

**Application Instructions for
RESIDENTIAL BUILDING CONTRACTOR'S LICENSE
City of Hartford**

General

Applications cannot be processed until all documents and fees have been submitted. If you use a company name, all forms must be complete in the company name: Example:

If an individual---John Doe d/b/a Doe Drywall

If a partnership---John Doe and Joan Doe d/b/a J & J Home Improvement

If a corporation---Doe Home, Inc.

License Application

The form must be fully completed, signed, and dated by the applicant. If a question does not apply, write "N/A" in the blank space.

Insurance

Submit Certificate for General Liability Insurance with single limits of at least \$300,000.

Please specify to your agent certificate holder must read:

City of Hartford
125 N. Main Avenue
Hartford, SD 57033

It is your responsibility to ensure all renewal certificates are forwarded to this office.

License Fee

\$100.00 License Fees are prorated on the basis of a full year. The city accepts checks, money orders or credit/debit cards.

Compliance Bond

A \$10,000 compliance bond is required as a condition of a Residential Building Contractor's License.

Each residential building contractor must maintain and deliver to the City Hall a bond or a bond continuation certificate in the amount of \$10,000 in a form approved by the City listing the contractor as principal of the bond for the benefit of the City of Hartford (obligee) and consumers dealing with the contractor.

The bond requires the faithful and lawful completion of all work entered into by the contractor within the city and for compliance with all the provisions of this chapter. The bond shall be written by a corporate surety authorized to transact business in the state of South Dakota.

This bond can be purchased through your independent insurance agent.

Excise Tax Number

A valid South Dakota contractor's license number must be submitted.

Expiration

License is good for three years. It begins on March 1, 2023, and expires on February 28, 2026.