



BUTTE COUNTY EQUALIZATION & PLANNING

117 5TH AVE, BELLE FOURCHE, SD 57717
605-892-3950 – Email: Cristina@buttesd.org

BUILDING PERMIT APPLICATION

Required if property is located outside of the City Limits of Belle Fourche, Newell or Nisland

Instructions: The application must be filled out completely. The completed application, all required documentation, plans, and fees are to be submitted at the time of application.

Payment for fees is required at time of application **CASH OR CHECK ONLY ACCEPTED**
Make checks payable to Butte County Planning. (All returned checks will be charged a \$40 NSF fee).

- **\$50 Fee per Structure**
- All work must be started **within 180 days** and completed **within 2 years.**
- Butte County **does not** currently require Building Code inspections. However, it is highly recommended you/your contractor follows SDCL Chapter 11-10

FOR OFFIC USE ONLY:	
Application Date:	___/___/___
Building Permit Fee \$	_____
Paid By	___ Cash ___ Check # _____
BP Permit:	_____ - _____
New Residence:	_____
Addition:	_____
Carport:	_____
Garage:	_____
Attached:	_____ Detached: _____
Pole Building:	_____
If Denied, Reason for Denial:	_____

Checklist:

- _____ **Proof of Sewer Permit, Septic Design if New, Inspection if existing system**
- _____ **Site Plan** (Drawing of your lot showing all property lines and dimensions of the lot; location of all existing and proposed structures; all setbacks measured from all property lines and roads, streets, easement, or section line, etc.; all incidental uses such as wells, septic tanks, drain fields, waterways.
- _____ **Copy of Plans or Blueprints** (PDF or Digital)
- _____ **Owner Statement** (if applicable) Written verification from owner is required if someone other than the owner is building a structure or placing a mobile home on property.
- _____ **Copy of the Deed** (required if property was purchased within 60 days.)



BUTTE COUNTY EQUALIZATION & PLANNING

117 5TH AVE, BELLE FOURCHE, SD 57717
605-892-3950 – Email: Cristina@buttesd.org

Property Information: (911 address issued)

Project Address: _____

Parcel: _____

Legal Description: _____

Project Cost, Description and Size:

Describe project and use of structures:

Cost of Project: _____

Driveway Access: Existing ____ New ____
(If new, approval letter for approach required)

Water Service: Individual ____ Community ____

Sewer Service: Individual ____ Community ____

Mobile/Manufactured Home:

Year: _____

Make: _____

Model: _____

Setbacks: Distance of Project to Property Lines
in Feet

Front ____ Side ____ Side ____ Rear ____

Flood Hazard Area: Yes ____ No ____

*If property is in a FP, a FP Dev. Permit will
also need to be obtained

Panel# _____

Ownership/Contractor Information:

Owner's Name: _____

Address: _____

Phone: _____

Email: _____

Contractor's Name: _____

Address: _____

Phone: _____

Email: _____

The OWNER, CONTRACTOR, OR
AUTHORIZED AGENT, CERTIFIES: That the
information supplied in this application is
true, anything, omitted or erroneous is the
responsibility of the signor; That they have
read the application; That they authorize the
Department staff to enter onto the and
inspect the above described property; That
they have been advised of the fees and said
fees have been paid; That all work
undertaken pursuant to this permit shall be
compliant with all applicable deed
restriction, covenants, homeowner
association rules and regulations, and all
other land use and building restrictions and
codes that may apply.

X _____
Signature of Property Owner

X _____
Signature of Contactor or Authorized Agent
Date



BUTTE COUNTY EQUALIZATION & PLANNING

117 5TH AVE, BELLE FOURCHE, SD 57717
605-892-3950 – Email: Cristina@buttesd.org

OWNER STATEMENT

****Required to be completed and turned in with building permit application when someone other than the owner or contractor is applying for a building permit.

I acknowledge that a building permit application has been submitted for new improvements to my property in Butte 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.

I also understand that these improvements to my property will be added to my property's assessed value.

Owner Name: _____