

Before beginning a new small business in Sioux Falls, you may want to check with several City departments to see what advice and information they can offer to help you. This pamphlet will attempt to answer questions a new small business owner might have and refer them to the appropriate City department.

◆ **When do I need to worry about zoning and who do I contact for more specific information?**

Fundamentally, you should know that different types of businesses and building uses are allowed in different areas of the city according to the zoning district. Determine if the type of business you plan is permitted by the zoning code at the location chosen and whether special situations exist involving the zoning, site and development plans, conditional use, etc. Secondly, if you are changing the use of a particular location from one type of business to another, City officials may require updating in order to comply with current building and zoning regulations. For example, some locations may not have enough off-street parking spaces to meet current zoning regulations. Be sure to allow ample lead time for processing, which in some cases could be several months.

◆ **Are there any restrictions on signage?**

The City Zoning Office also regulates signs. In general, the allowable sign area of a particular location is determined by the amount of street frontage or building frontage and the zoning district in which the building is located. If you plan on sharing a location with other businesses, be aware that existing businesses may have used up any allowable sign area.

◆ **What about “in-home” businesses?**

Many businesses may be operated from within one’s own personal residence when there is no evidence other than a nameplate which would indicate from the exterior that the building is being utilized for any purpose other than as a dwelling. Businesses operated from

a dwelling need to meet a number of criteria which are reviewed by the Zoning Office. These businesses are termed “home occupations” and are also required to obtain a permit.

The Zoning Office may be contacted at 367-8254.

◆ **When do I require a building permit?**

If new construction, renovation, or remodeling is to be undertaken, you must apply for a building permit prior to beginning work. You should be aware that any building improvements require building permits which are regulated by applicable building codes.

◆ **How do I find out about building codes?**

Building codes are referred to in Chapter 11 of the City ordinance and are detailed in the International Building Code, available at the City Library. They may entail upgrading fire-resistant construction and making structural improvements, adding additional exits, fire sprinkler systems, or handicapped bathrooms and access, as well as updating plumbing, electrical, and heating facilities.

Contact the Building Inspection Office at 367-8254 for further information.

◆ **Are there any site design requirements for new small businesses?**

Projects which require a conditional use permit, or those located within a planned development district, are subject to a review by the City. You may be required to provide additional landscaping or other site improvements as a part of the approval process.

Also, the City has delineated certain corridors as “Design Review Districts.” These areas, including property along the Big Sioux River Greenway, downtown, portions of 49th Street, and Interstate 229, have restrictions on landscaping, sign types, and building materials which must be maintained. For more specific information call the Planning Office at 367-8888.

◆ **Where do I find out what type of business activities require a special license or permit and where do I obtain one?**

To find out if your enterprise requires licensing, you should check with the City Finance Office and the South Dakota Department of Commerce and Regulation Division of Professional and Occupational Licensing at (605) 773-3178. The City Finance Office is located at City Hall, 224 West Ninth Street. It serves as a handling center for a variety of special permits and licenses; these are listed in Chapter 23 of the City ordinance along with the current fee schedule.

◆ **What is the procedure for obtaining one of these special permits or licenses and how long does it take?**

Applications for special permits and licenses are available in the City Finance Office and the staff will assist in their completion. Licenses can generally be issued within one to two days (there are exceptions). Please contact the City Finance Office to find out specific time frames for your particular type of license application.

Questions for the City Finance Office may be directed to 367-8082.

◆ **Where would I find reference material about operating or beginning a small business?**

The Siouxland Libraries Main Library, 201 North Main Avenue, has a wide variety of resources available to persons interested in starting a new business or in doing a better job in their present operation. Examples include: business-related video and audio tapes, business periodicals, recent popular books relating to small businesses, business directories, small business start-up kits, investment guides, tax guides, marketing guides, and business statistical compilations. In addition, the Library supplements these with publications of the Small Business Administration and other state and federal agencies. The Library Information Desk may be reached by calling 367-8720.

