

**Application Instructions for  
Sign and Outdoor Advertising License  
City of Sioux Falls**

**General**

Applications cannot be processed until all documents have been received and the fee submitted. License processing takes approximately two weeks. 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 Signs

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

If a corporation—Doe Signs, Inc.

**License Application**

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

**Bond—\$10,000**

The bond is to cover the faithful observance of the City's sign regulations and to save and keep harmless the City from all damages, liabilities, losses, or judgments that may be recovered against the City by reason of negligent erection or maintenance of any such sign.

The bond must be written for a **sign and outdoor advertising contractor. We need the signed original of the bond.**

**Insurance**

Submit Certificate for Contractor's Public Liability Insurance in the following amounts:

Bodily injuries, including death with limits of at least \$100,000 for each person and \$300,000 for each accident and cover property damage with at least \$50,000 for each accident.

Please specify to your agent certificate holder must read:

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

It is your responsibility to ensure all renewal certificates are forwarded to this office.

**Fee—\$200**

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

**Expiration**

All licenses expire on December 31 of each calendar year.

**Mail To**

Building Services  
Attention: Tonya  
224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
(605) 367-8672

# Application for Sign and Outdoor Advertising License

Website: [www.siouxfalls.org/building](http://www.siouxfalls.org/building)

Please print or type the following information

Name of sign and outdoor advertising company, as it is to appear on license (Individual name only if no company name is used.)

Physical business address other than P.O. Box

Mailing Address

Individual

Date of Birth

Owner's name

Partnership

Names of partners

Corporation

Names and titles of corporate officers

Email Address

## Oath/Signature

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

Applicants signature and title (President, owner, partner)

Mailing address

City, State, Zip

Date

Business telephone

## Space below reserved for office use

Receipt Number \_\_\_\_\_ Fee \$ \_\_\_\_\_

Bond expiration date \_\_\_\_\_ Insurance expiration date \_\_\_\_\_

Assigned License No. \_\_\_\_\_ Date License Mailed \_\_\_\_\_

# FAX APPLICATIONS

(This section to be completed for application by fax only)

Charge to     MasterCard     Visa

Card Number # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Three- or four-digit security code that is printed on the  
backside of the credit card \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Name (Print name as it appears on card)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Fax Number (605) 367-8737**