



BELLE FOURCHE
ENGINEERING DEPARTMENT
BUILDING INSPECTION OFFICE



511 6TH AVENUE, BELLE FOURCHE, SD 57717

PHONE: (605) 892-3006

CELL: (605) 210-0531

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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Inspection Checklist

Required Building Inspections

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.

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|-----|----------------------------------|--------------------------------------------------------------------|
| 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 is 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. ****