



# Pennington County Planning Department

Pennington County Administration Bldg • 130 Kansas City St. Ste. 200  
Rapid City, SD 57701 • Phone: 605.394.2186

## Contractor License Application

**Please check the boxes that apply.**

A checklist has been provided below, listing the information needed to complete the application process. Exam information, common questions, and a fee table are included in this packet.

**Name:** \_\_\_\_\_

### 1.) Type of Contractor License

|  |   |
|--|---|
| <b>Commercial<br/>&amp; Residential<br/>Contractor A</b> | <b>Residential<br/>Contractor<br/>B</b> |
| <input type="checkbox"/>                                 | <input type="checkbox"/>                |

## Checklist

### License Application Checklist

- Contractor License Application
- Copy of State License, as needed
- Copy of Excise Tax Certificate
- Certificate of Insurance naming “Pennington County” as “Certificate Holder” (no other form is accepted)
- Workman’s Comp Certificate of Insurance or Signed Worker’s Compensation Statement
- Passing exam results
- Payment (Check payable to “Pennington County Planning and Zoning”)



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## Common Questions

### How long are licenses valid?

It is the contractor's responsibility to know when their license expires (we do not send out notices). Licensees failing to renew their applications prior to expiration have a 30-day grace period during which to renew, before the license lapses. Licensees who fail to renew within the 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 "Pennington County", as additional insured. 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 for 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).

### I'm licensed in Rapid City; can I use that license in Pennington County?

No. However, proof of a passing Rapid City examination may be used to satisfy the examination requirement for a Pennington County Contractor License.

## Fee Table

| Fee Section           | Amount & License Term                                      | Ordinance |
|-----------------------|--|-----------|
| <u>License fees /</u> | Class A - General Contractor - \$300.00 - 3yrs             | 735       |
| <u>Term</u>           | Class B - One and two-family residential - \$150.00 - 3yrs |           |



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**Company Name:** \_\_\_\_\_ **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 PENNINGTON COUNTY HAS AMENDMENTS AND ORDINANCES TO COUNTY 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 Pennington County Ordinance No. 735. The above party has informed his/her insurance carrier to contact the Pennington County Planning Department if said coverage is discontinued for any reason.

I/We certify that the above statements are true, and further agree to immediately notify the Pennington County Planning Department in writing of any changes in the same.

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**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**

Proof of a passing Rapid City exam will be accepted for applicants currently in possession of a valid Class A Contractor License with the City of Rapid City.

## Exam Scheduling

Step 1: Go online to <https://www.pearsonvue.com/icc/license>

Step 2: Locate ICC Contractors Non Authorized and click “View exams”.

Step 3: Click: F11-N - National Standard General Building Contractor (A).

Step 4: Log in with an existing ICC account or register as a new user.

Step 5: Schedule exam.

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



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## ICC Contractor Exams

### **CLASS B Contractor Exam (Online Testing)**

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

Proof of a passing Rapid City exam will be accepted for applicants currently in possession of a valid Class B Contractor License with the City of Rapid City.

## Exam Scheduling

Step 1: Go online to <https://www.pearsonvue.com/icc/license>

Step 2: Locate ICC Contractors Non Authorized and click “View exams”.

Step 3: Select: Latest Version - National Standard Building Contractor (B).

Step 4: Log in with an existing ICC account or register as a new user.

Step 5: Schedule exam.

Exam testing center is located at: Career Learning Center - (605) 394-5120 ext.219.  
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Rapid City, SD 57701