

CITY OF WHITE - BUILDING PERMIT APPLICATION – ADOPTED MAY 2025

- PLEASE PRINT CLEARLY– ILLEGIBLE PERMITS MAY BE DELAYED UNTIL CLARIFICATION IS MADE.
- PLEASE PLAN AHEAD – WORK CANNOT LEGALLY BEGIN UNTIL THE PERMIT IS APPROVED; AND THE REVIEW PROCESS MAY TAKE A FEW WEEKS WHILE YOU ASSEMBLE THE APPROPRIATE DOCUMENTS OR VARIANCES NEEDED.

DATE OF APPLICATION:	DATE THAT YOU INTEND TO START WORK:
APPLICANT’S NAME:	APPLICANT’S PHONE:
APPLICANT’S MAILING ADDRESS:	
<i>IF THE OWNER OF THE PROPERTY IS DIFFERENT THAN THE APPLICANT (i.e. A Rental Property Arrangement) YOU MUST COMPLETE THE NEXT SECTION:</i>	
OWNER’S NAME:	OWNER’S PHONE:
OWNER’S MAILING ADDRESS:	

BUILDING SITE LEGAL DESCRIPTION (ASK THE FINANCE OFFICE IF UNSURE):

SUBDIVISION:	BLOCK:	LOT:
FURTHER LEGAL DESCRIPTION (IF APPLICABLE):		
SITE STREET ADDRESS:		
EXISTING ZONING DESIGNATION:	ARE YOU PLANNING ON CHANGING THE ZONING USE? YES / NO	

TYPE OF APPLICATION (MARK ALL THAT APPLY):

NEW STRUCTURE	ALTERATION / ADDITION	ACCESSORY BUILDING (SHED)
MOVING A STRUCTURE	DEMOLITION	CONCRETE FLATWORK

DESCRIBE THE PROPOSED WORK – BE SPECIFIC – VAGUE DESCRIPTIONS MAY REQUIRE CLARIFICATION:

DESCRIBE THE PROPOSED USE WHEN COMPLETED – VAGUE DESCRIPTIONS MAY BE QUESTIONED:

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 federal, state, or local law regulating construction or the performance of construction. No work will occur in the City Right-of-Way (<i>Boulevard</i>) or easements without prior permission from the City Council at a Regular Meeting. I further certify that I will contact 811 before any “in-ground” work occurs.	
SIGNATURE OF APPLICANT:	DATE:
SIGNATURE OF OWNER (if applicable):	DATE:

You shall include sketches of your project with this application that includes the following items:

- Clearly show which way is North
- Dimensions of the proposed structure sitting on the lot in its finished condition
- Dimensions of set-backs (*25 feet for front-yards; 7 feet in side-yards; and 10 feet in back-yards*)

- Location of the proposed structure on the lot (*Residential Lots are restricted to 30% coverage*)
- Adjoining Street names
- Location of adjacent existing buildings – *setback distances may play into approval of your plan.*
- **You shall submit a separate sketch or plan of the finished structure if applicable.**

Houses are restricted in height to no more than thirty-five (35) feet above ground level. All houses must have room for two automobiles being parked off the street on a gravel or paved surface. Fences may not be more than seven feet tall in back-yards; front-yard fences may be no more than four feet tall. Buildings must be at least five feet apart. Garages may be no larger than thirty by forty-eight feet with no more than twelve feet tall side-walls, with a roof that conforms to the house. All siding must be complementary to the house on the property unless there is consent of all adjacent landowners. Temporary sheds are restricted to ten feet in height and 150 square feet unless a variance is issued.

