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

<table>
<thead>
<tr>
<th>Commercial &amp; Residential Contractor A</th>
<th>Residential Contractor B</th>
<th>Roofing Contractor R</th>
<th>Siding</th>
<th>Mechanical</th>
<th>Gas</th>
<th>Plumbing</th>
<th>Electrical</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

2.) Subtype (choose multiple applicable)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Gas Fitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</table>

<table>
<thead>
<tr>
<th>Apprentice</th>
<th>Mechanical Appliance Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Journeyman/Installer</th>
<th>Water Softening Contractor (separate from plumber)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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”)
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. Licenses 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 holder’s 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

<table>
<thead>
<tr>
<th>Fee Section</th>
<th>Amount &amp; License Term</th>
<th>Municipal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A - General Contractor</td>
<td>$200.00/$100.00 -3yrs</td>
<td>15.04.140</td>
</tr>
<tr>
<td>Class B - One &amp; two-family residential</td>
<td>$200.00/$100.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class R - Residential Roofing Contractor</td>
<td>$200.00/$100.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class S - Siding Contractor</td>
<td>$200.00/$100.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class EC - Electrical Contractor</td>
<td>$300/$200.00 -2yrs Dec31 even years</td>
<td></td>
</tr>
<tr>
<td>Class GA - Gas Fitting Apprentice</td>
<td>$10.00/$10.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class GC - Gas Fitting Contractor</td>
<td>$200.00/$50.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class GF - Gas Fitter</td>
<td>$25.00/$25.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class MA - Mechanical Apprentice</td>
<td>$25.00/$25.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class MAS - Appliance Specialist</td>
<td>$205.00/$80.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class MC - Mechanical Contractor</td>
<td>$205.00/$80.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class MI - Mechanical Installer</td>
<td>$40.00/$40.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class P - Plumber</td>
<td>$25.00/$25.00 -1yr Feb28 of next yr</td>
<td></td>
</tr>
<tr>
<td>Class PW - Water Softening Contractor</td>
<td>$200.00/$50.00 -1yr Feb of next year</td>
<td></td>
</tr>
<tr>
<td>Class R - Roofing Contractor</td>
<td>$200.00/$100.00 -3yrs</td>
<td></td>
</tr>
<tr>
<td>Class S - Sign Contractor/inactive</td>
<td>$200.00/$50.00 -3yrs</td>
<td></td>
</tr>
</tbody>
</table>

Trade License fees - initial/Renewal
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 ORDIANCES TO CITY BUILDING CODES WHICH AMEND THE CODES ADOPTED

Signature________________________________________  Date______________________________
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 ________________
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


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

(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 passed.

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: ________________________________
University Center Exams

**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.
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.
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