◆ **How does the City support small businesses owned by women, minorities, and the disadvantaged?**

The City of Sioux Falls maintains the commitment that Disadvantaged Business Enterprises (DBEs) have the maximum opportunity to compete for and perform federally assisted contracts and subcontracts. The City's Contract Compliance Specialist has information pertaining to the necessary requirements for State DBE certification and the benefits associated with this certification. The City's Contract Compliance Specialist also has information regarding the economic opportunities available to low and very low income persons and business entities which provide economic opportunities to low and very low income persons through certain HUD assisted projects.

The Contract Compliance Specialist may be contacted at 367-8176.

◆ **Suppose I have questions about:**

Security. The Sioux Falls Police Department has a number of crime prevention programs available for small businesses, either new ones or existing ones. The department provides surveys of premises to assist in establishing good security for buildings and property, providing lock displays for all types of security needs, providing presentations on such subjects as shoplifting and bad check procedures and prevention, and presentations on reducing employee theft.

In addition, if there are specific, special needs that a small business has, the department can develop programs to meet their needs.

For information about these programs, contact the Police Department at 367-7212 or 367-7230.

Fire Safety. Sioux Falls Fire Rescue visits each business in the community at least once a year. At this time, Fire Rescue personnel can give advice or answer questions concerning fire prevention. Small businesses should give consideration to the many fire safety related

operational licenses and installation permits that are required by the City. They are listed in Chapter 23 of the City ordinance.

Fire Rescue will answer questions at 367-8093.

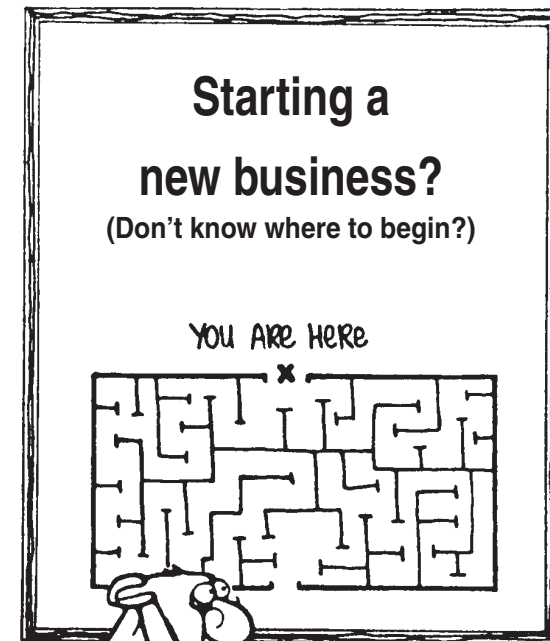
Sanitation. The environmental section of the Sioux Falls Health Department is active in assisting the implementation of many new establishments, especially those distributing food and beverages. The Health Department advises on the development of blueprints so that facilities are properly designed and located to allow for adequate sanitation, easy maintenance, and the smooth flow of materials and work. After blueprints are developed and approved by the Health Department, a health agent visits the construction site to answer any questions and advise on any alterations to the approved plans. The sanitary operation of facilities is important to the public and to the financial success of a business. With this in mind, the Health Department offers educational training to management and employees in sanitation so that they may more adequately meet their responsibilities to their customers.

Questions for the Health Department may be directed to 367-8760.

Other useful phone numbers:

- Small Business Administration 330-4231
- IRS-Federal I.D. Number 1-800-829-1040
- Social Security Administration 330-4334
- Department of Revenue
- State Sales Tax Office 367-5800
- Minnehaha County Register of Deeds . 367-4223
- SCORE (Service Corps of Retired Executives)..... 330-4231
- Sioux Falls Chamber of Commerce 336-1620
- Main Street Sioux Falls 338-4009
- SF Development Foundation, Inc. 339-0103

**Prepared by Lorie Hogstad,
City Finance Office,
(605) 367-8082.**



City of Sioux Falls

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