

**TOWN OF NEWELL
INSTRUCTIONS FOR
BUILDING AND USE PERMIT APPLICATION**

101 East Third Street – PO Box 405
Newell, SD 57760
Phone: 605-456-2737 Fax: 605-456-9820

Building Permits. - Any person, persons, firm or corporation desiring to construct a new structure or to repair or remodel to the extent of fifty per cent of the original value any building or move any building within the corporate limits of the city of Newell shall make application for a permit therefor to the department building inspector, which application shall state the name of the owner of the structure, the exact location where the structure is to be constructed or repairs or remodeling made, the dimensions and the material and the use to which said structure is to be devoted. In case of moving a building such application shall state its present location and the exact location to which it is desired to move the structure.

Building permit applications should be submitted to the Finance Office at the address above. Building permit applications will be reviewed and processed by the Building Inspector. Building permit applications must be submitted two weeks prior to starting your project.

WARNING TO OWNER: No work or installation can commence prior to the issuance of a permit or you may be subject to a fine and/or be required to remove such work or installation.

To avoid delays please submit the following information with the application for any new construction, additions or alterations.

- 1. Site Plan – show all proposed construction with dimensions of buildings and distances to front, side and rear property lines.**
- 2. Building Plans – show footing, foundation, floor plans, and elevations.**

BUILDING PERMIT FEES EFFECTIVE	
Total Cost of Construction (round all costs to the nearest \$1,000.00)	Fee
\$0.00 - \$1,000.00	\$10.00
\$1,001.00 TO \$5,000.00	\$25.00
\$5,001.00 to \$20,000.00	\$35.00
\$20,001.00 to \$50,000.00	\$50.00
\$50,001.00 and up	\$100.00
ADDRESSING/MAPPING	\$200.00

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. **The Town of Newell is an equal opportunity provider, employer, and lender.**