

## **Frequently Asked Questions (FAQ)**

### **When is a building permit required?**

A building permit is required whenever a structure or building is erected, moved, added to, or structurally altered. Additional information and/or applications may be required by the Zoning Officer upon review and receipt of completed application(s).

### **Who is required to obtain a building permit?**

The landowner or an agent representing the landowner is required to obtain a building permit prior to the start of construction.

### **How do I obtain a building permit?**

Applications can be picked up at the Codington County Extension Complex, 1910 West Kemp Avenue, Watertown, SD. (Use Entrance B). You may also download the application from the website at [codington.org/zoning](http://codington.org/zoning).

The original application with original signature must be returned to the Extension Complex along with payment.

- Payment must be made in the form of check or cash in the correct amount. Credit or debit cards are not accepted.
- Emails are not an acceptable form of application submission.

### **What information is required for a building permit application?**

You will need to provide your name, address, phone number, legal description of the property where construction is to occur, a description of the proposed construction, site plan, and pay the appropriate permit fee.

### **What will be the cost of the building permit?**

The fee is based upon the value of construction, including materials and labor.

### **How long does it take to obtain a building permit?**

If the application is complete and conforms to requirements of the zoning ordinance, a building permit is generally issued within 4-5 business days. Please plan your project accordingly.

### **What might delay the issuance of a building permit?**

Your permit will not be issued in the event the application does not conform to the zoning ordinance. In order to obtain a building permit, you may be required to apply for a variance to the zoning regulations; or apply for a Conditional Use Permit; or request that your property be rezoned. It should be noted that an application for a variance, conditional use or rezoning requires actions by the Codington County Board of Adjustment/Planning Commission.

There are specific procedures required for obtaining a variance, conditional use, or rezoning. An application and payment of appropriate fees is required to be submitted by noon on the first Monday of the month in order for your request to be heard by the appropriate board at the next regularly scheduled meeting.

Another cause for delay may be due to missing or incomplete information on the submitted application.

### **What are the minimum lot requirements (the amount of land required to obtain a building permit)?**

In the Agricultural Zoning District it is required to have 35 acres while in the Commercial or Industrial Zoning Districts you must have 10 acres. Lake Park District requires 2 acres.