

Town of Hermosa

PO Box 298 • 230 Main Street • Hermosa, SD 57744

Phone (605) 255-4291 • Fax (605) 255-4094

Email: town@hermosasd.com

Residential Building Permit

Any person desiring to build or to add on to an existing building in the town limits will obtain a building permit from the Town office. Building permit applications are available in the Town Office or online at: <http://www.hermosasd.com/>

Filing of Application and Submittal Requirements:

Your first step is to complete a Building Permit Application form and submit it to the Hermosa Town Office together with the site plans. You may prepare the drawings or have a contractor prepare the drawings. See Page 5 for the site plan requirements.

To submit a permit, provide the following items:

- Completed building permit
- Application Fee

Allow 4-6 weeks for approval:

Applicant will be required to meet before the Planning and Zoning Board (P&Z)

P&Z meet on the 2nd and 4th Tuesday of each month at 6:00 PM

Upon approval of the P&Z Board, the application will be reviewed by the Hermosa Board of Trustees

Board of Trustees meet on the 1st and 3rd Tuesday of each month at 6:00 PM

The Finance Officer can provide you the specific dates for your application.

Important Details:

Each contractor listed on your building permit application is required to have a current contractor license on file with the Hermosa Town Office. No building permits will be issued without current contractor information on file and contractor's fee paid.

Permit application fees are due upon submittal and are non-refundable. Final fees are based upon building calculations and are due and payable when permit has been approved. **Please be advised all permits are reviewed by the town engineer; those expenses will be included with the permit fees and applicant will be responsible for those expenses.**

If you are requesting water and sewer taps, it is important for you to know that no new connection to town services will be made without the supervision of the Town of Hermosa Public Works Department. You or the plumbing contractor must call the Town Office to schedule an inspection and connection. Failure to do so will result in a penalty under state statute and town ordinance.

If you have any questions, please call the Town Office at the above referenced number.

Town of Hermosa

RESIDENTIAL BUILDING PERMIT APPLICATION

(This Building Permit is Valid for One Year – Please See Page 3 for Exceptions)

DATE _____

PERMIT # _____

Receipt # _____ Cash _____ Check # _____ Amount _____ (\$75.00)

**** PLEASE INCLUDE TO-SCALE DRAWINGS ****

Is Property in the Flood Plain? ____ Yes ____ No Zoning District _____

*****IF YES – YOU NEED A FLOODPLAIN DEVELOPMENT PERMIT*****

APPLICATION SUBMITTED BY:

Property Owner Name(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone # Home _____ Cell _____ Work _____

LEGAL DESCRIPTION

Subdivision name: _____ Lot# _____ Block _____ Lot Size _____

Zoning District _____ Is this property in the Flood Plain? Yes ____ No ____

Building address: _____

CLASS OF WORK TO BE DONE

New structure ____ Demolition ____ Remodel ____ Addition ____

Residential: Single Family ____ Accessory ____ Multi-Family ____

Proposed Use Building: _____

Building Area (Sq. Ft.): _____ Height: _____ # of Units _____

No. of Stories: _____ No. of Bathrooms: _____ Deck: _____ Deck Area (Sq. Ft.): _____

Parcel #

OFFICE USE ONLY

SETBACK FROM LOT LINES:

FEET

CITY MINIMUM

Front _____
 Rear _____
 Sides _____

Applicable Zoning District
 (20'/25')
 (5'/8'/15')
 (8'/10'/25')

Setbacks			
Primary	Front	Sides	Rear
RS	20ft	10ft	15ft
R1	20ft	10ft	15ft
R2	20ft	10ft	15ft

Accessory Buildings			
Primary	Front	Sides	Rear
RS	**	8ft	5ft
R1	**	8ft	5ft
R2	**	8ft	5ft

Mobile Home Park		
Front	Sides	Rear
20ft	8ft	15ft

**IN NO CASE SHALL AN ACCESSORY BUILDING BE LOCATED TO EXTEND IN FRONT YARD.

TYPE OF CONSTRUCTION

Wood _____ Concrete _____ Block _____ Brick _____ Modular _____ Other _____

FOUNDATION

Thickness of Foundation _____ Thickness of footings _____ Width of Footings _____ Depth _____
Pier Foundation System: _____ Diameter of pier _____ Spacing of pier _____

