



Planning Department
206 Frontage Road, Box Elder, SD 57719
Phone: 605-923-1408
Email: plainning@boxeldersd.gov
This institution is an equal opportunity provider

Residential (New Construction) Building Permit Checklist

Residential New Construction Building Permits are for new residences being built in Box Elder. Payment of the permit fees and utility account deposit is required before the permit may be issued. **Note:** Plumbing and electrical inspections are through the South Dakota Plumbing Commission and South Dakota Electrical Commission, respectively. The state inspections must be completed before a final inspection by Box Elder's Building Division is scheduled and a Certificate of Occupancy issued.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed residence (address(es) or parcel number(s) from the county):
- ☐ **Site Plan** – A plan showing the development or construction site and building placement.
- ☐ **Complete Building Plan (Building, Site, etc.)** – A complete set of plans including site and structural information. If the plans include a basement, the plans must clearly indicate areas that are to be finished or are being left unfinished. Electrical, mechanical, plumbing, etc. plans can be submitted as well but are optional.
- ☐ **Deck Plan** – Construction plan for proposed deck if applicable. A deck worksheet that outlines basic required information is available online.
- ☐ **Elevation Sheet** – Footing and foundations elevations as they relate to curb height. A Foundation Elevation Worksheet that outlines basic required information is available online.
- ☐ **Subcontractor Submission** - list and upload all applicable subcontractors. All contractors AND subcontractors need a Box Elder Contractors License.
- ☐ **Water and Sewer Plan** – please show where the Sewer and Water will be laid.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid 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.
- ☐ **Building Permit Application Fees** – Application fees will be invoiced **separately** from the Utility Account Deposit Fees. The invoices may be paid online by credit card or e-check, or at City Hall using the invoice number by cash, check, money order, or credit card. Contact the Planning and Zoning Department for more information.
- ☐ **Utility Account Deposit** – Utility Account Deposit fees will be invoiced **separately** from Building Permit Application Fees. The invoices may be paid online by credit card or e-check, or at City Hall using the invoice number by cash, check, money order, or credit card. Contact the Utility Department for more information.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Other Permit Documents** – use this category if there are other materials you want to upload.



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Residential (New Construction) Building Permit Process

