



# **Application Instructions for Inactive Master Mechanic's License City of Sioux Falls**

## **General:**

Persons may apply and take the master mechanic examination, and upon passing examination and paying appropriate license fees may be issued an inactive master mechanic license.

An inactive master mechanic license does not allow such persons to do work as a mechanical contractor. It does, however, allow such persons to hold a current license with the Planning and Development Services department to avoid retesting upon reinstatement of the mechanical contractor's license.

Applications cannot be processed until examination has been taken, passed, and all documents have been received and the fee submitted. License processing takes approximately two weeks.

## **License Application:**

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

**Fees are prorated annually.** Make check or money order payable to the City of Sioux Falls.

## **Fee:    License Type:**

\$20    Inactive Master Mechanic or Refrigeration

## **Expiration:**

License expires on December 31 every other year, currently expiring December 31, 2025, then again December 31, 2027.

## **Mail To:**

Building Services  
Attention: Licensing  
231 North Dakota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
Licensing Phone: 605-367-8672  
Main Office: 605-367-8670  
[licensing@siouxfalls.gov](mailto:licensing@siouxfalls.gov)  
[www.siouxfalls.gov/building](http://www.siouxfalls.gov/building)

# EMAIL APPLICATIONS

*(This section to be completed for application by 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

This fee is being paid by:  Applicant     Employer

**Building Services Licensing**  
Email: [licensing@siouxfalls.gov](mailto:licensing@siouxfalls.gov)