

**City of Tea**

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Planning and Zoning Administrator:

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Tea Building Inspector: Tim Odland
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Tea Mechanical Inspector: Steve Robertson
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Homeowner's Building Permit Handbook

Frequently Asked Questions

Q: When do I need to get a building permit?

A: A building permit is needed for any construction work completed on a building regulated by the building code. This includes:

- Lower-Level Finish
- Additions
- Remodels
- Decks
- Window & Exterior Door Replacement that requires framing
- Re-shingle & Re-side
- Storage Buildings (sheds)
- Fence
- Carport
- Detached Garages
- Home Occupation
- Signs
- Driveway repair

Building Permits are not required for the following: Retaining walls less than 4 feet in height, painting, papering, and similar finish work, window awnings for dwellings projecting no more than 54", kitchen cabinets, landscaping a patio, docks, swings, and other playground equipment.

Q: Why is a building permit required?

A: A building permit is required to ensure code compliance.

Q: What information do I need to bring to get a building permit?

A: Site plans, foundation plans, and floor plans are usually required. These plans must be complete enough that the inspector could build the project looking at said plans. You must also include an approximate cost of the work.

Q: Does my building permit cover the electrical, mechanical, and plumbing work I will be doing?

A: No, only if licensed electrical, mechanical, and plumbing contractors complete the work. A homeowner who lives in and owns a single-family dwelling who decides not to use licensed subcontractors must obtain separate electrical, plumbing, and mechanical homeowners' permits to do the work themselves. Electrical and Plumbing Permits are obtained through the state Electrical & Plumbing Commission.

Q: How much does a building permit cost?

A: The building permit fee is based on a valuation of construction. There is a flat \$25 building permit fee for a fence, deck, new siding, shingles, driveway repair, doors, windows, or signs.

Q: How long after I obtain a permit do I have to begin construction?

A: Work must be commenced, and an inspection requested within 180 days of permit issuance.

Q: How can I see if my contractor has a permit for the work he is doing?

A: You may contact the Planning and Zoning Administrator at (605) 498-5192 to see if your contractor has a permit for the work he is doing.

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

A: Yes, 80% of the fee may be refunded if no work is done within 180 days of permit issuance.

Q: Who do I call for locating underground utility lines before I dig on my property?

A: A toll-free number is provided by the State of South Dakota One Call at 811.

Q: How can I pay for a building permit?

A: Cash, Check, or Credit Card are acceptable forms of payment.

