

# Application for Examination

Designate the appropriate examination for which you are applying:

☐ Class B Electrical Contractor

Email Address:

### Years Held

Name of Company as it will appear on license (not required):

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

Date \_\_\_\_\_

Handbook received    Code \_\_\_\_\_    ☐ Mailed    ☐ Received at counter    ☐ Already has

Receipt Number \_\_\_\_\_    Fee \$ \_\_\_\_\_

Examination Date \_\_\_\_\_    Score \_\_\_\_\_    ☐ Pass    ☐ Fail

Board Chairman \_\_\_\_\_    Date \_\_\_\_\_

# **Electrical 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 Electrical 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**

First Thursday of each month from 8:30 a.m. to 12:30 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](mailto:licensing@siouxfalls.gov)

**Electrical Contractor  
Class B Contractor  
Application and Testing Instructions  
City of Sioux Falls**

**Examination:**

- **Electrical Contractor and Class B**—The examination consists of open- and closed-book sections with multiple choice, fill-in-the-blank, calculation, and City electrical ordinance questions. The permitted test time is four hours.

Please bring two pencils or pens and a calculator. Scratch paper will be provided. **No cell phones are allowed in the testing room.**

**Study Suggestions:**

- **For Electrical and Class B Contractors**, the Electrical Board of Appeals and Examiners suggests that you study the City Electrical Ordinances (Chapter 150) and the 2023 *National Electrical Code*.

**License:**

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

**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 Phone: 605-367-8670; Email: [licensing@siouxfalls.gov](mailto:licensing@siouxfalls.gov).

**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](http://siouxfalls.gov/parking). Click “Where can I park downtown?” then “Downtown visitor map.”

## Electrical Examination Dates

Electrical Examinations are given at **8:30 a.m.** at the City Center, 231 North Dakota Avenue, Sioux Falls, SD. Examinations are the first Thursday of every month.

Filing deadline to apply for the examination is the Thursday prior to the exam. Schedule and location are subject to change; please contact Building Services to verify at 605-367-8670.

<b>Exam Dates</b>	<b>Filing/Application Deadline</b>
January 8, 2026*	December 31, 2026
February 5, 2026	January 29, 2026
March 5, 2026	February 26, 2026
April 2, 2026	March 26, 2026
May 7, 2026	April 30, 2026
June 4, 2026	May 28, 2026
July 2, 2026	June 25, 2026
August 6, 2026	July 30, 2026
September 3, 2026	August 27, 2026
October 1, 2026	September 24, 2026
November 5, 2026	October 29, 2026
December 3, 2026	November 25, 2026*
January 7, 2027	December 31, 2026
February 4, 2027	January 28, 2027
March 4, 2027	February 25, 2027
April 1, 2027	March 25, 2027
May 6, 2027	April 29, 2027
June 3, 2027	May 27, 2027
July 1, 2027	June 24, 2027
August 5, 2027	July 29, 2027
September 2, 2027	August 26, 2027
October 7, 2027	September 30, 2027
November 4, 2027	October 28, 2027
December 2, 2027	November 24, 2027*

\*Indicates date change due to schedule conflict.