

Information Sheet for
Residential Building Contractor's License

City of Sioux Falls

General

Applications cannot be processed until examination has been taken, passed, and all documents and fees have been submitted. Application processing takes approximately two weeks. If you use a company name, all forms must be completed in the company name. Example:

If an individual – John Doe d/b/a Doe Drywall

If a partnership – John Doe and Jane Doe d/b/a J & J Home Improvement

If a corporation – Doe Homes, Inc.

Construction Supervisor

The Construction Supervisor is the individual who has passed the Construction Supervisor examination and is designated as a person responsible for the personal supervision of a contractor's residential building contracting. The Construction Supervisor must be available to his laborers and the City inspectors. He must be able to and actually determine that all work performed is in compliance with City ordinances, rules, and regulations, and state laws regulating building construction.

Inactive Construction Supervisors

An individual who has passed the Construction Supervisor examination is eligible to apply for an Inactive Construction Supervisor's license. Contact Building Services for more information regarding this license.

License Application

Form must be fully completed, signed, and dated by the applicant.

License Fee and Expiration

License expires March 1 of every third year, currently expiring on March 1, 2010. Fee is prorated annually.

\$100.00 March 1, 2009 – February 28, 2010

\$300.00 March 1, 2010 – February 28, 2011

\$200.00 March 1, 2011 – February 29, 2012

\$100.00 March 1, 2012 – February 28, 2013

Make check or money order payable to the City of Sioux Falls.

Excise Tax Number

You must secure a South Dakota contractor's excise tax number from the South Dakota Department of Revenue at 300 South Sycamore Avenue, Suite 102. You may reach them at (605) 367-5800 or www.state.sd.us/drr2/revenue.html.

Compliance Bond

A \$10,000 compliance bond is required as a condition of a Residential Building Contractor's license. Each residential building contractor must maintain and deliver to the Chief Building Official a bond or a bond continuation certificate in the amount of \$10,000 in a form approved by the City listing the contractor as principal and the City as obligee for the benefit of the City of Sioux Falls and consumers dealing with the contractor. **The bond must state that you are a licensed Residential Building Contractor ("General Contractor" is not acceptable). We must have the signed original bond. The name appearing on the bond and insurance must match the business name appearing on your license application.**

The bond requires the faithful and lawful completion of all work entered into by the contractor within the city and for compliance with all the provisions of the ordinance. The bond shall be written by a corporate surety authorized to transact business in the state of South Dakota.

This bond can be purchased through your independent insurance agent. **It is your responsibility to ensure all continuation certificates are forwarded to the Building Services office upon expiration of each bond or bond continuation.**

Insurance

You must also submit a Certificate of Liability Insurance with single limits at a minimum of \$300,000.

Certificate holder must read:

City of Sioux Falls, Building Services Department
224 West Ninth Street
PO Box 7402
Sioux Falls, SD 57117-7402

Again, it is your responsibility to ensure all updated renewal certificates are forwarded to the Building Services office.

Home Occupation Permit

If you live in the city of Sioux Falls and are working out of your home as a Residential Building Contractor, you are required to obtain a Home Occupation Permit from the City Zoning Office. Zoning is located in the main Building Services office on ground floor of City Hall. For more information, please call (605) 367-8254 or visit our website at www.siouxfalls.org/Building/permits

My Contact Information

Building Services, Attention: Tonya
224 West Ninth Street, PO Box 7402
Sioux Falls, SD 57117-7402
Building Services Main Office: (605) 367-8670 Tonya's extension: (605) 367-8672
Fax: (605) 367-8737
Email: thovaldt@siouxfalls.org