TYPE OF WORK PERFORMED	QUANTITY YOU ARE PLANNING	COST PER UNIT	LINE TOTAL
COMPLETE THIS SECTION FOR WORK ON A NEW STRUCTURE:			
Interior Space <i>(living or storage space)</i>		\$0.05 / sqft	
Garage Space <i>(car or equipment parking)</i>		\$0.03 / sqft	
Driveway, Sidewalks, and other related concrete flatwork <i>(Gravel or "pavers" are exempt from fees)</i>		\$0.01 / sqft	
Other Outdoor Projects <i>(Permanent Shed, patio, swimming pool, deck, etc.)</i>		\$0.05 / sqft	
Fence		\$0.03 / Inft	
Temporary Shed (over 120 sqft) <i>(Temporary sheds over 150 sqft require a variance)</i>		\$10 FLAT FEE	
Adding an Electric Meter		\$150 FLAT FEE	
Name and SD Electrical License Number of the person doing the work (REQUIRED):			
Tapping into Municipal Water		\$200 FLAT FEE	
Name and SD Plumbing License Number of the person doing the work (REQUIRED):			
Tapping into Municipal Sewer		\$200 FLAT FEE	
Name and SD Plumbing License Number of the person doing the work (REQUIRED):			
COMPLETE THIS SECTION FOR WORK ON AN EXISTING STRUCTURE:			
Addition to Existing Structure		\$0.05 / sqft	
"Finishing" a Basement or changing use of a room		\$0.03 / sqft	
Removing or Adding doors or windows		\$10 per permit	
SUM of Construction Work Values =			
Permit Fee		\$25 FLAT FEE	\$25.00
If needed: Variance Fee (\$150.00) / Special Meeting Fee (\$800.00)			
Park Fee		10% of permit total cost; Park fee is not to exceed \$1000.	
Total Cost of the Permit (Work Values + Permit Fee + Park Fee):			
THIS SECTION FOR CITY OFFICE USE ONLY			
FEE PAID:	PAID DATE:		
DATE APPROVED:		SIGNATURE OF MAYOR or ZONING OFFICER	
DATE ISSUED:			
DATE PERMIT EXPIRES: IF YOUR WORK IS NOT COMPLETED BY THIS DATE A NEW PERMIT FEE OF \$25 WILL BE ASSESSED.			
		<ul style="list-style-type: none"> ➤ All Fees are non-refundable. ➤ The Permit Requester will pay \$1500 if requesting a Conditional Use Permit; a Variance; or a Rezoning Application to cover publication and notification costs. ➤ If the Requestor desires a Special Meeting, and the Mayor, and two-thirds of the City Council agree to the meeting, they will be required to pay an additional \$800 to cover the meeting costs. 	

City of White – Building Permit FAQs

Do I need a building permit?

It depends... There are three primary reasons to have a building permit system:

1. To assure that things are being built “where they belong” and “how they should look”.
2. To assure that the things built are being done “to code”.
3. To notify the taxing authorities of changes to their tax base.

The City of White has a building permit system to assure these three goals are met. If you are doing “maintenance” on your property, then a building permit is not required. If you are changing the square footage of your building, adding or removing openings in the side of the building, or adding a permanent improvement to your property, a building permit is required. There shall be no work within the City’s Right-of-Way (boulevard) or Utility Easements without City Council permission – Coordinate with the City Council Building Permit Supervisor on this work. If you feel that the work must proceed immediately, you may request a Special Meeting for review of your request – but be aware that this will cost you \$800 to cover the meeting costs; also, there are notification and publication laws which must be followed which will automatically add at least two weeks to your timeline.

What is maintenance?

Most houses are built with a design life of fifty years. That means that as things get older, they will need to be fixed in order to stay usable and efficient. The following “major projects” are accepted as maintenance and do not require a building permit:

- Putting new shingles, or tin, on your roof as long as you maintain the original roofline/style.
- Replacing windows or doors with new units of the same size. If you are making the opening(s) larger, you will need a permit. Removing, or changing the size of a window or door may affect how a room or your house is classified for occupation and thus a permit is required to assure safety of the building’s occupants.
- Replacing an existing deck with a like-sized deck. If you are expanding the size of your deck, you will need a permit.
- Replacing existing siding, window awnings, painting, planting trees, and non-permanent landscaping.
- Renovating an existing room to the same use (*updating your kitchen cabinets*) does not require a permit. However, changing the use of a room does (*finishing a basement to accommodate a bedroom*) to assure occupant safety requirements are met.

What Building Codes do I need to follow? (Codes cited are as of May 2025)

- The Building Code for the State of South Dakota is the “International Building Code” (2021 edition). In accordance with State Law, sprinkler systems are not required for single family housing units. (SDCL 11-10-5 & 6 & 12)
- Energy Standards are VOLUNTARY and follow the “International Energy Conservation Code” of 2009. (SDCL 11-10-7)
- Building maintenance is governed by the “International Property Maintenance Code” 2021 edition. (SDCL 11-10-11)
- Any mobile or manufactured home must comply with current US Department of Housing and Urban Development standards at the time of original construction. (SDCL 11-10)
- Electrical work shall follow SDCL Chapter 36-16, and specifically the National Electric Code (2023 edition). (SDCL 36-16-33 and SDAR 20:44:22:01)
- Plumbing work shall follow SDCL Chapter 36-25, and specifically the Universal Plumbing Code (2015 version) and conditions adopted by that chapter.

