

City of Sioux Falls
Application for Inactive Building Contractor
 Website: siouxfalls.gov/building

This application must be typewritten or printed in ink.

☐ Inactive Roofing and Repair Contractor

Applicant Information

Full Name _____ Date of Birth _____
First Middle Last

Home Mailing Address _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Phone Number _____

Email Address _____

Previous or Current Employer Information

What was the business name you were licensed under as a Contractor?

—OR—

What date did you take the exam? _____

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 _____ List Verified _____

Fee \$ _____

Assigned License Number	Date License Mailed
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Application Instructions for Inactive Contractors City of Sioux Falls

General:

Persons may apply for and take the contractor's examination, and upon passing examination and paying the appropriate license fees may be issued an inactive contractor's license.

An inactive license does not allow such persons to do work as a building 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 contractor's license.

License renewal is required every third year and continuing education is required once during each licensure period. No inactive construction supervisor shall have his license renewed until he has completed a minimum of one-hour attendance at a course that is approved by the Building Official or has retaken and passed the construction supervisor's examination and paid the examination and license fee required for a new license.

Applications cannot be processed until the fee is submitted. License processing takes approximately two weeks.

License Application:

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

License Fee:

\$25.00

Payment Options:

- Cash (in person only; please do not mail cash)
- Check or Money Order Payable to the City of Sioux Falls (in person or by mail)
- Credit Card (in person only; transaction fees may apply)
- CSS Payment (online). Once your application is received and processed, you will receive a link in an email where you can pay via ACH payment or credit card (transaction fees may apply). CSS payments must be received within application deadlines.

Expiration:

License expires on March 1 every third year, currently expiring March 1, 2028, then again March 1, 2031.

Mail To:

Planning and Development Services
Attention: Licensing
231 North Dakota Avenue
P.O. Box 7402
Sioux Falls, SD 57117-7402
605-367-8672
licensing@siouxfalls.gov
siouxfalls.gov/building