

# City of Sioux Falls

## Application for Mechanical License

Website: [siouxfalls.gov/building](http://siouxfalls.gov/building)

*This application must be typewritten or printed in ink.*

**Designate the appropriate license for which you are applying.**

☐ Mechanical Contractor

☐ Refrigeration Contractor

☐ Fireplace Contractor

### Company Information

Name of Company as it is to Appear on License \_\_\_\_\_

(Individual name if no company name is used.) (This name must be the same as what is listed on the bond.)

This company is a: ☐ Corporation ☐ LLC ☐ Sole Proprietor

Physical Business Address (other than P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**Full Name of Master Mechanic/License Holder\*** \_\_\_\_\_

*\*License holder must be an owner, partner, or W2 employee of the company. (First) (Middle) (Last)*

**License Holder Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Owner's Full Name** \_\_\_\_\_  
(First) (Middle) (Last)

**Owner's Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Name of Partners** \_\_\_\_\_

**Names and Titles of Corporate Officers** \_\_\_\_\_

**SD Excise Tax No.** \_\_\_\_\_ - \_\_\_\_\_ - ET (Not EIN number)

**Primary Business Email Address** \_\_\_\_\_

**Secondary Email Address** \_\_\_\_\_

☐ Please mail the original license. The license will be sent via email. Check here if you would also like a mailed copy.

### Oath/Signatures

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

Handbook received	Code _____	<input type="checkbox"/> Mailed	<input type="checkbox"/> Received at counter	<input type="checkbox"/> Already has
Receipt Number	_____	List Verified	_____	
Fee \$	_____	Bond Expiration Date	_____	
Assigned License Number	_____	Date License Mailed	_____	

# Application Instructions for Mechanical Contractor's License City of Sioux Falls

## General:

Applicants for **Mechanical or Refrigeration Contractor** can only be submitted if the applicant has passed the City of Sioux Falls examination within the last 90 days.

Applications for **Fireplace Contractor** do not require examination.

**Mechanical, Refrigeration, and Fireplace Contractors** must submit the license application and fee with signed original bond.

## License Application:

This form must be fully completed, signed, and dated by the owner, officer, or license holder of the company. You must submit application within 90 days of passing examination when required or you will be required to retest.

## Compliance Bond:

A \$10,000 compliance bond is required as a condition of a contractor's license. Each contractor must maintain and deliver to the Chief Building Official a bond in the amount of \$10,000 in a form approved by the City listing the contractor as principal and the City as obligee for the benefit of the City of Sioux Falls and consumers dealing with the contractor. **The bond must state that you are licensed as a Mechanical, Refrigeration, or Fireplace Contractor. We must have the signed original bond. The business name appearing on the bond must match the name appearing on your license application.**

The bond requires the faithful and lawful completion of all work entered into by the contractor within the city and for compliance with all the provisions of the ordinance. The bond shall be written by a corporate surety authorized to transact business in the state of South Dakota.

This bond can typically be purchased through your independent insurance agent or bonding company. **It is your responsibility to ensure all continuation certificates are forwarded to the Building Services office upon expiration of each bond or bond continuation.**

## License Fee and Expiration:

The license fee is \$200, but we do prorate this fee if you are applying in the second year of the license. Make check or money order payable to the City of Sioux Falls.

Fee:	Date applying for license:	License expiration:
\$200	New (January 1–December 31, 2026)	<i>(expires Dec. 31, 2027)</i>
\$100	New, prorated (January 1–December 31, 2027)	<i>(expires Dec. 31, 2027)</i>
\$200	New (January 1–December 31, 2028)	<i>(expires Dec. 31, 2029)</i>
\$100	New, prorated (January 1–December 31, 2029)	<i>(expires Dec. 31, 2029)</i>
\$200	New (January 1–December 31, 2030)	<i>(expires Dec. 31, 2031)</i>

## 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).

## Mail To:

Building Services, Attention: Licensing  
231 North Dakota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402

Main Office: 605-367-8670  
Licensing Ext.: 605-367-8672  
[licensing@siouxfalls.gov](mailto:licensing@siouxfalls.gov)  
[siouxfalls.gov/building](http://siouxfalls.gov/building)