

Zoning Ordinance can be
viewed at:

www.brookingscountysd.gov

**Brookings County Development Department
Zoning & Drainage**

If you have any questions related to the
Brookings County Zoning Ordinance, please
contact:

**Brookings County
Development Department**

Robert W. Hill, Director
Brookings City & County
Government Center
520 Street, Suite 200
Brookings, SD 57006

Phone: (605) 696-8350

Fax: (605) 696-8355

E-mail: zoning@brookingscountysd.gov

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BROOKINGS COUNTY

The Brookings County Zoning Ordinance requires Building Permits, which are issued through the Brookings County Zoning & Drainage Office. Building Permits are valid for 18 months.

BUILDING PERMITS ARE REQUIRED FOR:

- 1. Erecting a NEW Structure or Building.** For example, a home, garage, machine shed, or grain bin, or swimming pool.
- 2. Moving a Structure.** For example, moving a residence or other building onto a site.
- 3. Remodeling a Structure.** This applies to remodeling which changes the building. For example, adding a room or creating a different style of roof.
- 4. Manufactured/Mobile Home—New or Used**

BUILDING PERMITS ARE NOT REQUIRED FOR:

- 1. Buildings Less Than 120 Square Feet,** such as play houses, tool sheds, and yard storage buildings.
- 2. Minor Repairs,** such as residing a structure, shingling, and painting. (Remodeling that does not increase the size of the structure.)
- 3. Semi-portable Agricultural Structures,** such as feed bunks, water tanks, temporary grain storage facilities, and calf shelters.
- 4. Fences, Trees, Shrubs, and Retaining Walls.** Shelterbelts need to meet required setbacks.
- 5. Private Wells, Stock Dams, Irrigation Facilities, Rural Water Service Lines. Household Septic Systems,** provided that they follow DENR rules.

LATE APPLICATION FEES

Whenever any work or activity for which a permit is required has been commenced without first obtaining the required permit, the following fee schedule shall apply in recognition of the increased administrative time to inspect and process such applications.

Building Permits. (After-the-fact).

Voluntary (Applicant applied for permit after beginning or finishing the building, but prior to being contacted by the Brookings County Zoning Director, the building permit fee shall be 1.5 times the regular fee.

County-Notified. Applicant applied for permit after beginning or finishing the building, and after being contacted by the Brookings County Zoning Director, the building permit fee shall be 2 times the regular fee.

Conditional Uses & Variances (After-the-fact).

If a variance or conditional use is required and is applied for after construction has begun or the activity is commenced, the fees for such permits, together with the required meeting fees, shall be 2 times the regular fee.

Note:

The payment of any such late fees shall not exempt any person from compliance with all other provisions of the zoning ordinance nor from any penalty prescribed by law.

**Planning & Zoning Commission
Information**

The planning and zoning commission is made up of one county commissioner and eight citizens from 4 different districts in Brookings County. Members are appointed by the Brookings County Commission.

The commission typically meets on the evening of the first Tuesday of each month. This meeting is public, and any interested person may attend. The deadline for items to be heard by the commission is the second Tuesday of the month for the following month's meeting. The commission meets on a monthly basis and hears matters related to the Brookings County Zoning Ordinance, such as requests for special exceptions, variances, rezoning requests, and plat filings.

Conditional Uses. A conditional use may be made by the planning commission for a use not generally allowed in the zoning district for a particular property. Public hearings for Conditional Uses are heard by the Planning Commission.

Variations. A variance may be sought by a landowner if it is not possible to meet the Brookings County Zoning Regulations due to a property-based hardship. Public hearings for variations are heard by the Planning Commission acting as the Board of Adjustment.

Re-zonings. A property owner may request a rezoning of a portion of land if the current zoning designation is not consistent with the planned use of the land. Re-zonings are heard by the Planning & Zoning Commission and referred to the County Commission.

Note: All application fees are non-refundable.

INFORMATION REQUIRED TO OBTAIN A BUILDING PERMIT:

- 1) Name, Address, and Phone Number.
- 2) Legal description of the property where building is to occur. (Township, Section Number, Location).
- 3) Dimensions of structure to be built.
- 4) Floor plans (for residences only).
- 5) Approximate cost of the building (contractor's bid).
- 6) Distance from road (setbacks).
- 7) Type of sewer & water system (if applicable).
- 8) Truss/Rafter drawing to scale.
- 9) Right to Farm Covenant for new residences.

FEES FOR ITEMS HEARD BY THE PLANNING & ZONING COMMISSION

Variance	\$100.00
Conditional Use	\$150.00
Rezoning	\$200.00
Preliminary Plat	\$25.00
Final Plat	\$25.00
Plat - Filing Fee with Register of Deeds	\$60.00
Right to Farm Covenant - Filing Fee with Register of Deeds	\$30.00
Copies	\$1.00/pg
Electronic Data- DC of DVD	\$5.00
Special Meeting Fee	Regular fee plus salary & mileage of board members.
E911 Sign & Installation	\$30.00

Determining the Cost of a Building Permit:

- 1) Figure the Area of the Structure: Length x Width.
This is the Square Footage of the Building.
- 2) Multiply the Square Footage x Price, using the Fee Schedule Below. This is the Building Valuation.
- 3) Use the Table on the adjacent page to determine the cost of the building permit.

Example: If you are building a one-story home that is 56' long and 28' wide, multiply $56 \times 28 = 1568$
Multiply $1568 \times \$80 = \$125,440.00$
A building permit for an \$125,000-\$125,999 home costs \$223.00.