Does my building permit cover all permit requirements for the State?

Maybe. The State of South Dakota allows homeowners to do a wide variety of things on their own without professional help. If you are using professional electricians or plumbers to do your work, you will not need to do anything else. However, if you are doing any electrical or plumbing work on your own, you will need to contact the South Dakota Electrical and Plumbing Commissions to obtain the proper permits.

How good of a sketch do I need to prepare?

Your building permit requires a sketch for a few reasons. Foremost to assure that you have thought about what you are doing and know what it is going to look like in the end. From the City’s point of view, the sketch is to assure that what you are doing is safe for not only you, but those who are around and in your new or improved structure. Additionally, the City of White needs to assure that you are keeping your building activities on your property and within zoning regulations. The last thing that anybody wants to deal with is the process of creating an easement because your structure is sitting on your neighbor’s land.

How long do I have to do the work specified in my permit?

Once the permit has been issued, you generally will have one year to complete the work. The City Council reserves the right to extend or compress that timeline based on the nature of your work and the effect on public welfare. If your permit expires and work is still in progress, the City will require you to seek a new permit along with a new issuance fee.

What does the City do with the permit?

- When your application is received, the City Zoning Officer will visit your property and likely will want to talk with you about what you are doing. Please don't be nervous – the Zoning Officer is there to help you. After that visit, they will return what they learned to the City Council. If your project is straight-forward and doesn't require any special considerations, it is likely that it will be approved quickly. If your project has some unique circumstances, or requires a variance, the City Council may want to talk to you about it at their next Regular Meeting held on the first Monday of each month.
- After your permit has been approved, the Zoning Officer will stop by periodically to see how you are doing. Again, they are there to help you and assure that you are staying on track with your project plan.
- After you are done with your project, the City will turn your permit into the County who will update your property's tax records to account for the changes that you have made.

There was a significant change to my project... now what?

Any project is subject to attracting "gremlins" once you start working. If you encounter difficulties and need to make changes, contact the City Finance Office and let them know what is going on and how it affects the plan that you originally filed. In most cases, there won't be any action necessary beyond you continuing work on your new course. However, if there are significant changes made to the plan, the City will want to talk to you about them, and it may be necessary to issue a new permit to account for your new reality.

I am building a new house or commercial structure. What do I need to account for in my planning?

- The City requires the person who owns the property to pay for all work of landing utilities on in the new structure, and any work to restore sidewalks and/or the street surface.
- Electrical power lines from the nearest transformer must be buried and work must be done by a licensed electrician. The City will want to talk with you about costs for a transformer upgrade if it is necessary for your new property. The City will supply you an electrical meter when your property has passed its initial "rough-in" electrical inspection – please contact the City Finance Office when you are ready.
- Sewer and Water must be tapped into by a licensed plumber using current codes. You must contact the City to assure that the curb-stop that you are installing meets City specifications. The City Maintenance Superintendent will help with turning off water as required to perform this installation safely. The City will supply you a water meter when your plumber is ready to install it – please contact the City Finance Office when they are ready for it.
- If you need to dig into the street or alley to install utilities or need to remove sidewalk in the process, you are liable for the repairs of any damage and to bring the surface to "new condition" of the existing surface. It is strongly advised that you coordinate with the City on specifications for these surfaces that you can give to your contractor before work begins. Any digging in City Property (within the Right-of-Way or Alley) must be performed by a licensed contractor.

Who is responsible for utility lines once they are installed and functional?

- The City assumes liability for repairs for water supply lines and sewer lines to the curb stop at the edge of the City Boulevard. Water lines from the curb-stop to your structure, and all lines inside of it are the responsibility of the property owner.
- Electrical lines are maintained by the City up to your meter, everything after the meter and into your house, or other structure, is the property owner's responsibility.

**Call 811 before you dig or if you have any questions about locations of utility lines on your property.
The City typically will be able to respond to your request within two business days.**

Can I get a refund if I decide not to do the work?

If your plans change and you choose not to pursue the project, all fees are non-refundable.