



Chicken Permit Checklist

Chickens may be kept within the city in accordance with the requirements outlined in Chapter 4 of the Box Elder Municipal Code. A permit shall be obtained prior to keeping chickens on an authorized property. Upon determination that the applicant has satisfied the requirements of the permit application, the City shall issue a permit which will expire annually on January 31. Permits may be renewed annually.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location chickens will be kept (address or parcel number assigned by the county): _____
 - Zoning district of the property: (can select from a drop down list when applying)
 - Size of the lot (acres): _____ (type in the number – may use decimals)
 - Proposed Number of Chickens: _____ (type in a whole number)
 - Square Footage of Chicken Coop in Feet: _____ (type in the number – may use decimals)
 - Is the Chicken Coop Pre-Existing?: (select yes or no)
 - Square Footage of Chicken Enclosure in Feet: _____ (type in the number – may use decimals)
 - Is the Chicken Enclosure Pre-existing?: (select yes or no)
- ☐ **Property Owner Authorization Form - Chickens (This form is not required if the property owner is the applicant)** – This form is only required for rental properties.
- ☐ **Adjacent Property Owner Consent Form - Chickens (This is only required for the Initial Permit)** – A separate consent form will be required for each property that is adjacent to the property listed as the location chickens will be kept.
- ☐ **Chicken Site Plan** – Site plan must show property lines, existing structures and existing or proposed chicken coop and chicken enclosure locations..
 - Coops and enclosures must meet size requirements as outlined in the municipal code.
 - Coops and enclosures can NOT be located within any easements, floodways, front yards, side yards, or within fifteen (15) feet of an adjacent property line.
- ☐ **Application Fee** - \$25 for the Initial permit. \$20 for Renewal of an existing permit. Fees may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials (your email address and password). Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.

Optional: Upload .pdf documents

Other Permit Documents – use this category if there are other materials you want to upload



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This institution is an equal opportunity provider

Chicken Permit Process



*The property may be inspected by authorized City of Box Elder staff prior to issuance and throughout the duration of the Chicken Permit to verify compliance with the terms and conditions of the permit.