

City of Sioux Falls
Mechanical Board of Appeals and Examiners
231 North Dakota Avenue, P.O. Box 7402
Sioux Falls, SD 57117-7402
605-367-8672

Website: siouxfalls.gov/building

Application for Examination

Please print or type the following information:

Designate the appropriate examination for which you are applying:

☐ Master Mechanic

☐ Refrigeration Contractor

Full Name _____ DOB _____
(First) (Middle) (Last) (Date of Birth)

Home Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Home Phone _____

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 (3) available months.

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

Space below reserved for office use

Receipt Number _____ Fee \$ _____

Examination Date _____ Score _____

☐ Pass ☐ Fail

Mechanical Board of Appeals and Examiners
231 North Dakota Avenue, P.O. Box 7402
Sioux Falls, SD 57117-7402
605-367-8672
Website: siouxfalls.gov/building

Master Mechanic Experience

Please print or type the following information:

Pages 3 and 4 of this application are not required for Refrigeration exams or Master Mechanic exam applicants who are retesting.

Full Name _____

Date of Birth _____

Email _____

If you have taken the City examination within the last 12 months, you are not required to fill out this portion of the application.

Experience Required for Testing

An applicant for a Master Mechanic license shall show evidence of four years of experience as a sheet metal mechanic, refrigeration technician, general manager, project manager, or engineer in the employ of a licensed mechanical contractor. During this four-year period, the applicant must have spent at least 2,000 hours per year working as a sheet metal mechanic, refrigeration technician, general manager, or an engineer.

If the code official finds the applicant has the required experience, the individual may be tested. The code official may investigate the individual's experience and the applicant shall cooperate fully with the investigation. Failure to provide information or records related to applicant experience shall be grounds for denial of the application.

The code official will notify in writing any applicant whose application for testing has been refused. The notice will clearly state the reason for refusal and a statement of the applicant's right to appeal. An applicant whose application for testing is refused may appeal the decision to the Mechanical Board of Appeals.

Credit

Graduates of an accredited trade school having at least a one-year program in sheet metal or refrigeration will be given one-half year of experience credit for each year of relevant schooling up to a maximum of one year of experience credit.

Graduates of an accredited college or university having a four-year program in engineering or construction management will be given one-quarter for each year of relevant schooling up to a maximum of one year of experience credit.

Credit for military sheet metal, refrigeration, mechanical construction management, or engineering work will be given at the rate of one year credit for each two years in the military up to a maximum of two years credit.

School and Military Record

Name of Trade School, University, College, or Military	Years Completed	Graduated	Experience Credit

Employment Experience

Important—Unless complete addresses of employers are given, it is impossible to properly process your application and will cause delay. Please give all previous and present employers.

[illegible]

Do you object to us contacting your current employer or any previous employers? ☐ Yes ☐ No

I declare and affirm under the penalties of perjury that the information on this application has been completed by me, and to the best of my knowledge and belief is true and correct.

Signature of Applicant

Date _____

☐ Approved for Testing☐ Refused for Testing—Reason for Refusal Attached

Mechanical Inspector

Date _____

Please send to: Building Services
231 North Dakota Avenue
P.O. Box 7402
Sioux Falls, SD 57117-7402

Email: licensing@siouxfalls.gov
Licensing Phone: 605-367-8672
Main Office: 605-367-8670

Mechanical Examinations 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. Applicants must complete the examination within the next available three (3) test dates or reapplication would be required with additional examination fee.

Application

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

Fee—\$75

The fee is nonrefundable. Make check or money order payable to the City of Sioux Falls.

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 (online) payment. 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.

Mail To

Building Services, Attention: Licensing, 231 North Dakota Avenue, P.O. Box 7402, Sioux Falls, SD 57117-7402.
Phone: 605-367-8672 • Email: licensing@siouxfalls.gov

Examination Schedule

Second Wednesday of each month at 8:30 a.m. The test will be picked up at 12:30 p.m. Please notify our office if you are unavailable for the exam date.

Examination Location

231 North Dakota Avenue, City Center.

Examination

The examination for master mechanic contains open book multiple-choice questions and true/false questions. The permitted test time is 4 hours. It is advisable to bring a calculator, air-duct calculator, and code books. The examination for refrigeration contractor is open book and consists of multiple-choice questions. The permitted test time is 2 hours.

Not Allowed

Cell phones, PDAs, computers, highlighters, cameras, or any other electronic devices.

Study Suggestions

The Mechanical Board of Appeals and Examiners suggests that you study the 2021 *International Mechanical Code* and 2021 *International Fuel Gas Code* for the master mechanic examination. For the refrigeration contractor exam, it is recommended that you study the 2021 *International Mechanical Code* only. To purchase these codes, you may contact www.iccsafe.org. We will be adopting the 2024 ICC codes in 2026.

License

You must apply for your license within 90 days after passing the examination, or you will be required to retest.

Parking Information

Please remember the permitted test time is four 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.

Master Mechanic Examination Schedule

Master Mechanic Examinations are held at **8:30 a.m.** in the **City Center, 231 North Dakota Avenue**, Sioux Falls, SD. Examinations are scheduled the second Wednesday of every month. Filing deadline to apply for examination is the Wednesday prior.

Exam Dates (8:30 a.m. to 12 noon)	Filing/Application Deadline
January 14, 2026	January 7, 2026
February 11, 2026	February 4, 2026
March 11, 2026	March 4, 2026
April 8, 2026	April 1, 2026
May 13, 2026	May 6, 2026
June 10, 2026	June 3, 2026
July 8, 2026	July 1, 2026
August 12, 2026	August 5, 2026
September 9, 2026	September 2, 2026
October 14, 2026	October 7, 2026
*November 4, 2026	*October 28, 2026
December 9, 2026	December 2, 2026
January 13, 2027	January 6, 2027
February 10, 2027	February 3, 2027
March 10, 2027	March 3, 2027
April 14, 2027	April 7, 2027
May 12, 2027	May 5, 2027
June 9, 2027	June 2, 2027
July 14, 2027	July 7, 2027
August 11, 2027	August 4, 2027
September 8, 2027	September 1, 2027
October 13, 2027	October 6, 2027
November 10, 2027	November 3, 2027
December 8, 2027	December 1, 2027

*Indicates date change due to schedule conflict.