

Becoming a Residential Contractor

Information on requirements for individuals who wish to
become a licensed residential contractor in the
City of Aberdeen, SD.



City Hall
Building and Zoning Departments
123 South Lincoln Street / 3rd Floor
605-626-7017

Licensing requirements for the City of Aberdeen, SD differ from trade to trade. Please review the following to verify what is applicable to you.

Electricians: Although required to be licensed through the State of South Dakota, the City of Aberdeen has no city specific licensing requirements needed to work within city limits. All required permits and inspections will be issued and conducted through the State of South Dakota. For further information, feel free to visit South Dakota's Department Of Labor and Regulation website dlr.sd.gov.

Plumbers (Commercial and Residential): Whether you are based in the City of Aberdeen itself, a different city within South Dakota, or you are based out of a completely different state all together, you must be licensed through both the State of South Dakota and the City of Aberdeen. Fees for the City of Aberdeen plumbing licenses can be found on the attached form named [Application For City Licenses](#). Unlike the electrical permits and inspections mentioned in the above paragraph, all plumbing permits and inspections will be issued and conducted by City of Aberdeen Inspectors based in the City of Aberdeen's Building Inspection Department. The City of Aberdeen's Building Inspection Department contact information can be found at the bottom of this handout. All information regarding the State of South Dakota's plumbing licensing requirements can be found at South Dakota's Department of Labor and Regulation website dlr.sd.gov.

Contractors (Commercial): Commercial contractors are not required to be licensed through the City of Aberdeen but are required to obtain a South Dakota Excise Tax License. All information regarding South Dakota's excise tax licensing can be found at South Dakota's Department of Revenue website dor.sd.gov. In addition, please refer to the above paragraphs when hiring Electricians and Plumbers for a commercial construction project.

Contractors (Residential): Whether you are based in the City of Aberdeen itself, a different city within South Dakota, or you are based out of a completely different state all together, you must be licensed through the City of Aberdeen. The requirements to become a licensed Residential Contractor through the City of Aberdeen can be found on the attached form named [Application For Aberdeen Residential Building Contractors License](#). Of the requirements listed on said form, the examination requirement may be waived if proof of prior licensing from recognized jurisdictions is approved by the City of Aberdeen's Building Official.

Residential Contractor Examination/Certification

Scheduling Your Exam: Your exam time should preferably be scheduled between 9:00 a.m. to 11:00 a.m. Monday-Friday. Please allow the Building Inspection Department two business days to verify that your scheduled exam date does not conflict with other scheduled appointments.

Prior to scheduling the exam, it is encouraged that you obtain The Contractors Handbook (\$15) for study material and for use while taking the open book exam. After your exam date and time has been scheduled with the Building Inspection Department, please arrive on the third floor of City Hall 15 minutes prior to your scheduled exam time.

You will have two hours to complete the 50 question open book exam. A passing score is 70% (35) or more correct answers. A failing score is 16 or more wrong answers.

First Time Fees: A \$25 fee will be charged for every time an exam is **attempted or passed**.

Upon passing your exam, the following will be required before approval of your contractor status is placed on the City Council agenda:

1. \$150 **first time** applicant fee validating your new license for three years
2. Proof of Liability Insurance
3. Proof of Worker's Compensations Insurance (if applicable)
4. A copy of your Excise Tax License

City Council Approval: City Council meetings occur every Monday evening with the exception of the second Monday of every month. Also, if a City Council meeting is scheduled for a Monday that is also a holiday, that meeting will be rescheduled for Tuesday of that week. To ensure you are placed on the next scheduled City Council agenda for approval, all fees, proof of insurance, and a copy of your Excise Tax License will be required to be submitted to the Building Inspection Department by 12:00 p.m. the previous Wednesday.

After you have been approved as a Contractor by the City Council, you can start receiving permits.

Renewal Fees: A \$100 **renewal fee** is required every three years following initial first time applicant three-year time period.