



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

New Contractor License Application

This application replaces all previous applications for residential, commercial, siding, roofing, 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.

Name: _____

1.) Type of License

Commercial & Residential Contractor A	Residential Contractor B	Roofing Contractor R	Siding	Mechanical	Gas	Plumbing	Electrical	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"/>	Gas Fitter	<input type="checkbox"/>
Apprentice	<input type="checkbox"/>	Mechanical Appliance Specialist	<input type="checkbox"/>
Journeyman/ Installer	<input type="checkbox"/>	Water Softening Contractor <i>(separate from plumber)</i>	<input type="checkbox"/>

Checklist

New License Application Checklist

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



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Common Questions

How long are licenses valid?

It is the contractors responsibly to know when their license expires (we do not send out notices) Licensees failing to renew their applications prior to expiration have a 1 year grace period (except for plumbing & electrical contractors) during which to renew, before the license lapses. Licensees who fail to renew within the 1 year 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. Below are the license terms and 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 licenses, Sign Contractors, Roofing Contractors, Siding Contractors and Mechanical license holders. 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 & License Term	Municipal Code
<u>Trade License fees - initial/Renewal</u>	Class A - General Contractor \$200.00/\$100.00 -3yrs	15.04.140
	Class B - One & two-family residential - \$200.00/\$100.00 -3yrs	
	Class R - Residential Roofing Contractor- \$200.00/\$100.00 -3yrs	
	Class S - Siding Contractor - \$200.00/\$100.00-3yrs	
	Class EC - Electrical Contractor - \$300/\$200.00 -2yrs Dec31 even years	
	Class GA - Gas Fitting Apprentice - \$10.00/\$10.00 -3yrs	
	Class GC - Gas Fitting Contractor - \$200.00/\$50.00 -3yrs	
	Class GF - Gas Fitter - \$25.00/\$25.00 -3yrs	
	Class MA - Mechanical Apprentice - \$25.00/\$25.00 -3yrs	
	Class MAS - Appliance Specialist - \$205.00/\$80.00 -3yrs	
	Class MC - Mechanical Contractor - \$205.00/\$80.00 -3yrs	
	Class MI - Mechanical Installer - \$40.00/\$40.00 -3yrs	
	Class P - Plumber - \$25.00/\$25.00 -1yr Feb28 of next yr	
	Class PW - Water Softening Contractor - \$200.00/\$50.00 -1yr Feb of next year	
	Class R - Roofing Contractor - \$200.00/\$100.00 -3yrs	
Class S - Sign Contractor/inactive - \$200.00/\$50.00 -3yrs		



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Licensee Information

Company Name: _____ **Today's Date:** _____

Licensee Name: _____
Last First M.I.

Mailing Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Office Phone: _____ **Cell Phone:** _____

Fax Number: _____

Email Address: _____

If Required

Excise Tax Number: (Copy of SD Excise Tax Certificate Required)

LICENSES NOT RENEWED BY THE DATE OF GRACE PERIOD SHALL NOT BE RENEWED UNTIL THE APPLICANT HAS SUBMITTED THE APPLICATION, PAID THE INITIAL FEE, AND PASSED ANY REQUIRED EXAMINATION.

Signature _____ **Date** _____

I ACKNOWLEDGE THAT THE CITY OF RAPID CITY HAS AMENDMENTS AND ORDINANCES TO CITY BUILDING CODES WHICH AMEND THE CODES ADOPTED

Signature _____ **Date** _____



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**Worker's Compensation Statement of Non-Participation
(If Required)**

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.

However, South Dakota Statutes state that you may be liable for worker's compensation claims where "employees" of another could sustain work related injuries.

