

Permit Requirements:

A permit is required when changes are being made to the bearing members or area of a structure or when areas are being finished or remodeled.

Things that do not require a permit:

- Replacing existing windows/doors with like-sized windows/doors.
- Painting, papering, tiling, carpeting, flooring, cabinets, counter tops, and similar finish work.
- Replacement of exterior siding or trim.
- Swings and other playground equipment.

Wondering if a building permit is required?
Contact Mike at 743-5872 ext. 12.

Frequently Asked Questions about Basement Finishing Permits:

Q1. What inspections do I need to finish my basement?

A1. A building permit must first be obtained from the City. If plumbing or electrical wiring is being installed or modified, state permits must also be obtained. The City permit includes two types of inspections, building and mechanical. Regardless of the work performed both inspectors need to complete their two inspections, rough-in and final.

Q2. Do I need a mechanical inspection?

A2. Yes, all basement finishing projects need to have both the building and mechanical inspector sign off on the project, even if no vents, ductwork, fireplaces, or furnaces are being installed or modified.

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FAQ - Basement Permits (*Continued*)

Q3. When do inspections need to be completed?

A3. Inspections should occur at the end of the rough-in phase and upon substantial completion of the project. Typically the rough-in inspection is done after all wall studs have been installed but before any sheet rock has been attached to the studs. The rough-in may differ for each inspector depending on the project and the inspectors should be contacted to answer any questions. The final inspection is a final walk through that is designed to make sure all changes have been made as needed and all safety issues are addressed. All inspectors will need their own final inspection.

Q4. What do I need to have done to finish my basement?

A4. All sheetrock, doors, windows, ductwork, hand railings, and smoke detectors need to be in place.

Q5. Does the area under the stairs need to be finished when I finish my basement?

A5. Yes! For safety purposes, the underside of the stairs needs to have at least a two-hour fire wall installed. Typically this fire wall consists of 3/4" thick sheetrock.

Q6. Does there need to be some sort of a barrier separating finished areas from unfinished areas?

A6. No.

Q7. How much does a permit Cost?

A7. It depends on the size of the area being finished. The minimum permit cost is \$27.00 and can range upwards to around \$200.00.

Q8. How long is a permit good for?

A8. Permits expire two years after they are issued. An extension to this period is available at no additional charge.

Frequently Asked Questions about Deck Permits:

Q9. How far down do the posts have to be?

A9. Posts for deck support need to be secured in the ground at least 24 inches.

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Frequently Asked Questions about Mechanical Work Permits:

Q10. When is a permit required for mechanical work?

A10. Any time an air duct, ventilation system, furnace, water heater, gas fireplace, garage heater, etc. is installed, altered, or replaced a mechanical permit is required.

Q11. Why is a permit required for mechanical work?

A11. Permits are required in order to ensure that the work complies with manufacturer's standards and building codes.

Contact Information:

Building Official: Michael McMahon
Email: michael.mcmahon@harrisburgsd.gov
Phone: 605.743.5872 ext. 12

Building Inspector: Al Bossman
Phone: 605.360.6709

Mechanical Inspector: Steve Robertson
Phone: 605.595.3527

State Plumbing Commission:
308 S. Pierre St.
Pierre, SD 57501
Phone: 605.773.3429
<http://dir.sd.gov/bdcomm/plumbing/default.aspx>
Permits: \$5.00 + inspection fees

State Electrical Commission:
308 S. Pierre St.
Pierre, SD 57501
Email: roxie.mobley@state.sd.us or
<http://dir.sd.gov/bdcomm/electrical/default.aspx>
Phone: 605.773.3573 or 1.800.233.7765
Permits: \$10 + inspection fees

Helpful Checklist:

Get Building/Mechanical Permit from City of Harrisburg:

Yes No Contractor will obtain

Get Plumbing Permit from State of SD:

Yes No Contractor will obtain

Get Electrical Permit from State of SD:

Yes No Contractor will obtain

Inspection dates:

Rough-in

Final

Building:		
Mechanical:		
Plumbing:		
Electrical:		

Received completion letter from City of Harrisburg:

Yes No

How to obtain a permit:

A permit can either be started in person at the City Office at 301 E. Willow Street or submitted through the City's website (www.Harrisburgsd.gov) under the "Online Building Permit" menu on the left hand side of the page.

If information has been submitted and the City has contacted you to let you know that your permit is ready to be signed and paid for, then the process of stopping at the City Office is estimated to take around 5 minutes.

If no information has previously been submitted and you are able to stop in to apply for a building permit, the process is estimated to take around 10-15 minutes.

Please note that there is no guarantee that a building permit will be issued the same day that the application is received; however it is typical in most situations. If you need a permit by a certain day please plan ahead or call the City office and schedule a meeting with the Building Official to make sure of staff availability for your request.

City of Harrisburg
301 E. Willow Street
P.O. Box 26
Harrisburg, SD 57032
605.743.5872
www.HarrisburgSD.gov



Building and Mechanical Permits

Frequently Asked Questions



Prepared by



Building Services

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