that is subject to the discretionary formula:
 1. For the first year following construction, zero (0) percent of the assessed value of the new structure or new addition to existing property shall be used for tax purposes on such property.

-
2. For the second year following construction, zero (0) percent of the assessed value of the new structure or new addition to existing property shall be used for tax purposes on such property.
 3. For the third year following construction, zero (0) percent of the assessed value of the new structure or new addition to existing property shall be used for tax purposes on such property.
 4. For the fourth year following construction, zero (0) percent of the assessed value of the new structure or new addition to existing property shall be used for tax purposes on such property.
 5. For the fifth year following construction, zero (0) percent of the assessed value of the new structure or new addition to existing property shall be used for tax purposes on such property.

(Ord. 13-1999 (part); Ord. No. 11-2020 , 7-20-2020; Ord. No. 1-2021 , 3-1-2021)



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SUBDIVISION CHECKLIST

NOTICE:

The applicant has the burden of showing the following:

Legal Description: _____

Name of Property Owner(s) listed on Deed: _____

Mailing Address: _____ **Phone Number:** _____

PROCEDURE A copy of this checklist and the administration fee must be submitted with each proposed plat.

All proposed plats must be approved through a two-step development process. The two steps are the preliminary plan stage and the final plat stage. When there is only a minor subdivision being platted, the requirements for the preliminary plan may be waived by the Planning Commission. A minor subdivision is defined as a subdivision consisting of three (3) lots or less where no new improvements or street dedications are required to comply with the subdivision ordinances. All other plats will be considered major subdivisions.

FILING FEE

At the time of filing with the City Engineer a preliminary plan for a major subdivision, the Applicant shall pay an administrative fee of \$200.00 plus \$25.00 per lot and \$50.00 for each separate document filed. A final plat for a major subdivision shall pay an administration fee of \$100.00. A final plat for a minor subdivision filed with the City Engineer, the Applicant shall pay an administration fee of \$100.00 plus \$25.00 per lot and \$50.00 for each separate document filed. If preliminary plan exists and final plat is consistent with preliminary \$100.00 (includes filing fee).

- Preliminary Plan for Major** \$200.00 = \$ _____
- #lots _____ @ \$25.00 (major or minor) = \$ _____
- Final or Administrative Plat** \$100.00 = \$ _____
- Subdivision Agreement** @50.00 = \$ _____
- Waiver of Right to Protest** @50.00 = \$ _____
- Covenants** @50.00 = \$ _____
- Disclosure Statement** @50.00 = \$ _____
- Other Document** @50.00 = \$ _____

- TOTAL DUE** \$ _____

For Office Use Only

Date Received: _____ / _____ / _____

Filing Fee: _____ **Receipt#** _____

Reviewed By: _____

Comments: _____

Taxes must be up to date for plat to be filed.
 _____ Owner: please initial acknowledgement

- Monuments not less than three-eighths (3/8) inch in diameter and eighteen (18) inches in length and marked with the name or registration number of the registered land surveyor in charge of the survey shall be set at the following locations:
 1. At each corner and angle point of all lots, blocks or parcels of land created,
 2. At every point of intersection of the outer boundary of the subdivision or division with an existing or created right-of-way line,
 3. At every point of curve, point of tangency, point of reversed curve, or point of compounded curve on each right-of-way line established;

- An accurate outline and legal description of any areas to be dedicated or reserved for public use, indicating the purposes or reasons of such reservation for public use, with such purposes or reasons indicted thereon, and of any to be reserved by deed covenant for common uses of all property owners; all language shall be approved by the City Council;

- A certification by a registered land surveyor to the effect that the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct;

- A notarized certification by the owner or by any mortgage holder on record of the adoption of the plat and the dedication of streets, alleys, and other public areas;

- A certification showing that all taxes and special assessments due on the property to be subdivided or divided have been paid for in full;

- A proper form for approval by the Planning Commission, City Engineer, and Common Council with space for signatures;

For Office Use Only

Comments: _____

- Subdivision Improvements
 Agreement to be reviewed and approved by City Attorney, if applicable



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**APPLICATION FOR VARIANCE FROM BELLE FOURCHE
ORDINANCE TITLE 16 SUBDIVISIONS**

INSTRUCTIONS TO APPLICANT:

The purpose of a variance is to modify the strict application of the subdivision ordinances in the case of exceptional location, topography or geologic characteristics, or other exceptional physical conditions, which would make it difficult or impossible to conform strictly to these ordinances.

PLEASE ANSWER THE FOLLOWING:

1. Name of Applicant: _____
2. Mailing Address: _____ Phone # _____
3. Name of Property Owner(s) as listed on Deed: _____
4. Mailing Address _____ Phone # _____
5. Proposed Name of Subdivision for which Variance is Requested: _____

6. Describe the special conditions which support the need for a variance. (Example: exceptional location, topography, or geologic characteristics): _____

7. Describe the alternate design being proposed: _____

NOTICE: The applicant has the burden of showing the following:
(1) that exceptional conditions exist;
(2) that granting a variance will not be contrary to the public interest; and
(3) that granting a variance will not defeat the intent of the subdivision ordinances and Comprehensive Plan.

Dated: _____
Applicants Signature

Dated: _____
Owner(s) Signature