



City of  
**SUMMERSET**  
A GREAT PLACE TO CALL HOME

## BUILDING PERMIT PROCEDURES

### PROCEDURE

**General** The City of Summerset uses the 2015 version of the International Building Code (IBC), International Residential Code (IRC), and the International Property Maintenance Code (IPMC).

**Building Permit** A Building Permit Application must be submitted to the Summerset Planning Department before any building permits will be issued. Please read the application carefully and complete all information requested on both the front and reverse of the form AND on the attached Sewer Connection Permit Application, if applicable.

**Inspections** Summerset City Inspector will inspect footings, foundations, framing or finished structures. Plumbing and electrical inspections are done by the State of South Dakota.

- Hermanson Egge Eng. Inc. (605) 719-3016 (48 hours prior to the required inspections)
- SD State Plumbing Inspector (605) 773-3429 (indoor plumbing inspections)
- SD State Electrical Inspector (605) 773-3573 (indoor electrical inspections)

*Any additional inspections will be billed to the permit holder & must be paid to the City before a certificate to occupy will be issued.*

**Issuance of Permits** Generally, the City strives to have a reasonable turn-around period for permits issued for new houses, additions, garages and accessory structures. Permits issued for commercial projects may take up to three weeks as they require plan review by the City Engineer and City Inspector.

**Expiration of Permits** Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The code official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. The requirement that all work authorized by a building permit be commenced within 180 days does not operate to change timelines established in any notice and/or order.

**Submittal Requirements** Applicant must attach a plot plan to the Building Permit Application to include:

1. Measurements of setbacks from the property line
2. Locations of property pins and label front lot
3. Label foundation type and location
4. Location and type of easements
5. Location of water, sewer, electrical and phone lines

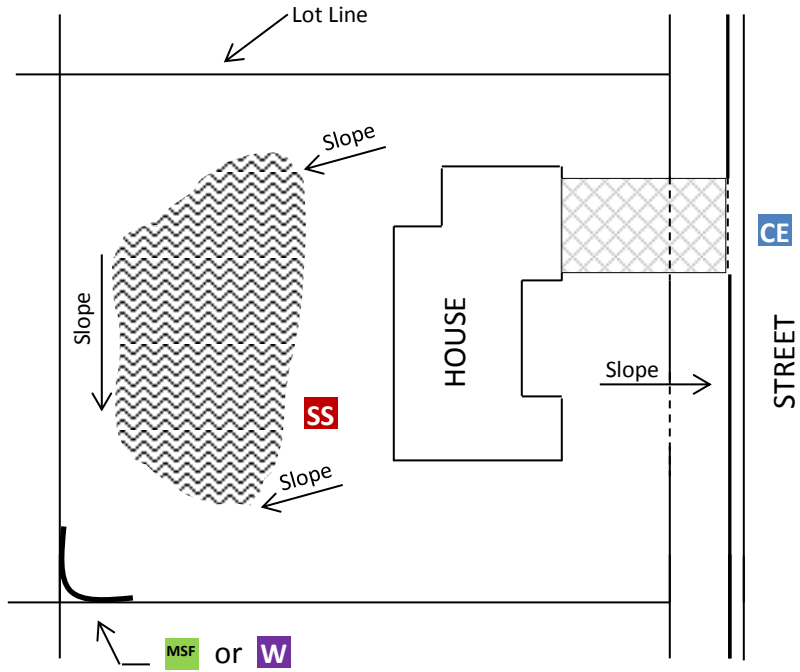
**Erosion Control Requirements** The City of Summerset has adopted Rapid City's Storm Water Quality Manual. All building permits will require Erosion Control Plans for each new construction lot.

Erosion control must be in place prior to the footing inspection. On the reverse page, you will find examples of typical sketches for your Erosion Control Plan. Please note this information is required on your plot plan as per the legend and sketch examples. Contact the City office at (605) 718-9858 if you have any questions.

**Work begun before the required permit has been obtained will be subject to penalties.**

**Legend**

- CE Construction Entrance
- SS Surface Stabilization
- MSF Minor Impact Silt Fence
- W Sediment Control Wattle



**NOTES**

3. Follow the Rules and Regulations contained in this Document.
4. The Drainage on this Lot is generally from back to front.