Fee Schedule. The following is used to determine the cost of building a structure (based on a dollar/square foot schedule). At times, the bid price may be quoted. This valuation of the building is what the price of the building permit is based upon.

Dwellings

Site Built - One Story	\$80./square foot
Site Built - Two Story (or finished basement)	\$40/square foot
Moved (New)	\$80/square foot
Moved (Used)	\$10/square foot
Unfinished Basements	\$19/square foot
Manufactured & Mobile Homes	Actual cost or Marshall & Swift Mobile Home Cost Guide.
Foundation (no basement)	\$3/square foot

Garages

Attached Garages	\$22/square foot
Detached Garages (with concrete floor)	\$27/square foot
Detached Garages (no concrete floor)	\$25/square foot

All other structures besides dwellings and garages (for example, machine sheds and grain bins) are valued at the contractor's bid.

Commercial Building Contractor's bid

INSPECTION #2: PRIOR TO SHEETROCK

• **Framing Inspection:**

Inspection of plumbing, bathrooms, insulation, and roof vents. This inspection will be made after the structure is framed, sheeted, insulated, and the vapor barrier is in place, but prior to sheet rocking.

INSPECTION #3: UPON COMPLETION

• **Final Inspection:**

This inspection will be made after backfill and rough grading and the building is completed and ready for occupancy. Although Brookings County does not require a Certificate of Occupancy, a building should not be occupied until the final inspection is completed.

MANUFACTURED & MOBILE HOME TIEDOWN INSPECTIONS:

- All manufactured and mobile homes must be anchored in accordance with current Federal Emergency Management Agency (FEMA) regulations. This inspection will be completed within 30 days of the mobile or manufactured home placement on a site.

OTHER INSPECTIONS & RE-INSPECTIONS

- May be required by the building inspector in specific situations.

Brookings County Building Permit Fee

GENERAL INSPECTION INFORMATION:

- Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the building official.
- Protection of joints and penetrations in fire-resistive assemblies shall not be concealed from view until inspected and approved.

INSPECTION #1: PRIOR TO BACKFILLING THE BASEMENT

- Foundation Inspection:**

Inspection of footings and foundation, including design, basement walls, and egress windows. This inspection will be made after footings and foundation are complete and any required drain tile, drainage fill, and foundation coating is in place.

OR

- Concrete Slab or Under-Floor Inspection:**

This inspection will be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing is installed, including the sub-floor

Building Valuation

Building Permit Cost

From	Less than	
0	800	\$ 15.00
800	1000	\$25.00
1000	2000	\$30.00
2000	3000	\$35.00
3000	4000	\$40.00
4000	5000	\$45.00
5000	6000	\$50.00
6000	7000	\$55.00
7000	8000	\$60.00
8000	9000	\$64.00
9000	10000	\$68.00
10000	11000	\$70.00
11000	12000	\$72.00
12000	13000	\$74.00
13000	14000	\$76.00
14000	15000	\$78.00
15000	16000	\$80.00
16000	17000	\$82.00
17000	18000	\$84.00
18000	19000	\$86.00
19000	20000	\$88.00
20000	21000	\$90.00
21000	22000	\$92.00
22000	23000	\$94.00
23000	24000	\$96.00
24000	25000	\$98.00
25000	26000	\$100.00
26000	27000	\$102.00
27000	28000	\$104.00
28000	29000	\$106.00
29000	30000	\$108.00
30000	31000	\$110.00
31000	32000	\$112.00
32000	33000	\$114.00
33000	34000	\$116.00
34000	35000	\$118.00
35000	36000	\$120.00
36000	37000	\$122.00
37000	38000	\$124.00
38000	39000	\$126.00
39000	40000	\$128.00
40000	41000	\$130.00
41000	42000	\$132.00
42000	43000	\$134.00
43000	44000	\$136.00
44000	45000	\$138.00
45000	46000	\$140.00
46000	47000	\$142.00
47000	48000	\$144.00
48000	49000	\$146.00
49000	50000	\$148.00

Add \$1.00 for each additional \$1000

BUILDING CODES

Brookings County has adopted the 2015 International Residential Code and 2015 International Building Code in order to provide minimum standards to safeguard life, limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all new residences, additions to residences, and garages. This code also regulates snow loads on agricultural structures and tie downs on all mobile and manufactured homes

ELECTRICAL INSPECTION:

All electrical work must be done in accordance to the National Electric Code. It may be installed by the owner in an owner-occupied structure or by a state-licensed electrician. All electrical work must be inspected by the State Electrical Inspector.

BUILDING INSPECTION FEE SCHEDULE

(To Be Paid When Building Permit is Issued)

\$100.00 per inspection

**# of inspections determined
when permit is issued.**

BUILDING INSPECTIONS

In order to ensure that the 2015 International Residential Code and 2015 International Building Code is upheld, all new residences, new additions to residences, and new garages will be inspected. Residences and additions will be inspected on-site three times prior to occupancy. Garages and snow loads on agricultural buildings will be inspected upon completion. All mobile and manufactured homes will be inspected for tie downs within 30 days after being moved onto a site. A listing of inspections required by Brookings County and their purposes follows.

Note:

When a required building inspection is ready to be completed, the owner or contractor will need to call the Brookings County Zoning Office at (605) 696-8350 to schedule the building inspector. For scheduling purposes, a 24 - hour notice to the building inspector is required on all building inspections.

SITE PLAN: PRIOR TO CONSTRUCTION:

- Inspection for lot line verification and variances required in order to obtain building permit.
- The owner or contractor must submit a site plan when applying for a building permit which shall include the address and legal description of the property location and a sketch of the proposed building or addition to the building showing the setbacks from the right-of-way and/or property lines.