



City of Rapid City Building Services Division

300 Sixth Street
 Rapid City, SD 57701
 Telephone (605) 394-4120

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 applied for - Check type and subtype

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 (separate from plumber)	<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")



City of Rapid City Building Services Division

300 Sixth Street
 Rapid City, SD 57701
 Telephone (605) 394-4120

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 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 - 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 - \$200.00/\$50.00 -1yr - Feb28 of the next year	
	Class PW - Water Softening Contractor - \$200.00/\$50.00 -1yr Feb of next y	
Class SC - Sign Contractor/inactive - \$200.00/\$50.00 -3yrs		



City of Rapid City Building Services Division

300 Sixth Street
Rapid City, SD 57701
Telephone (605) 394-4120

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: _____

Email Address: _____

If Required

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

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

Signature _____

Date _____



City of Rapid City Building Services Division

300 Sixth Street
Rapid City, SD 57701
Telephone (605) 394-4120

**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** _____



City of Rapid City Building Services Division

300 Sixth Street
Rapid City, SD 57701
Telephone (605) 394-4120

ICC Class A Contractor Exam

CLASS A Commercial Contractor Exam * Online Testing

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

Valid 3 Years

Class A Contractor-\$200 Initial License Fee

The exam is called:

National Standard General Building Contractor (A)-G11(Not Authorized)2018

Exam Based On:

The G11 test is based on the 2018 International Building Code &
2018 International Residential Code

-4.5 Hour time limit - 90 multiple choice-open book

Exam Fee is \$115.00

ICC Class A EXAM Scheduling

- 1: Go to online <https://home.pearsonvue.com>
- 2: Ready, Set, Test: type in ICC: choose option for Contractor/Trades
- 3: Create an account
- 4: Then choose "Schedule an Exam"
- 5: Type **G11 (National Standard General Building Contractor)** in search
- 6: From the drop down choose Colorado
- 7: Agree to the terms and then choose the option for Career Learning Center(check box, hit next)
- 8: Follow prompts to set up your test

You can also contact 1-800-275-8301 or Candidate Services at 888-204-6261 for help with scheduling your test

Exam testing center is located at:

**Career Learning Center- 605-394-5120 ext. 219
730 E Watertown St
Rapid City, SD 57701**



City of Rapid City Building Services Division

300 Sixth Street
Rapid City, SD 57701
Telephone (605) 394-4120

City Hall Exams

Check Exam Needed

Mechanical Appliance Specialist

Valid 3 Years

Mechanical Appliance Specialist - \$205 Initial License Fee

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

Exam Based On: 2018 International Mechanical Code, 2018 International Fuel Gas Code and the Rapid City Amendments to these codes(pick up at the city)

Gas Contractor Exam

Valid 3 Years

Gas Contractors - \$200 Initial License 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 (pick up at the city)

CLASS B Residential Contractor Exam

***For construction of detached single-family houses, attached single family houses and two-family dwellings.**

Valid 3 Years

Class B Contractor - \$200 Initial Fee

Exam Based On: 2018 International Residential Code and the Rapid City Amendments to this code (pick up at the city) 3-hour time limit – 54 multiple choice – open book

CLASS R Roofing Contractor Exam

Valid 3 Years

Class R Roofing Contractor-\$200 Initial License Fee

Exam Based On: 2018 International Residential Code Chapter 9 and the Rapid City Amendments to this code(pick up at city) 3-hour time limit – 12 multiple choice – open book

Siding Contractor Exam

***Siding Contractor license only needed if working in the residential historic district or siding commercial buildings.**

Valid 3 Years

Siding Contractor - \$200 Initial License Fee

Exam Based On: 2018 International Residential Code Chapter 7 & 2018 International Building Code Chapter 14



City of Rapid City Building Services Division

300 Sixth Street
Rapid City, SD 57701
Telephone (605) 394-4120

City Hall Exams

Check Exam Needed



Mechanical Contractor and Installers Exam

Valid 3 years

Mechanical Contractor - \$ 205 Initial Fee

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

Mechanical Journeymen/Installer – \$ 40 Initial Fee

4 Years Verifiable Experience in the Mechanical Trade

Exams Based On: Chapter 15.26-2018 International Mechanical Code,

Chapter 15.22 - 2018 International Fuel Gas Code, Chapter 15.04 - Administration



Electrical Contractor Exam

Valid 2 Years

Electrical Contractor License-\$300 Initial Fee

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, 15.04 Administration, 2020 NFPA 70

Basic Electrical Theory

Proof a South Dakota Electrical Contractors License



Sign Contractor Exam

Valid 3 Years

Sign Contractor-\$200 Initial License Fee

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

City Hall EXAM Scheduling

Step 1: Complete the new license application packet

Step 2: Call Building Services 1 week prior to the testing date:

605-394-4120 ex. 3

Step 3: Exam testing location: Rapid City - City Hall

Building Services (2nd Floor)

300 Sixth Street

Rapid City, SD 57701

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