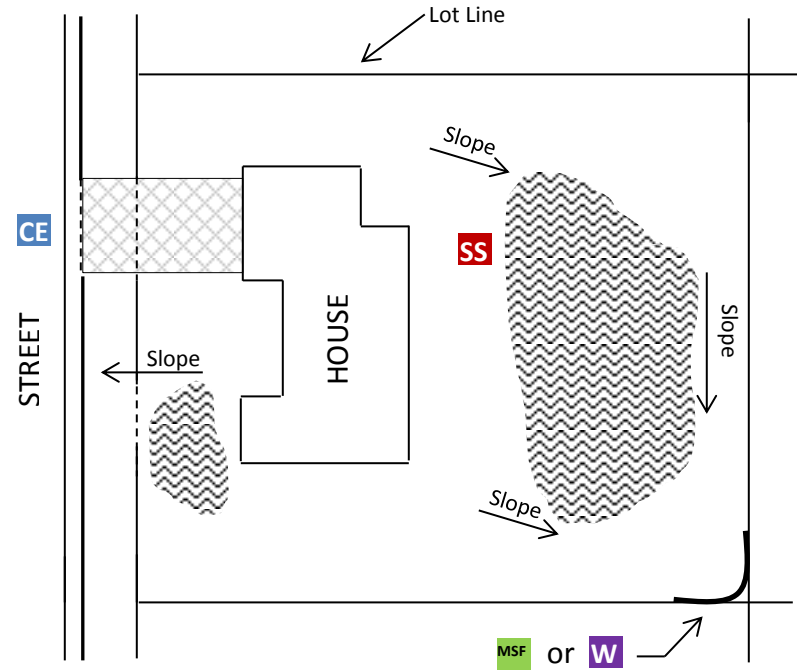
**A**

MICS PLAN – BUILDER’S DOCUMENT

**RULES AND REGULATIONS**

**Legend**

- CE Construction Entrance
- SS Surface Stabilization
- MSF Minor Impact Silt Fence
- W Sediment Control Wattle



**NOTES**

1. Follow the Rules and Regulations contained in this Document.
2. The Drainage on this Lot is generally from back to front.

**B**

MICS PLAN – BUILDER’S DOCUMENT

**TYPE “B” LOT**



*City of*  
**SUMMERSET**

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**BUILDING PERMIT APPLICATION**

Application Type:  Residential  Commercial

**A. APPLICANT INFORMATION**

Property Owner Name: \_\_\_\_\_

Renter or CD Holder: \_\_\_\_\_

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

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

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

**B. STRUCTURE INFORMATION**

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

Subdivision Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Lot Size: \_\_\_\_\_

Lot Type:  Corner  Interior  Through  Reverse Frontage  Mobile Home Court

Class of work:  New Structure  Demolition  Alteration  Addition

Structure

Value: \_\_\_\_\_

Proposed Use of Building:  Residential(R1/R2)  Commercial  Accessory  Multi-Family

Construction Type:  Wood  Masonry/Block  Metal  Concrete  Pole

<b>Square Footage(s)</b>	Finished Sq Ft.:		Garage:	
	Unfinished Sq. Ft.:		Deck or Porch:	
	Finishing Basement: (new construction Y/N)		Shed or Carport:	
			Agricultural Structure:	
	Finishing Basement: (existing dwelling)		Mobile or Man. Home: (Year: _____)	
<b>House Total Sq. Ft.:</b>				

Setback Distances to	Lot Lines Existing Structures		Proposed Structure	
	Front:	Side:	Front:	Side:
Rear:		Side:	Rear:	Side:

Height: \_\_\_\_\_ # of Units: \_\_\_\_\_ # of Stories: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_

Thickness of Foundation \_\_\_\_\_

Width of Footing \_\_\_\_\_

Thickness of Footing \_\_\_\_\_

Depth in Ground \_\_\_\_\_



**C. CONTRACTOR INFORMATION**

(include phone numbers)

General Contractor: \_\_\_\_\_  
 Structural: \_\_\_\_\_  
 Electrical: \_\_\_\_\_  
 Plumbing: \_\_\_\_\_  
 Heat/Mechanical: \_\_\_\_\_  
 Excavation: \_\_\_\_\_  
 Landscaping: \_\_\_\_\_  
 Windows: \_\_\_\_\_  
 Siding: \_\_\_\_\_  
 Water Installer: \_\_\_\_\_  
 Sewer Installer: \_\_\_\_\_  
 Roofing: \_\_\_\_\_  
 Fencing: \_\_\_\_\_  
 Concrete: \_\_\_\_\_

**D. CHECKLIST**

A **Plot Plan** is attached to the Building Permit Application which includes all of the following:

- Measurements of setbacks from the property line
- Locations of property pins and label front lot
- Label foundation type and location
- Location and type of easements
- Location of water, sewer, electrical and phone lines

An **Erosion Control Plan** is attached as required for new construction

**E. CERTIFICATION**

In filing this application, I hereby grant to the Summerset Planning and Zoning Board, and the City Commission of Summerset and their designee, permission to inspect any and all structures and land involved in my application for the purpose of ascertaining compliance with this application and ordinances for the City of Summerset and the state of South Dakota, which permission shall continue so long as the application or an appeal thereon is pending.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions and laws and ordinances governing this type of work will be complied with whether specified herein or not.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Owner)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Contractor or Authorized Agent)

**FOR OFFICE USE ONLY**

Zoning District <input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> C <input type="checkbox"/> LI <input type="checkbox"/> PDD		GPS Location _____
Special Conditions _____		Flood Plain <input type="checkbox"/> Y <input type="checkbox"/> N Sidewalk Required <input type="checkbox"/> Y <input type="checkbox"/> N
Off-Street Parking Spaces _____	Off-Street Loading Spaces _____	
Use of Existing Building _____		
<b>Building Permit Fee Calculation:</b>		
Building Permit Base Fee _____	Received By _____	
Lights _____	Date Rec'd _____	
Plan Review Fee _____	Permit Number _____	
Sewer Tap Fee _____	Issue Date _____	
Other(                    ) _____	Project Start Date _____	
<b>TOTAL:</b>	Project Completion Date _____	
Approved for Issuance By _____		Date _____
(Building Official)		