

City of Sioux Falls
Board of Appeals and Examiners
231 North Dakota Avenue, P.O. Box 7402
Sioux Falls, SD 57117-7402
605-367-8670

Website: www.siuoxfalls.gov/building

**Application for Building Contractor
Examination**

Residential Building Contractor

Roofing and Repair Contractor

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):

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

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

I would like the handbook as a book or a flash drive or I would like both for an additional \$10.00 .

I already have a handbook .

Space Below for Office Use Only

Handbook Received Code _____ Received at Counter Mailed Already Has

Receipt Number _____ Fee \$ _____

Examination Date _____ Score _____

Pass Fail

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.gov

Residential Contractor 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. If the type of exam is not selected on the application, we will assume you are applying for the Residential Building Contractor examination.

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 three months of application submittal. Failure to complete the examination within three months shall result in the forfeiture of the application fee and reapplication will be required.

Examination Schedule

Third Wednesday of each month, Residential Building Contractor exams are at 9 a.m., and Roofing and Repair exams are at 1 p.m. Please notify our office at least one day prior to your scheduled test date 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 for the Residential Building Contractor, and 40 multiple-choice and true/false questions for the Roofing and Repair Contractor exam. 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*, 2021 Edition, for the Residential Building Contractor exam or the *Residential Roofing and Repair Handbook* for the Roofing and Repair exam, which you will receive once the examination fee is paid. You can choose the handbook in book form or on a flash drive. If you choose the flash drive, a hard copy book will be provided for you at the exam.

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: 605-367-8670 • Email: licensing@siouxfalls.gov

Parking Information:

Please remember the permitted test time is three hours.

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

We recommend that you park at a meter that you can pay for up to four 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. Planning and Development Services 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.gov/parking. Click “Where can I park downtown?” then “Downtown visitor map.”

Residential Building Contractor Examination Schedule

Residential Building Contractor examinations are held from **9 a.m. to 12 p.m.**, and the Roofing and Repair examinations are held from **1 to 4 p.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

December 20, 2023

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

*June 26, 2024

July 17, 2024

August 21, 2024

September 18, 2024

October 16, 2024

November 20, 2024

December 18, 2024

January 15, 2025

February 19, 2025

March 19, 2025

April 16, 2025

May 21, 2025

June 18, 2025

July 16, 2025

August 20, 2025

September 17, 2025

October 15, 2025

November 19, 2025

December 17, 2025

January 21, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

July 15, 2026

August 19, 2026

September 16, 2026

October 21, 2026

November 18, 2026

December 16, 2026

Application Deadline

December 13, 2023

January 10, 2024

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 20, 2024

July 10, 2024

August 14, 2024

September 11, 2024

October 9, 2024

November 13, 2024

December 11, 2024

January 8, 2025

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

July 9, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 2025

December 10, 2025

January 14, 2026

February 11, 2026

March 11, 2026

April 8, 2026

May 13, 2026

June 10, 2026

July 8, 2026

August 12, 2026

September 9, 2026

October 14, 2026

*November 12, 2026

December 9, 2026

*Indicates date change due to schedule conflict.