

Rental Housing Permit Application

Website: www.siouxfalls.org/building

There is no fee for this permit application.

This application must be typewritten or printed in ink.

Property Information

Rental property street address: _____

Number of rental units: _____

A separate application is required for each address

Owner Information

Name: _____

First

MI

Last

Date of Birth
(required)

Daytime phone: _____

Evening phone: _____

Owner's street address: _____

City

State

Zip Code

Has the owner or responsible party as defined below within the previous three (3) calendar years been in violation and failed to make timely corrections of health, nuisance, or other code violations to any property or properties in any municipality including the City of Sioux Falls? Yes _____ No _____

Responsible party means any person or persons in charge of the premises or location or the person or persons responsible for the event or incident and includes any of the following: (1) the person or persons who own the property where the violation exists, (2) the person or persons in charge of the premises where the violation exists, (3) the person or persons using the premises when the violation exists, (4) if any of the above is a minor, a parent or guardian of such minor shall be the responsible party, (5) if any of the above is a business entity, the manager or on-site supervisor where the violation exists.

Person Responsible for the Maintenance and Management of this Rental Property

Name of property manager: _____

First

MI

Last

Date of Birth
(required)

Daytime phone: _____

Evening phone: _____

Manager's street address: _____

City

State

Zip Code

Oath/Signature

I certify that the above information and answers are correct, and I understand that all mailings from the Planning and Building Services Department will be mailed to the appointed property manager.

Signature of Owner

Date

Signature of Property Manager (if other than owner)

Date

Space below reserved for office use.

Assign permit number _____

Date Permit Mailed _____

**INSTRUCTIONS AND IMPORTANT INFORMATION
RENTAL HOUSING PERMIT APPLICATION
CITY OF SIOUX FALLS**

General

Applications must be completely filled out and signed before processing can begin. Application processing takes approximately two weeks.

Permit Requirements

Section 11-112. Permit Requirements

No person shall occupy, allow to be occupied, advertise for occupancy, solicit occupants of, or let to another person for occupancy any residential rental unit within the city that has not been permitted as residential rental unit by the city. Failure to make truthful disclosures under the information required under paragraph (5) below, or if the information disclosed reveals three (3) or more health, nuisance, or other code violations resulting in citations and fines payable to the city within the previous three (3) calendar years, shall be cause for the city to elect to deny such permit. Application for permit for residential rental unit shall be made on forms furnished by the city. A residential rental property owner and/or the designated agent shall notify the city in writing within 15 calendar days after any change to the information. The application and supporting forms shall require the following information:

- (1) Name, mailing address, and phone number of the property owner, and, if the owner is not a natural person, the name, address, and phone number of a designated agent for the owner.
- (2) The name, phone number, and mailing address of any person authorized to make or order repairs or services for the property, if in violation of city ordinances or state law, if the person is not the owner.
- (3) The street address of the residential rental unit.
- (4) The number and type of units; i.e., dwelling units or sleeping rooms.
- (5) Whether the owner or responsible party as defined by Section 2-111 of the Revised Ordinances of Sioux Falls, SD, have, within the previous three (3) calendar years, been in violation and failed to make timely corrections of health, nuisance, or other code violations, excluding any notices or violations issued pursuant to Section 38-76 or Sections 42-49 through 42-51, to any property or properties in any municipality, including the City of Sioux Falls.

Transfer of Ownership

Section 11-116. Property transfers

To transfer a permit for a residential rental unit from one owner to another, the applicant shall give written notice, including the name and address of the transferee, to the city of the transfer within 30 days after such transfer. Any permit for a residential rental unit being transferred shall expire upon its original expiration date.

Section 107.5, Article VI, Chapter 11

It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease, or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee, or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee, or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Permit Expiration

Section 11-114. Permit expiration

Each permit and renewal permit shall expire either on the 31st day of December in the third year following the year of issuance or earlier when such permit shall immediately expire and be considered revoked, with no additional due process consideration required, upon the city's issuance of any notice of a fourth health, nuisance, or other code violation when said permit holder has been subject to three (3) health, nuisance, or other code violations resulting in citations and fines payable to the city within the previous three (3) calendar years, excluding any notices or violations issued pursuant to Section 38-76 or Sections 42-49 through 42-51, as to any property in the city. No owner of a residential rental unit in the city shall otherwise allow a permit once issued to expire without making application for a renewal permit. However, a permit or renewal permit shall not be issued before completion of a satisfactory city inspection and approval of that dwelling unit's condition of habitability if: (A) the owner or responsible party has been subject to three (3) or more citations, excluding any notices or violations issued pursuant to Section 38-76 or Sections 42-49 through 42-51, resulting in fines payable to the city within the previous three (3) calendar years, or (B) if at the time of expiration of said permit there remain unpaid fines for any health, nuisance, or other code violations to the city by the owner or responsible party for the subject property.

Mail To

Building Services, Attention: Tonya, 224 West Ninth Street, P.O. Box 7402, Sioux Falls, SD 57117-7402;
Phone: 605-367-8672 or fax to 605-367-8737