



# Building Permit Application

UPDATED – 07/24/2025  
Pursuant to Salem City Title 9

440 E JEFFERSON AVE  
PO BOX 249  
SALEM, SD 57058  
Phone: (605) 425-2301  
Email: [CitySalem@SalemSD.com](mailto:CitySalem@SalemSD.com)

PERMIT #

*The City of Salem is an equal opportunity provider, employer and lender.*

## RESPONSIBLE PARTIES (Permit issuance and correspondence will be with the applicant.)

Property Owner Name		
Mailing Address	Phone	
	Cell	
City	State	Zip
Email Address		

Contractor Name		
Mailing Address	Phone	
	Cell	
City	State	Zip
Email Address		

## PROPERTY INFORMATION

Property Address or Location		
Parcel #	Lot Dimensions	Structure Size
Legal Description		
Current Zone (please circle) R1 R2 CB GB LI HI NRC	Flood Zone (please circle) YES NO	Type of Lot (please circle) CORNER INTERIOR OTHER

## TYPE OF ACTIVITY

<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Move on/Relocate <i>Please provide picture</i>
<input type="checkbox"/>	Accessory Building
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Demolish
<input type="checkbox"/>	Alteration

## SQUARE FOOTAGES

FINISHED SPACE		GARAGE	
UNFINISHED SPACE		DECK OR PORCH	
ADDITION		SHED/CARPORT	
REMODELED SPACE		<b>TOTAL SQ FOOTAGE</b>	
CONSTRUCTION DIMENSIONS:			
INTENDED USE:			

ESTIMATED COST OF CONTRUCTION: \$ \_\_\_\_\_ (See valuation per sq. attached)

**DESCRIPTION OF WORK TO BE PERFORMED**

PERMIT #


*DESCRIPTION MUST BE DETAILED & VERY SPECIFIC. FAILURE TO PROVIDE ENOUGH DETAIL MAY DELAY APPROVAL OR PERMIT MAY BE DENIED*

DISTANCE TO LOT LINES							
EXISTING STRUCTURE				PROPOSED STRUCTURE			
NORTH	FT	SOUTH	FT	NORTH	FT	SOUTH	FT
EAST	FT	WEST	FT	EAST	FT	WEST	FT

**Curb, Gutter and Sidewalk required for Improvements over \$5,000.** Any building permit issued for any construction or improvement with a value of \$5,000 or more, shall be conditional upon the property owner constructing, within one year of permit issuance, concrete curb, and gutter along any frontage on a public road or street. Sidewalk shall be required when abutting property has sidewalk.

**Street Opening:** A Street Excavation Permit is required.

**Attach plans drawn to scale or draw a plot plan in the space provided.**

Show the following information:

1. Dimensions and location of the lot and location of streets & alleys.
  2. Measurements and locations of any existing buildings on the lot.
  3. Location and dimensions of proposed buildings or alterations.
  4. Measurements from property line proposed building or structure.
- A professional certified surveyor must stake location of building and setback requirements are 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 hour notice for all locates.**
  - **Home Owner Plumbing Permit** - (605) 773-3429

**Home Owner Wiring Permit** – (605) 773-3573, (800) 233-7765

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 Zoning Ordinance, 2012 International Building Code, 2012 International Residential Code, 2012 International Property Maintenance Code and Municipal Ordinances of the City of Salem, South Dakota, and will comply with State regulations as required.

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
DATE



PERMIT #

**Site Plan Sketch**

Large grid area for site plan sketch.

**OFFICE USE ONLY**

Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Cash

CR CARD

CHECK # \_\_\_\_\_

**Check's Payable to: City of Salem**

PERMIT APPROVED: YES / NO

\_\_\_\_\_  
ADMINISTRATIVE OFFICIAL

\_\_\_\_\_  
DATE

Comments: \_\_\_\_\_

# CITY OF SALEM FEE SCHEDULE

<b>Building Permits</b>	<b>Fee</b>	<b>Base Valuation per square foot to determine Building Permit Fees</b>	<b>Cost per sq ft.</b>
Construction Values		<b><i>Dwellings: Single-family, duplexes, townhouses</i></b>	
\$0 - \$1,000	\$55.00	Finished habitable space	\$115.00
\$1,001 - \$5,000	\$65.00	Finished basements	\$75.00
\$5,001 - \$20,000	\$75.00	Unfinished space (basement)	\$40.00
\$20,000 - \$50,000	\$150.00	Attached garages	\$35.00
\$50,001 - \$150,000	\$250.00	Detached garages	\$30.00
\$150,001 & up	\$500.00	Remodel area	\$25.00
		<b><i>Apartments: A building containing three or more dwelling units including residential condominiums exclusive of townhomes.</i></b>	
Accessory Structure	\$45.00	Apartment valuation	\$100.00
Fences	\$45.00	Basement garages	\$75.00
Deck	\$45.00	Attached garages	\$35.00
Re-Roofing	\$45.00	Detached garages	\$30.00
Re-Siding	\$45.00	<b><i>Commercial Buildings</i></b>	
Moving	\$45.00	Office Retail	\$100.00
Demolition	\$45.00	Interior Build-Out	\$60.00
MH Placement Permit	\$50.00	Cold Storage	\$30.00
<b><u>Other Planning &amp; Zoning</u></b>		Unfinished Space	\$55.00
Variance Application	\$100.00		
Conditional Use Application	\$100.00		
Zoning Amendment	\$100.00		

<b>WATER TAP FEES</b>	<b>COST</b>	<b>SEWER CONNCETION FEES</b>	<b>COST</b>
¾" or 1" Meter	\$600	4" Connection	\$400
1 – ½" Meter (+ upsizing meter)	\$900	6" Connection	\$600
2" Meter (+ upsizing meter)	\$1,500	8" Connection	\$1,000
3" Meter (+ upsizing meter)	\$3,000	10" Connection	\$2,000
4" Meter (+ upsizing meter)	\$5,400	12" Connection	\$3,600
Over 4" based on upsizing costs		Over 12" based on upsizing costs	

<b>DEPOSITS</b>	<b>COST</b>
Owner	\$100
Renter	\$150