



Building Permit Application

UPDATED – 09/03/2024

Pursuant to Miller City Code Sec. 6-106 & Chapter 40

**120 W 2ND ST
MILLER, SD 57362
Phone: (605) 853-2705
Fax: (605) 853-3617**

PERMIT #

USDA is an equal opportunity provider, employer, and lender.

Responsible Parties (Permit issuance and correspondence will be with applicant.)

Property Owner Name		
Mailing Address		Phone
		Cell
City	State	Zip
Email Address		

Contractor Name		
Mailing Address		Phone
		Cell
City	State	Zip
Email Address		

Property Information

Property Address or Location
Hand County Record#
Lot/Legal Description
Current Zoning

Type of Activity	
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Move on/Relocate <i>Picture required.</i>
<input type="checkbox"/>	Accessory Building ≥ 100 sq ft <i>Picture required.</i>
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Other

Square Footages			
Finished Space		Garage	
Unfinished Space		Deck or Porch	
Addition		Shed/Carport	
Remodeled Space		TOTAL SQ FOOTAGE	
Construction Dimensions:			

Number of Stories		Intended Use	
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Estimated Cost of Construction: \$ _____

PERMIT # _____

A survey may be needed, per City Council request.

Setback Distances to Lot Lines (in Feet)

Accessory Buildings: The structure must be at least 6 ft from side lot line and 5 feet from rear lot line.

Houses: The structure must be at least 20 ft from the front and rear lot lines and 6 ft from the side lot lines. House should line up with other houses in block.

Existing Structure				Proposed Structures			
Distance to lot lines.							
Front:	ft	Side:	ft	Front:	ft	Side:	ft
Rear:	ft	Side:	ft	Rear:	ft	Side:	ft

DESCRIPTION MUST BE DETAILED AND VERY SPECIFIC.
FAILURE TO PROVIDE ENOUGH DETAIL MAY DELAY APPROVAL OR PERMIT MAY BE DENIED.

DESCRIPTION OF WORK TO BE PERFORMED

Fee Schedule

Variance - <i>nonrefundable</i>	150.00
Administrative fee for preparation of bids and contracts to correct or abate a violation.	250.00
Estimated Cost of Construction:	
\$1.00 - \$500.00	15.00
\$500.01 - \$50,000.00	35.00
\$50,000.01 - \$100,000.00	50.00
\$100,000.01 - \$250,000.00	75.00
\$250,000.01 - \$500,000.00	150.00
\$500,000.01 and up	200.00

Are there any easements?

YES NO

RE M I N D E R :

“Call before you dig.”

South Dakota One Call

Dial: 8 – 1 – 1

THE CITY OF MILLER ADOPTED THE “**NATIONAL BUILDING CODE**” (NBC – PER ORDINANCE CHAPTER 6) FOR USE IN ISSUING BUILDING PERMITS, LIFE-SAFETY CODE, BUILDING CODE, INSPECTIONS AND CODE ENFORCEMENT. ELECTRICAL AND PLUMBING CODES ARE REGULATED BY THE STATE OF SOUTH DAKOTA AND ARE INSPECTED BY STATE INSPECTORS. (The Applicant is responsible for obtaining those permits and obtaining related inspections.) EVERY PERMIT ISSUED BY THE CITY COUNCIL UNDER THE PROVISIONS OF THIS CODE SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THE BUILDING OR WORK AUTHORIZED BY SUCH PERMITS IS NOT STARTED WITHIN **SIXTY (60) DAYS** AND COMPLETED WITHIN **ONE (1) YEAR** FROM THE DATE OF APPROVAL.

I hereby certify that I have examined this application and its attachments, 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 within or not. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that work shall not begin until the permit is issued by the Miller City Council and that I am responsible for calling for all required inspections and that work shall be accessible for inspection. I understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any Federal, State, or local laws regulating construction or performance of construction.

Signature of Applicant

Printed Name

Date

Signature of Owner

Printed Name

Date



PERMIT #

Site Plan Sketch (to scale)

A large rectangular area filled with a fine grid of small squares, intended for drawing a site plan sketch to scale.

Please show the following in your site plan sketch:

- 1. Property boundaries with boundary measurements (in linear feet) of all sides of the property.
- 2. Final setbacks of all existing and proposed structures.
- 3. Access from public right-of-way to property (i.e. driveways)
- 4. Easements and restrictions.
- 5. Post construction drainage patterns.

PERMIT # _____

(Shaded Area for Office Use Only)

Applicant Checklist for Complete Application Submittal	Yes	No	N/A	Plans and details may be provided on worksheets provided by City, or in documents produced by applicant. Application may be rejected or delayed if required documents are not included and/or are incomplete.
Completed Application				
Site Survey and/or Plan				
Drainage Review				
Variance from Zoning Ordinance (Application, Petition, and Setback footage, etc.)				

Notes:

I, _____, the appointed zoning administrator, have reviewed this application and have inspected the location of proposed construction and have found the construction to be in compliance with current Zoning law (Chapter 40, Code of Miller) established by the City of Miller. My signature indicates my recommendation for approval.

DEPARTMENT APPROVALS:			
ELECTRIC	WATER	STREET	FINANCE OFFICE

FEE RECORD

Application Fee \$ _____ Date Paid _____ Cash/MO/Check# _____ Receipt# _____

Variance Fee \$ _____ Date Paid _____ Cash/MO/Check# _____ Receipt# _____

Sewer Tap Fee \$ _____ Date Paid _____ Cash/MO/Check# _____ Receipt# _____

Water Tap Fee \$ _____ Date Paid _____ Cash/MO/Check# _____ Receipt# _____

Permit Approved Mayor: _____ Date: _____

Permit Denied Reason: _____