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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ICC Contractor Exams



CLASS A Contractor Exam * Online Testing

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

Valid 3 Years

Class A Contractor-\$200 Initial Fee

The exam is called:

National Standard General Building Contractor (A) –W11(Not Authorized)2012

*Exam Fee is \$110.00

Exam Based On:

The W11 test is based on the 2012 International Building Code and the 2012 International Residential Code



Mechanical Contractor, and Installers Exam

Valid 3 Years

Mechanical Contractors - \$ 205 Initial Fee

2 Years Verifiable Experience at the Journeyman Level in the Mechanical trade

The exam is called: W29 National Standard Master Mechanical

Mechanical Journeymen (installer) – \$ 40 Initial Fee

4 Years Verifiable Experience in the Mechanical Trade

The exam is called: W31 National Standard Journeyman Mechanical

Exams Based On: 2018 International Mechanical Code and the 2018 International Fuel Gas Code

EXAM Scheduling

Step 1: Go online to <http://home.pearsonvue.com>

Step 2: Create account and register as a test taker

Step 3: Then call to schedule your exam at 1-800-275-8301 or Candidate Services at 888-204-6261

Step 4: Exam testing center located at: Career Learning Center-(605)394-5120 ext.219
730 E Watertown St
Rapid City, SD 57701

Helpful ICC Testing information bulletin:

http://www.iccsafe.org/wp-content/uploads/CO_SD_Rapid-City.pdf



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(New License Application)

Must Bring this Form to BHSU -Rapid City

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 pass

Name: _____
Last First M.I.

Home Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Email Address: _____

Company Name: _____

Approval for Exam (City Use Only)

Electrical: Contractor Test 1 Test 2
Contractor A B R
Gas:
Siding:
Sign:
Signature: _____



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University Center Exams

Choose Exam Needed

Electrical Contractor Exam

Valid 2 Years

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

Exam based on Rapid City Electrical Code Chapter 15.16
South Dakota Codified Law (SDCL) 36-16
Administrative Rules of South Dakota Article (ARSD) 20:44
2014 NFPA 70
Basic Electrical Theory

A South Dakota Electrical Contractors License is also required to Contract work in the City of Rapid City.

Contact phone# 605-773-6213 or 605-773-3573

Mechanical Appliance Specialist

Valid 3 Years

Mechanical Appliance Specialist- \$205 Initial Fee
2 Years Verifiable Experience at the Journeyman Level in the Mechanical trade
Appliance Specialist Test information located on page 9

Exam Based On: 2018 International Mechanical Code, 2018 International Fuel Gas Code and the Rapid City Amendments to these codes

Gas Contractor Exam

Valid 3 Years

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

Gas Contractor Exam testing information located on page 9

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.**

Valid 3 Years

Class B Contractor-\$200 Initial Fee

Class B Contractor Exam testing information located on page 9

Exam Based On: 2018 International Residential Code and the Rapid City Amendments to this code

3 Business days are required to score the exam and process the application after the exam is taken.



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University Center Exams

CLASS R Roofing Contractor Exam

Valid 3 Years

Class R Roofing Contractor-\$200 Initial Fee

Class R Roofing Contractor testing information located on page 9

Exam Based On: 2018 International Residential Code Chapter 9 and the Rapid City Amendments to this code

Sign Contractor Exam

Valid 3 Years

Sign Contractor-\$200 Initial Fee

Sign Contractor Exam testing information located on page 9

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

Siding Contractor Exam

Valid 3 Years

Sign Contractor-\$200 Initial Fee

Exam Based On: 2018 International Residential Code Chapter 7 and the 2012 International Building Code Chapter 14

3 Business days are required to score the exam and process the application after the exam is taken



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Exam Site Information

To Schedule an Exam Contact:

Black Hills State University-Rapid City
605-718-4193
BHRCTestingCenter@bhsu.edu
4300 Cheyenne Blvd
Rapid City, SD 57701

- * Exams are given Monday through Friday
- * Must schedule Exam at Least 1 Business day in Advance
- * Exams must be completed the same day started
- * Electrical and Mechanical Appliance Specialist 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

30\$ Exam Fee (subject to change)

Payable to:

Black Hills State University





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