



Re-Roofing Permit

UPDATED – 07/25/2025
Pursuant to Salem City Title 9

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

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 #
Legal Description	
Current Zone (please circle) --- R1 R2 CB GB LI HI NRC	
Class of Work	Type of Material
Description of Work:	

R907.3 Recovering versus replacement. New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:

1. Where the existing roof or roof coverings is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

R905.2, 7.1 Ice barrier. In the areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1), an ice barrier that consist of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches (610mm) inside the exterior line of the building.

Exception: Detached accessory structures that contain no conditioned floor area.

ESTIMATED COST OF CONTRUCTION: \$ _____

(MUST INCLUDE MATERIAL AND LABOR – EVEN IF PERMORNING WORK YOURSELF)

PERMIT #

BUILDING PERMIT FEES

SALEM FEES	COST
Re-Roofing	\$45.00

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.

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

TOTAL DUE: _____

CASH/ CHECK # _____

PERMIT APPROVED: YES / NO

COMMENTS:

ADMINISTRATIVE OFFICIAL

DATE

APPEAL

Notice of appeal shall be presented to the Authorized official within thirty (30) days after the filing of the decision in the office of the Authorized Official.

I (we) hereby appeal the decision of the Administrative Official in denying a permit for the above use or structure and ask the Board of Adjustment to grant the permit.

SIGNATURE OF APPLICANT(S)

DATE

REASON FOR APPEAL

FOR CITY USE ONLY

DATE RECEIVED:	HEARING DATE:	TIME:
APPLICANT NOTIFIED:		
ACTION TAKEN:		
COMMENTS:		

CHAIRMAN, BOARD OF ADJUSTMENT

DATE

NOT GRANTED GIVEN REASONS: