



City of Rapid City Building Inspection Division
 300 Sixth Street
 Rapid City, SD 57701
 Telephone (605) 394-4120 Fax (605) 394-6636

Contractor License Application

This application replaces all previous applications for residential, commercial, electrical, mechanical, gas, plumbing, and sign contractor licenses. Please check the boxes that apply. Below a checklist has been provided listing the information needed to complete the application process. For New License Applicants testing information, Common questions and a Fee table are listed on the following pages.

License

Name: _____

<u>New License</u> <input type="checkbox"/>	<u>Renewal License</u> <input type="checkbox"/>
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1.) Type of License

Residential & Commercial Contractor A	Residential Contractor B	Residential* Contractor C	Electrical	Mechanical	Gas	Plumbing	Roofing	Sign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.) Subtype *(choose multiple applicable)*

Contractor	<input type="checkbox"/>	Journeyman	<input type="checkbox"/>	Plumber	<input type="checkbox"/>	Mechanical Installer	<input type="checkbox"/>
Master/Inactive Master	<input type="checkbox"/>	Class B Electrician	<input type="checkbox"/>	Water Softening Contractor (separate from plumber)	<input type="checkbox"/>		<input type="checkbox"/>
Apprentice	<input type="checkbox"/>	Gas Fitter	<input type="checkbox"/>	Mechanical Appliance Specialist	<input type="checkbox"/>		

Checklist

New License Application

- ✓ Contractor License Application
- ✓ Licensee Information
- ✓ Copy of State License
- ✓ Copy of Excise Tax Certificate
- ✓ Certificate of Insurance naming "City of Rapid City" as Certificate holder (no other form is accepted)
- ✓ Workmans Comp Certificate of Insurance
- OR**
- ✓ Signed Worker's Compensation Statement
- ✓ Payment
- ✓ Test

License Application Renewal

- ✓ Contractor License Application
- ✓ Licensee Information
- ✓ Copy of State License
- ✓ Certificate of Insurance naming "City of Rapid City" as Certificate holder (no other form is accepted)
- ✓ Workmans Comp Certificate of Insurance
- OR**
- ✓ Signed Worker's Compensation Statement
- ✓ Documented Continuing Education
- ✓ Payment

LICENSES NOT RENEWED BY THE DATE OF EXPIRATION SHALL NOT BE RENEWED UNTIL THE APPLICANT HAS SUBMITTED THE APPLICATION, PAID THE INITIAL \$200 FEE, AND PASSED THE EXAMINATION.

Signature _____

Date _____



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Common Questions

How long are licenses valid?

All General Building Contractor A, B, C, licenses and Trade licenses are valid for two years. All Plumbing Contractor licenses, Plumber licenses, Plumbers Apprentice licenses, Water Softening Contractor licenses, are valid for one year. Renewal applications shall be filed sixty days prior to expiration of the license. Licensees failing to renew their applications prior to expiration have a 60-day grace period during which to renew, before the license lapses. Licensees who fail to renew their license by the date of expiration or within the 60-day grace period shall be required to reapply for a new license, meeting all requirements of this code including passing an examination and paying all required fees.

What are the insurance requirements for all licenses?

Every applicant shall present a certificate of insurance naming the "City of Rapid City, as the certificate holder. It shall be the duty of every licensee to continually maintain valid liability insurance. The minimum required general aggregate liability shall be \$1,000,000, with \$300,000 fire damage and \$1,000,000 each occurrence. Under South Dakota state law, proof of workers compensation insurance is required unless you choose to sign the worker's compensation statement of non-participation (page 4)

What are the continuing education requirements?

Six hours per license period for General Building Contractor A, B, C licenses, Sign Contractors, Roofing Contractors, and licenses issued under the mechanical code. For licenses pursuant to the electrical and plumbing code, they are regulated by the State of South Dakota. It is the licensee holders' responsibility to provide proof of continuing education, examples: certificate of completion or letter identifying class taken, date, how many credit hours, and provided on letterhead from the company providing the class. Sign in sheets are not accepted.

Fee Table

Fee Section	Amount	Municipal Code
<u>General Building Contractor License fees</u>	Class A - General Contractor \$200.00/\$100.00 Biannual	15.04.140
	Class B - one & two-family residential - \$200.00/\$100.00 Biannual	
	Class C - residential remodeling/additions - \$200.00/\$100.00 Biannual	
<u>Trade License fees - initial/renewal</u>	Class EA - Apprentice Electrician - No fee. biannual	
	Class EB - Class B Electrician - *\$200.00/\$100.00 biannual	
	Class EC - Electrical Contractor - *\$300/\$200.00 biannual	
	Class EJ - Journeyman Electrician - *\$50.00/\$50.00 biannual	
	Class EM - Master Electrician/inactive - *\$100.00/\$50.00 biannual	
	Class GA - Gas Fitting Apprentice - \$10.00/\$10.00 annual	
	Class GC - Gas Fitting Contractor - \$200.00/\$50.00 annual	
	Class GF - Gas Fitter - \$25.00/\$25.00 annual	
	Class MA - Mechanical Apprentice - \$25.00/\$25.00 biannual	
	Class MAS - Appliance Specialist - \$205.00/\$80.00 biannual	
	Class MC - Mechanical Contractor - \$205.00/\$80.00 biannual	
	Class MI - Mechanical Installer - \$40.00/\$40.00 biannual	
	Class P - Plumber - \$25.00/\$25.00 annual	
	Class PA - Plumbers Apprentice - \$10.00/\$10.00 annual	
	Class PC - Plumbing Contractor - \$200.00/\$50.00 annual	
	Class PW - Water Softening Contractor - \$200.00/\$50.00 annual	
	Class R - Roofing Contractor - \$200.00/\$100.00 biannual	
	Class S - Sign Contractor/inactive - \$200.00/\$50.00 annual	
	* Fee doubled for performing work without a license.	



