

Application for Manufactured Home Park License

Website: www.siouxfalls.org/building

Please print or type the following information

Name of manufactured home park, as it is to appear on license.

Park address

Number of spaces (lots)

Website (if available)

Individual

Owner's Name

Date of Birth _____

Partnership

Names of partners

Corporation

Names and titles of corporate officers

Name of resident park manager

Phone

Home Address

Email

Oath/Signature

I hereby declare that any statements herein are true and complete, with the same effect as though given under oath.

Applicant's signature and title (president, owner, partner)

Mailing address

City, State, Zip

Date

Business telephone

Space below reserved for office use

Receipt Number _____ Fee \$ _____ Approved by _____

Health Dept. Approved by (Initials) _____ Zoning Enforcement Manager

Fire Dept. Approved by (Initials) _____ Date _____

Application Instructions for Manufactured Home Park License City of Sioux Falls

General

Applications cannot be processed until all documents have been received and the fee submitted. License processing takes approximately one month. If you use a company name, all forms must be completed or issued in the company name. Example:

If an individual—John Doe d.b.a. Doe Manufactured Home Park

If a partnership—John Doe and Joan Doe d.b.a. J & J Enterprises

If a corporation—Doe Park, Inc.

License Application

This form must be fully completed, signed, and dated by the owner or officer of the company.

Please Note: It is the applicant's responsibility to notify the City of any change in the resident agent's name or address.

Renewals

All license renewals must be submitted by May 31. Applications after the expiration date of said license will be charged in addition to the license fee a reinstatement fee equal to 50 percent of the license.

Park Rules and Regulations

Submit a copy of your park rules and regulations with the application. (Not applicable on renewals unless park rules have changed since originally submitted.)

Fees

One Hundred Dollars [\$100] license fee, Fifty-five Dollars [\$55] plus \$1 per manufactured home for fire and health inspection fees. Make check or money order payable to the City of Sioux Falls.

Example: A park with 200 manufactured home spaces	\$100 license fee
	55 inspection fee
	<u>\$200</u> inspection fee
Total	\$355

Expiration

All licenses expire on June 30 of each calendar year.

Mail To

Building Services
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402
(605) 367-8254