

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

Website: www.siuouxfalls.org/building

Application for Examination

Please print or type the following information:

Designate the appropriate examination for which you are applying:

Master Mechanic

Refrigeration Contractor

Full Name _____ Date of Birth _____
(First) (Middle) (Last)

Home 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):**

You are eligible to take the exam within the next three (3) available months.

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

Space below reserved for office use

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

Building Services Licensing
Fax Number 605-367-8737
Email: licensing@siouxfalls.org

Mechanical Board of Appeals and Examiners
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(605) 367-8672

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Master Mechanic Experience

Please print or type the following information:

Full Name _____
Date of Birth _____
Email _____

If you have taken the City examination within the last 12 months, you are not required to fill out this portion of the application.

Experience Required for Testing

An applicant for a Master Mechanic license shall show evidence of four years of experience as a sheet metal mechanic, refrigeration technician, general manager, project manager, or engineer in the employ of a licensed mechanical contractor. During this four-year period, the applicant must have spent at least 2,000 hours per year working as a sheet metal mechanic, refrigeration technician, general manager, or an engineer.

If the code official finds the applicant has the required experience, the individual may be tested. The code official may investigate the individual's experience and the applicant shall cooperate fully with the investigation. Failure to provide information or records related to applicant experience shall be grounds for denial of the application.

The code official will notify in writing any applicant whose application for testing has been refused. The notice will clearly state the reason for refusal and a statement of the applicant's right to appeal. An applicant whose application for testing is refused may appeal the decision to the Mechanical Board of Appeals.

Credit

Graduates of an accredited trade school having at least a one-year program in sheet metal or refrigeration will be given one-half year of experience credit for each year of relevant schooling up to a maximum of one year of experience credit.

Graduates of an accredited college or university having a four-year program in engineering or construction management will be given one-quarter for each year of relevant schooling up to a maximum of one year of experience credit.

Credit for military sheet metal, refrigeration, mechanical construction management, or engineering work will be given at the rate of one year credit for each two years in the military up to a maximum of two years credit.

School and Military Record

Name of Trade School, University, College, or Military	Years Completed	Graduated	Experience Credit

Employment Experience

Important—Unless complete addresses of employers are given, it is impossible to properly process your application and will cause delay. Please give all previous and present employers.

Employer	Dates Employed	Type of Work
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	
Name _____ Address _____ City, State, and Zip _____ Phone No. _____	_____ to _____	

Do you object to us contacting your current employer or any previous employers? Yes No

I declare and affirm under the penalties of perjury that the information on this application has been completed by me, and to the best of my knowledge and belief is true and correct.

Signature of Applicant

Date

- Approved for Testing
 Refused for Testing—Reason for Refusal Attached

Mechanical Inspector

Date

Please mail or fax to: Building Services
 231 North Dakota Avenue
 P.O. Box 7402
 Sioux Falls, SD 57117-7402

Fax: 605-367-8737
 Email: licensing@siouxfalls.org

Mechanical Examinations

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. Applicants must complete the examination within the next available three (3) test dates or reapplication would be required with additional examination fee.

Application

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

Fee—\$75

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

Examination Schedule

Second Wednesday of each month at 8 a.m. The test will be picked up at 11:55 and corrected by the Mechanical Board of Appeals at 12 noon. Please notify our office if you are unavailable for the exam date.

Examination Location

231 North Dakota Avenue, City Center.

Examination

The examination for master mechanic contains open book multiple-choice questions and true/false questions. The permitted test time is 4 hours. It is advisable to bring a calculator, air-duct calculator, and code books. The examination for refrigeration contractor is open book and consists of multiple-choice questions. The permitted test time is 2 hours.

Not Allowed

Cell phones, PDAs, computers, highlighters, cameras, or any other electronic devices.

Study Suggestions

The Mechanical Board of Appeals and Examiners suggests that you study the *2021 International Mechanical Code* and *2021 International Fuel Gas Code* for the master mechanic examination. For the refrigeration contractor exam, it is recommended that you study the *2021 International Mechanical Code* only. To purchase these codes, you may contact www.iccsafe.org.

License

You must apply for your license within 90 days after passing the examination, or you will be required to retest.

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

Parking:

We recommend that you park at a meter that you can pay for up to four (4) or more hours. There are several of these meters near the City Center. A map can be sent upon emailed request. You can also use the PARK SMARTER™ app to help with parking.

Please be sure not to park in any parking ramps or assigned parking areas without previously receiving permission.

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.

2022–2024 Master Mechanic Examination Schedule

Master Mechanic Examinations are held at **8 a.m.** in the **City Center,**
231 North Dakota Avenue, Sioux Falls, SD.

Examinations are scheduled the second Wednesday of every month.

Filing deadline to apply for examination is the Wednesday prior.

Exam Dates (8 a.m. to 12 noon)

Filing/Application Deadline

February 9, 2022
 March 16, 2022
 April 13, 2022
 May 11, 2022
 June 8, 2022
 July 13, 2022
 August 10, 2022
 September 14, 2022
 October 12, 2022
 November 9, 2022
 December 14, 2022

February 2, 2022
 March 9, 2022
 April 6, 2022
 May 4, 2022
 June 1, 2022
 July 6, 2022
 August 3, 2022
 September 7, 2022
 October 5, 2022
 November 2, 2022
 December 7, 2022

January 11, 2023
 February 8, 2023
 March 8, 2023
 April 12, 2023
 May 10, 2023
 June 14, 2023
 July 12, 2023
 August 9, 2023
 September 13, 2023
 October 11, 2023
 November 8, 2023
 December 13, 2023

January 4, 2023
 February 1, 2023
 March 1, 2023
 April 5, 2023
 May 3, 2023
 June 7, 2023
 July 5, 2023
 August 2, 2023
 September 6, 2023
 October 4, 2023
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January 3, 2024
 February 7, 2024
 March 6, 2024
 April 3, 2024
 May 1, 2024
 June 5, 2024
 July 3, 2024
 August 7, 2024
 September 4, 2024
 October 2, 2024
 November 6, 2024
 December 4, 2024

* Indicates date change due to schedule conflict.

Schedule and location are subject to change; please contact Building Services to verify at 367-8670.