City of Sioux Falls Planning and Development Services **License Change Authorization Form** Company Name (list previous name if changing): _____ Address (list previous address if changing): ______ Change of Business Name: (see instructions for bond and insurance requirements for name change) Change of Business Address: Physical Address: _____ Mailing Address _____ **Change of License Holder Name:** Designated Construction Supervisor or Master to: (must currently hold a license with the City, or have tested within the past 90 days) Change of License Holder Mailing Address: Same as new address listed above. New mailing address: Change of Phone Number: Business Number: _____ Mobile Number: _____ License Holder: Change of Owner or Partner (non-license holder info) please describe: Change of Excise Tax Number: __ Change of Email Address: Business Email: License holder email: same as above, or new email: ______ Signatures I/we authorize you to make the above change(s) to our license information. I/we understand that these changes will be reflected on everything associated with that license, including, but not limited to past, present, and future licenses, permits, and inspections. Please print name clearly Signature Date Please print name clearly Signature Date Please sign, date, and return to: Planning and Development Services, Attention: Licensing, 231 North Dakota Avenue, P.O. Box 7402, Sioux Falls, SD 57117-7402; or fax to 605-367-8737; or email to licensing@siouxfalls.org. Call 605-367-8672 if you have any questions.

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Application Instructions for License Change Authorization Form

General:

Applications cannot be processed until all documents have been submitted. Application processing takes approximately two weeks.

Change of Business Name:

In order to change the business name listed on your license, you must submit either a bond rider showing the current bond on file has been changed or submit a new original bond with the new business listed. An updated certificate of liability insurance is also required showing the new business name, if the liability insurance is a requirement of your license. Also, if there are any open permits pulled under the previous license name, a written letter signed by the license holder must be submitted with those addresses and permit numbers listed, stating that the new business name will be responsible for any and all permits pulled under the previous business name. (See form to follow.)

Change of Business Address:

We require both a physical and mailing address for your license.

Change of License Holder Name:

Changing of the Designated Construction Supervisor or Master is possible (this person could also be known as the "license holder"). This person must hold a current license with the City or has passed the appropriate examination within the last 90 days.

Change of Phone Number:

We prefer to have a business number, as well as a mobile number, if possible.

Change of Owners' Names:

Owners' or partners' names can be changed. Signatures would be required from both the previous owner and the new owner. Please be sure to specify what changes are being made.

Change of Excise Tax Number:

This license is issued by the state of South Dakota. They can be reached at 300 South Sycamore Avenue, Suite 102, at 605-367-5800 or at www.state.sd.us/drr2/businesstax/st/salestax.html.

Change of Email Address:

We would use your email address to notify you of upcoming bond or insurance expiration, upcoming holidays that the City will be closed, or continuing education or code update seminars that are available. This information would be used by the department only.

License Application:

The form must be fully completed where applicable, signed, and dated by the applicant.

Fees:

There are no fees to change an active license. Fees may be required if license renewal is required.

Mail To:

Planning and Development Services, Attention: Licensing, 231 North Dakota Avenue, P.O. Box 7402, Sioux Falls, SD 57117-7402; Phone: 605-367-8672; Fax: 605-367-8737; Email: thovaldt@siouxfalls.org; Website: licensing@siouxfalls.org.