

# Application for Contractor's License

Website: [www.siouxfalls.org/building](http://www.siouxfalls.org/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.)

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

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

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

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

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

Owner's Name \_\_\_\_\_

Owner's Home Address \_\_\_\_\_

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

Name of Master Mechanic \_\_\_\_\_

Master Mechanic application and fee required in addition to Mechanical Contractor application and fee.  
Refrigeration, list above the name of the person who passed examination. Fireplace Contractors, list license holder name.

Master Mechanic Home Address \_\_\_\_\_

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

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

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

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

SD Excise Tax No. \_\_\_\_\_

Email Address \_\_\_\_\_

## 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

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:

Applications for **Mechanical Contractor** can only be submitted if accompanied with the required Master Mechanic application or lists an employee of the company which already holds a current Master Mechanic license.

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

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

**Mechanical Contractor license applications must also be submitted with application for a Master Mechanic license application and fees, along with the signed original bond.** Refrigeration and Fireplace Contractors must submit only this application and fee with bond.

Applications cannot be processed until all documents have been received and the fee submitted. License processing takes approximately two weeks. If you use a company name, all forms must be completed or issued in the company name. Example:

If an individual—John Doe d.b.a. Doe Heating and Air Conditioning

If a partnership—John Doe and Joan Doe d.b.a. J & J Heating & Air Conditioning

If a corporation—Doe Heating & Air Conditioning, Inc.

## License Application:

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

## Bond—\$10,000:

**We must have the signed original document of your bond. Your bond must state that you are licensed as a mechanical, refrigeration, or fireplace contractor as indicated on your license application. The business name listed on the bond must match the business name listed on the license application. It is your responsibility to ensure all renewal certificates are forwarded to this office.**

## Section 150.038 Bond Required.

*(a) As a condition of the license, each mechanical, refrigeration or fireplace contractor shall give and maintain a surety bond in the penal sum of \$10,000 in a form approved by the city. The bond shall be conditioned upon the faithful and lawful performance of all mechanical work, refrigeration work or fireplace work entered upon by the contractor within the city and for compliance with all the provisions of the this chapter. The bond shall be in lieu of all other license bonds to any political subdivision or government agency. The bond shall be written by a corporate surety licensed to do business in the state.*

**Fees are prorated annually.** Make check or money order payable to the City of Sioux Falls.

\$200—New (January 1–December 31, 2014) *(license expires Dec. 31, 2015)*

\$100—New, prorated (January 1–December 31, 2015) *(expires Dec. 31, 2015)*

\$200—New (January 1–December 31, 2016) *(license expires Dec. 31, 2017)*

\$100—New, prorated (January 1–December 31, 2017) *(license expires Dec. 31, 2017)*

## Mail To:

Building Services  
Attention: Tonya  
224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402

605-367-8672  
thovaldt@siouxfalls.org  
www.siouxfalls.org/building