CONTRACTOR INFORMATION

Contractors must all be registered with the Town of Hermosa

General Contractor
(Project POC/responsible party): _____ Phone: _____

Structural Contractor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____

Heat/Mechanical Contractor: _____ Phone: _____

Excavation Contractor: _____ Phone: _____

Are there any of the following on site: Hazardous materials Yes _____ No _____
Lead paint Yes _____ No _____
Asbestos Yes _____ No _____

Does the building have a Historical Designation: Yes _____ No _____

Current utilities on site: Gas _____ Water _____ Electricity _____ Municipal Sewer _____ Septic _____

Proposed utilities: _____

Describe Work: _____

TOTAL COST ESTIMATE OF IMPROVEMENTS: \$ _____

TOTAL SQUARE FOOTAGE OF PROJECT: _____

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Every permit issued by the Planning Department under the provisions of this code shall expire by limitation and become null and void if the building or the work authorized by such permit is not commenced within 12 months from the date of such permit or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one year. If so, before such work can be re-started, an extension of the permit shall be first obtained to do so, and a service charge of \$35.00 shall be required, provided no changes have been made or will be made in the original plans and specifications for such work.

In filing this application, I hereby grant to the Hermosa Planning & Zoning commission, and the Hermosa Town Board, and their designee(s), permission to inspect any and all structures and land involved in my application for the purpose of ascertaining compliance with the ordinance of the Town of Hermosa and the State of South Dakota which permission shall continue so long as the application or an appeal there-on is pending. It is my responsibility to ensure the presence of the Town Maintenance Supervisor during water and sewer connections.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I understand Permit application fees are due upon submittal and are non-refundable. Final fees are based upon building calculations and are due and payable when permit has been approved. **Permits are reviewed by the town engineer; those expenses will be included with the permit fees and applicant will be responsible for those expenses.**

A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED BEFORE OCCUPYING STRUCTURE.

Signature(s) of Owner(s) (If Owner Builder)

Date

Signature(s) of Contractor/Authorized Agent

Date

ALL APPLICATIONS MUST BE APPROVED BY THE HERMOSA PLANNING AND ZONING COMMISSION AND THE HERMOSA BOARD OF TRUSTEES PRIOR TO COMMENCEMENT

PLANNING AND ZONING COMMISSION	HERMOSA BOARD OF TRUSTEES
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
SIGNATURE: _____	SIGNATURE: _____
DATE: _____	DATE: _____
APPLICATION FEE: \$75.00 DATE PAID: _____	DATE PERMIT ISSUED: _____

RESIDENTIAL SITE PLAN REQUIREMENTS

PLEASE NOTE: Incomplete plans will be returned to applicant for resubmission. As per zoning ordinance do not cover more than 40% of lot.

