

City of Sioux Falls

Application for Sign and Outdoor Advertising License

Website: www.siouxfalls.org/zoning

This application must be typewritten or printed in ink. In order to process this license application, **it must be submitted with the required original signed bond, certificate of liability insurance, and license fee.** Please see the information sheet for application instructions.

Company Information

Name of company as it is to appear on license (individual name if no company name is used). The name appearing on your bond and insurance certificate must match the business name designated here:

Name of Company _____

Physical Business Address (other than P.O. Box) _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone Number _____ Cell Phone Number _____

Owner's Name _____ Phone Number _____

Owner's Address _____

City _____ State _____ Zip _____

Names and Titles of Corporate Officers _____

Name of Partners _____

South Dakota Contractor's Excise Tax No. _____

Email Address _____

As the license holder, I am including with this application:

- The signed original bond document.
- The document called the "certificate of liability insurance."
- The license fee.

Oath/Signature

I hereby declare that any statements herein are true and complete, with the same effect as though given under oath.

Applicant's Signature

Date

Space below reserved for office use

Receipt Number _____

Fee \$ _____

Bond Expires _____

Insurance Expires _____

Application Instructions for Sign and Outdoor Advertising License City of Sioux Falls

General:

Applications cannot be processed until all documents have been received and the fee submitted. License processing takes approximately two weeks. If you use a company name, all forms must be completed or issued in the company name. Example:

If an individual—John Doe d.b.a. Doe Signs

If a partnership—John Doe and Joan Doe d.b.a. J & J Signs

If a corporation—Doe Signs, Inc.

License Application:

This form must be fully completed, signed, and dated by the owner or officer of the company.

Bond—\$10,000:

The bond is to cover the faithful observance of the City's sign regulations and to save and keep harmless the City from all damages, liabilities, losses, or judgments that may be recovered against the City by reason of negligent erection or maintenance of any such sign.

The bond must be written for a **sign and outdoor advertising contractor**. **We need the signed original of the bond. The business name listed on the bond must match the business name listed on your license application and certificate of insurance.**

Insurance:

Submit Certificate for Contractor's Public Liability Insurance in the following amounts:

Bodily injuries, including death, with limits of at least \$100,000 for each person and \$300,000 for each accident and cover property damage with at least \$50,000 for each accident.

Please specify to your agent certificate holder must read:

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

It is your responsibility to ensure all renewal certificates are forwarded to this office.

Fee—\$200:

Make check or money order payable to the City of Sioux Falls.

Expiration:

All licenses expire on December 31 every other year, currently expiring December 31, 2024, then again December 31, 2026.

Mail to:

City Center
Attention: Sign Licensing
231 North Dakota Avenue
P.O. Box 7402
Sioux Falls, SD 57117-7402

605-367-8672
licensing@siouxfalls.org
www.siouxfalls.org/zoning

Sign permit questions can be submitted to the City Zoning office at 605-367-8254 or zoning@siouxfalls.org.