

**Information Sheet for
Residential Building Contractor’s License
City of Sioux Falls**

General:

Applications cannot be processed until the Construction Supervisor examination has been taken, passed, and all documents and fees have been submitted. If you use a company name, all forms must be completed in the company name.

All documents must be submitted together for the license application to be processed:

- License application, completed by applicant
- Compliance bond signed original document
- Certificate of liability insurance
- License fee

Construction Supervisor:

The Construction Supervisor (a.k.a. “the license holder”) is the individual who has passed the Construction Supervisor examination and is designated as a person responsible for the personal supervision of a contractor’s residential building contracting. The Construction Supervisor must be available to his laborers and the City inspectors. He must be able to actually determine that all work performed is in compliance with City ordinances, rules, and regulations, and state and federal laws regulating building construction.

Inactive Construction Supervisors:

An individual who has passed the Construction Supervisor examination is eligible to apply for an Inactive Construction Supervisor’s license. Contact Planning and Development Services or visit our website for more information regarding this license or to find this license application.

License Application:

Form must be fully completed, signed, and dated by the applicant. **Please submit the application, original signed bond, certificate of liability insurance, and license fee all together.** This information cannot be faxed or emailed to the City for the original license application, but must be physically delivered to Planning and Development Services in person or by mail.

License Fee and Expiration:

Make check or money order payable to the City of Sioux Falls. License expires March 1 of every third year, currently expiring on March 1, 2019. The license fee is \$300, but we do prorate this fee if you are applying in the second or third year of the license.

Fee:	Date applying for license:	License expiration:
\$100	March 1, 2018–February 28, 2019	<i>(expires March 1, 2019)</i>
\$300	March 1, 2019–February 29, 2020	<i>(expires March 1, 2022)</i>
\$200	March 1, 2020–February 28, 2021	<i>(expires March 1, 2022)</i>
\$100	March 1, 2021–February 28, 2022	<i>(expires March 1, 2022)</i>
\$300	March 1, 2022–February 28, 2023	<i>(expires March 1, 2025)</i>
\$200	March 1, 2023–February 29, 2024	<i>(expires March 1, 2025)</i>
\$100	March 1, 2024–February 28, 2025	<i>(expires March 1, 2025)</i>

Excise Tax Number:

You must secure a South Dakota contractor's excise tax number from the South Dakota Department of Revenue at 300 South Sycamore Avenue, Suite 102. You may reach them at 605-367-5800 or www.state.sd.us/drr2/revenue.html.

Compliance Bond:

A \$20,000 compliance bond is required as a condition of a Residential Building Contractor's license. Each residential building contractor must maintain and deliver to the Chief Building Official a bond in the amount of \$20,000 in a form approved by the City listing the contractor as principal and the City as obligee for the benefit of the City of Sioux Falls and consumers dealing with the contractor. **The bond must state that you are licensed as a "Residential Building Contractor"** ("General Contractor" is **not** acceptable). **We must have the signed original bond. The business name appearing on the bond must match the name appearing on your license application and certificate of liability insurance.**

The bond requires the faithful and lawful completion of all work entered into by the contractor within the city and for compliance with all the provisions of the ordinance. The bond shall be written by a corporate surety authorized to transact business in the state of South Dakota.

This bond can typically be purchased through your independent insurance agent or a bonding company. **It is your responsibility to ensure all continuation certificates are forwarded to the Planning and Development Services office upon expiration of each bond or bond continuation.**

Certificate of Insurance:

You must also submit a Certificate of Liability Insurance with single limits at a minimum of \$300,000. **The business name appearing on the insurance must match the name appearing on your license application and bond. It is your responsibility to ensure all updated renewal certificates are forwarded to the Planning and Development Services office.**

Certificate holder must read:

City of Sioux Falls, Planning and Development Services
231 North Dakota Avenue
P.O. Box 7402
Sioux Falls, SD 57117-7402

Home Occupation Permit:

If you live in the city of Sioux Falls and are working out of your home as a residential building contractor, you are required to obtain a home occupation permit from the City Zoning office. Zoning is located in the City Center. For more information, please call 605-367-8254 or visit our website at www.siouxfalls.org/zoning.

Contact Information:

Planning and Development Services
Attention: Licensing
231 North Dakota Avenue
P.O. Box 7402
Sioux Falls, SD 57117-7402
www.siouxfalls.org/building

Main Office: 605-367-8670
Licensing Ext.: 605-367-8672
Fax: 605-367-8737
licensing@siouxfalls.org