

Residential Contractor Examination

Application and Testing Instructions

City of Sioux Falls

General

Applications that are incomplete or not paid by the application deadline will not be processed. Applications must be received and paid 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.

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 24 hours of receiving this email.** Failure to pay within 24 hours can result in your examination date being rescheduled to next month's scheduled exam date.

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.

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

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. A flash drive digital copy is also available for \$10. We will be adopting the 2024 IRC Code in 2026.

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.

Parking Information:

Please remember the permitted test time is three hours.

We are now able to allow testers parking on the **top level in the ramp next door to the City Center**. Ramp parking is only available during testing. In any future visits to the City Center, you should not park in the ramp. Please be sure to park only on the very top level—this is “4th” floor and is uncovered parking. Please use caution when entering and leaving the ramp as traffic flows two directions and there are also pedestrians in the ramp. Be sure to park only at the **top level in an uncovered parking space**; parking in unapproved spaces will result in ticketing. The City Center doors adjacent to the ramp are locked and for employee access only. Please enter the City Center at the main (east) entrance. Please note the ramp clearance height is 7' 6" and the ramp address is 209 North Dakota Avenue.

For parking outside of the ramp, we recommend that you park at a meter that allows you to pay for up to four or more hours. There are several of these meters near the City Center. 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 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

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

January 20, 2027
February 17, 2027
March 17, 2027
April 21, 2027
May 19, 2027
June 16, 2027
July 21, 2027
August 18, 2027
September 15, 2027
October 20, 2027
November 17, 2027
December 15, 2027

Application Deadline

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

January 13, 2027
February 10, 2027
March 10, 2027
April 14, 2027
May 12, 2027
June 9, 2027
July 14, 2027
August 11, 2027
September 8, 2027
October 13, 2027
November 10, 2027
December 8, 2027

*Indicates date change due to schedule conflict.