General

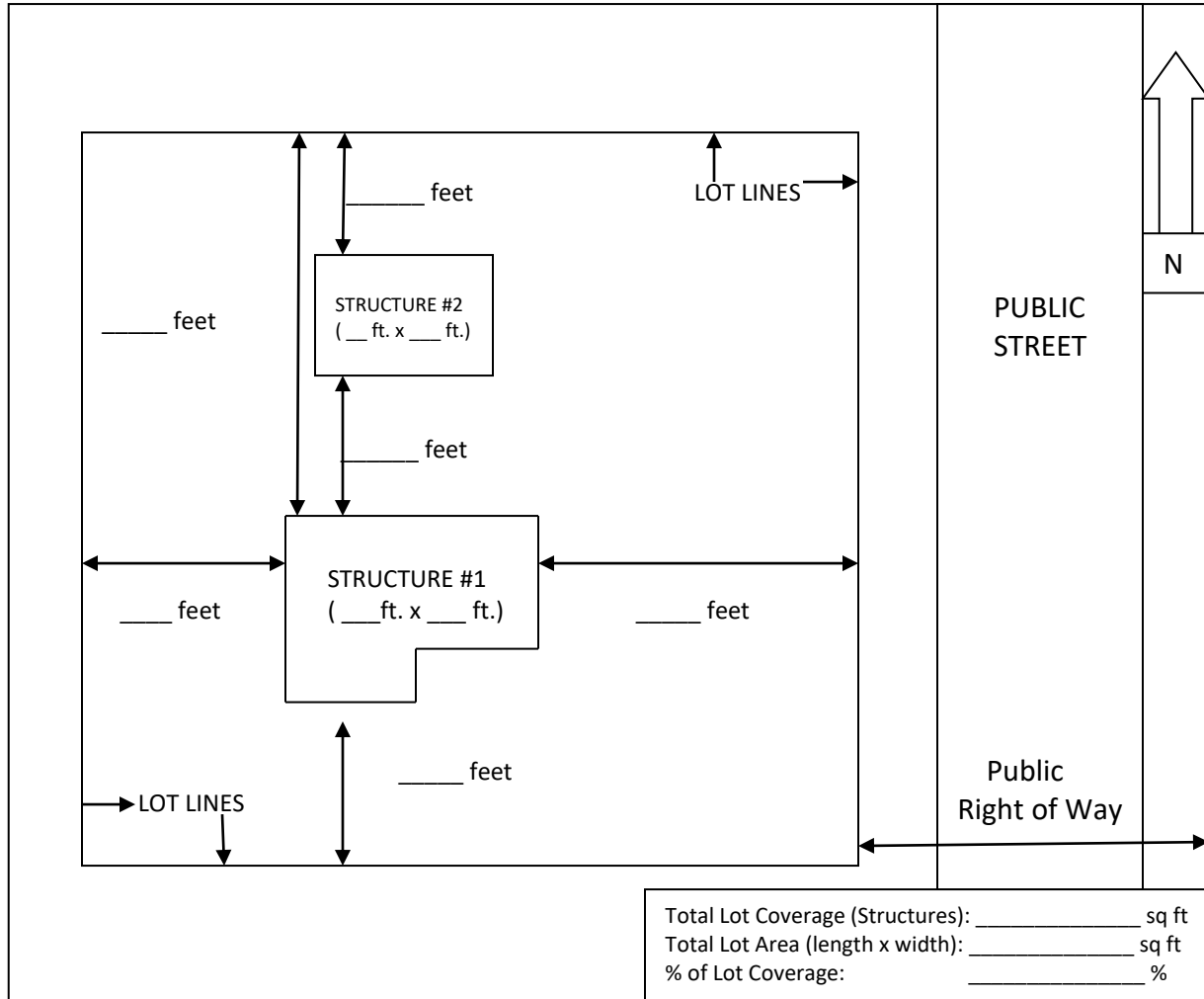
Site plan drawn to scale (1" = 20" preferred)

- 1. Show scale
- 2. Show North arrow
- 3. Lot dimensions, property lines
- 4. All existing structure and their distances to property lines
- 5. All new structures and distances to property lines (**VERIFY SETBACKS**)
- 6. Additions to existing structure and distances to property lines (**VERIFY SETBACKS**)
- 7. Building dimensions
- 8. Adjacent roads
- 9. Driveways
- 10. Parking spaces – if applicable
- 11. Utilities, electric, water, sewer
- 12. Well location – if applicable
- 13. Septic location – if applicable
- 14. Footing and Foundation Plan
- 15. Other _____
- 16. Other _____

Additional information that may be required

- B. Complete Mechanical Floor Plan
- C. Wall Section and Full Sections
- D. Open water areas, (streams, creeks, and natural drainage ways)
- E. Are you in the Flood Plain?

SAMPLE LOT SKETCH (RESIDENTIAL): Show similar sketch of proposed and/or current structures on the following page. Include **ALL** distances between structures, lot lines, structure dimensions, etc.



All plans are required to comply to applicable codes as adopted by the governing entity.

Numbers you should know:

- | | | |
|--------------------|----------------------------|--------------|
| Chuck Ferguson | Town of Hermosa | 605-255-4291 |
| Chuck Ferguson | Public Works | 605-390-0045 |
| Leah Berg | Building Inspections | 605-390-0045 |
| Elmer Claycomb, PE | Town Engineer | 605-716-4646 |
| | Floodplain Administrator | 605-673-3939 |
| | State Electrical Inspector | 605-773-3573 |
| | State Plumbing Inspector | 605-773-3429 |
- (All interior plumbing is required to be inspected by the state)