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Worker's Compensation Statement of Non-Participation

Company Name: _____

Licensee Name/Names: _____

Company Address: _____

City & State: _____ Zip: _____

South Dakota State Law does not require a proprietorship or partnership to participate in the State Worker's Compensation program as long as no person is employed by the same. The above listed partnership or proprietorship has no employees and does not participate in the South Dakota Worker's Compensation program.

Proof of a general liability policy has been secured by the above stated parties, as required by Rapid City Ordinance 15.13.015(F). Above party has informed his/her insurance carrier to contact Department of Building Inspection if said coverage is discontinued for any reason.

I/We certify that the above statements are true, and further agree to immediately notify the Rapid City Building Inspection Department in writing of any changes in the same.

Authorized Signature _____ Date _____



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EXAM (New Application CLASS A Contractor ONLY)

CLASS A Contractor Exam * Online Testing

***For construction of any and all types of structures**

Chuck Janson or Curt Bechtel-Plans Examiners chuck.janson@rcgov.org curt.bechtel@rcgov.org
Valid 2 Years

Class A Contractor-\$200 Initial Fee

Exam Based On: 2009 International Building Code and the Rapid City Amendments to this code

EXAM Scheduling

- ✓ Review the ICC Contractor Trades Examination Services brochure provided
- ✓ For the ICC Test, Class A Contractor Exam is called: Building Master
- ✓ Call the ICC Contractor Examination Services # **1-888-422-7233** to schedule an exam date and time
- ✓ The Rapid City testing location is: KT Connections Inc.
829 Quincy Street Ste A
Rapid City, SD 57701



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EXAM (New License Application)

Must Bring this Paper to Test Site

Receipt Number: _____ Date: _____

Name: _____
Last First M.I.

Home Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () - Cell Phone: () -

Email Address: _____

Company Name: _____

Company Address: _____
Street Address

City State ZIP Code

Company Phone: () - Company Cell Phone: () -

Company E-Mail: _____

Company Website: _____

Approval for Exam (City Use Only)

Electrical: _____

Mechanical: _____

Contractor ABC: _____

Gas: _____

Sign: _____



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Exam

Choose Exam Needed

Electrical Masters Exam

Bernie Hall-Chief Electrical Inspector bernie.hall@rcgov.org
Valid 2 Years

Masters License-\$100 Initial Fee
2 Years Experience as a Journeyman Electrician

A Valid South Dakota Electrical Contractors License along with a Valid Rapid City Electrical Contractors License is also required to Contract work in the City of Rapid City. There is No Rapid City Contractor Exam.

Mechanical Contractor, Appliance Specialist and Installers Exam

Jeff Larus-Building Inspector III jeff.larus@rcgov.org
Valid 2 Years

Mechanical Contractors, Appliance Specialist-\$205 Initial Fee
2 Years Verifiable Experience at the Journeyman Level in the Mechanical trade

Mechanical Installer-\$40
4 Years Verifiable Experience in the Mechanical Trade

Exam Based On: 2009 International Mechanical Code, 2009 International Fuel Gas Code and the Rapid City Amendments to these codes

Gas Contractor Exam

Dave Baumberger-Plumbing and Gas Inspector dave.baumberger@rcgov.org
Valid 1 Year

Gas Contractors-\$200 Initial Fee
3 Years Verifiable Experience in the Fuel Gas Trade

Exam Based On: National Fire Protection Association 54 and the Rapid City Amendments to this code

CLASS B Contractor Exam

***For construction of detached single-family houses, attached single family houses and two-family dwellings, as defined by the U.S. Census Bureau.**

Chuck Janson or Curt Bechtel-Plans Examiners chuck.janson@rcgov.org curt.bechtel@rcgov.org
Valid 2 Years

Class B Contractor-\$200 Initial Fee

Exam Based On: 2009 International Residential Code and the Rapid City Amendments to this code



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Exam

CLASS C Contractor Exam

* For construction of residential remodeling or additions not defined as Class A or B residential structures, for construction of garages, siding, roofing, concrete flatwork, drywall, and similar type work.

Chuck Janson or Curt Bechtel-Plans Examiners chuck.janson@rcgov.org curt.bechtel@rcgov.org

Valid 2 Years

Class C Contractor-\$200 Initial Fee

Exam Based On: 2009 International Residential Code and the Rapid City Amendments to this code

Sign Contractor Exam

Chuck Janson or Curt Bechtel-Plans Examiners chuck.janson@rcgov.org curt.bechtel@rcgov.org

Valid 1 Year

Sign Contractor-\$200 Initial Fee

Exam Based On: City of Rapid City Ordinances 17.50, 17.50.340, 17.50.080

3 Business days are required to score the exam and process the application after the exam is taken. No Permits will be issued under the new License before the three business days have passed



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Exam Site Information

To Schedule an Exam Contact:

Cynthia Voss

University Center Rapid City

605-718-4193

Cynthia.Voss@BHSU.edu

4300 Cheyenne Blvd

Rapid City, SD 57701

- * Exams are given Monday through Friday
- * Exams are given 7:30 to 4:00
- * Must schedule Exam at Least 1 Business day in Advance
- * Exams must be completed the same day started
- * Electrical and Mechanical Exams have 3 Hour Time Limit
- * No Code Books or Copies of local amendments will be available at the exam site
- * Local amendments may be obtained from:
www.rcgov.org/Growth-Management/building-codes.html
- * Other than a Basic Electronic Calculator no other Electronic Devices are allowed in the Testing Area

25\$ Exam Fee

Payable to:

Black Hills State University

