

**Board of Appeals and Examiners**  
**231 North Dakota Avenue, P.O. Box 7402**  
**Sioux Falls, SD 57117-7402**  
**605-367-8672**

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

**Application for Residential  
Construction Supervisor Examination**

*Please print or type the following information:*

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*(First) (Middle) (Last)*

Home Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Company as it will appear on license (individual name if no company name is used) (Not required):  
\_\_\_\_\_

Please list which month you would like to take the exam. \_\_\_\_\_

**Space Below for Office Use Only**

Handbook Received

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

Examination Date \_\_\_\_\_ Score \_\_\_\_\_

# FAX/EMAIL APPLICATIONS

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

Charge to  MasterCard  Visa  Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_/\_\_\_\_\_

Three- or four-digit security code that is printed on the back side of the credit card: \_\_\_\_\_

Charge amount: \$\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

**Fax Number: 605-367-8737**

**Email: [licensing@siouxfalls.org](mailto:licensing@siouxfalls.org)**

**Residential Construction Supervisor Examination  
Application and Testing Instructions  
City of Sioux Falls**

**General**

Applications that are incomplete or not accompanied with the fee will not be processed. Applications must be received one week prior to the next scheduled testing date to qualify for testing on that date.

**Application**

This form must be legible and fully completed by the applicant.

**Fee—\$75.00**

This fee is nonrefundable. Make check or money order payable to the City of Sioux Falls.

Examination must be completed within 90 days of application submittal. Failure to complete the examination within 90 days shall result in the forfeiture of the application fee and reapplication will be required.

**Examination Schedule**

Third Wednesday of each month at 9 a.m. Please notify our office if you are unavailable for the exam date.

**Examination Location**

231 North Dakota Avenue, City Center, First Floor.

**Examination**

The examination is open book and consists of 50 multiple-choice questions. The permitted test time is three (3) hours. Eighty percent is required to pass the examination.

**Study Suggestions**

The Board of Appeals and Examiners suggests that you study the *International Residential Code Handbook*, 2015 Edition, which you will receive once examination fee is paid.

**License**

You must apply for your license within 90 days after passing the examination or you will be required to retest. Please see the license application and information sheet for more information.

**Mail To**

Building Services, Attention: Licensing, 231 North Dakota Avenue, P.O. Box 7402, Sioux Falls, SD 57117-7402. Phone: 605-367-8672 • Fax: 605-367-8737 • Email: [licensing@siouxfalls.org](mailto:licensing@siouxfalls.org)

**Parking Information:**

Please remember the permitted test time is three hours.

**Be sure not to park in any parking ramps or assigned parking areas.**

The Building Services department is not responsible for any parking issues that arise while you are testing due to unauthorized parking or failure to pay meter costs including, but not limited to, any parking tickets or towing.

Downtown parking information can be found at [www.siouxfalls.org/parking](http://www.siouxfalls.org/parking). Click “Where can I park downtown?” then “Downtown visitor map.”

## 2018–2020 Residential Construction Supervisor Examination Schedule

Residential Construction Supervisor Examinations are held at **9 a.m.** at the City Center, first floor, 231 North Dakota Avenue.

Examinations are scheduled the third Wednesday of every month.

Filing deadline to apply for examination is the Wednesday prior.

Schedule and location are subject to change; please contact Building Services to verify.

### Exam Dates (9 a.m. to 12 noon)

### Application Deadline

September 19, 2018  
October 17, 2018  
November 21, 2018  
December 19, 2018

September 12, 2018  
October 10, 2018  
November 14, 2018  
December 12, 2018

January 16, 2019  
February 20, 2019  
March 20, 2019  
April 17, 2019  
May 15, 2019  
June 19, 2019  
July 17, 2019  
August 21, 2019  
September 18, 2019  
October 16, 2019  
November 20, 2019  
December 18, 2019

January 9, 2019  
February 13, 2019  
March 13, 2019  
April 10, 2019  
May 8, 2019  
June 12, 2019  
July 10, 2019  
August 14, 2019  
September 11, 2019  
October 9, 2019  
November 13, 2019  
December 11, 2019

January 15, 2020  
February 19, 2020  
March 18, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020  
July 15, 2020  
August 19, 2020  
September 16, 2020  
October 21, 2020  
November 18, 2020  
December 16, 2020

January 8, 2020  
February 12, 2020  
March 11, 2020  
April 8, 2020  
May 13, 2020  
June 10, 2020  
July 8, 2020  
August 12, 2020  
September 9, 2020  
October 14, 2020  
November 11, 2020  
December 9, 2020