

Rental Housing Permit Application

Website: www.siouxfalls.org/building

There is no fee for this permit application.

This application must be typewritten or printed in ink.

Property Information

Rental property street address: _____

A separate application is required for each address.

Number of rental units: _____ Building includes a common area. Yes No

Owner Information

Name: _____
First MI Last

Daytime phone: _____ Evening phone: _____

Owner's email address: _____

Owner's street address: _____

_____ City State Zip Code

Has the owner or responsible party as defined below within the previous three (3) calendar years been in violation and failed to make timely corrections of health, nuisance, or other code violations to any property or properties in any municipality including the City of Sioux Falls? Yes No

Responsible party means any person or persons in charge of the premises or location or the person or persons responsible for the event or incident and includes any of the following: (1) the person or persons who own the property where the violation exists; (2) the person or persons in charge of the premises where the violation exists; (3) the person or persons using the premises when the violation exists; (4) if any of the above is a minor, a parent or guardian of such minor shall be the responsible party; (5) if any of the above is a business entity, the manager or on-site supervisor where the violation exists.

Person Responsible for the Maintenance and Management of this Rental Property

Company Name: _____

Check if same as owner.

Name of property manager: _____
First MI Last

Daytime phone: _____ Evening phone: _____

Manager's email address: _____

Manager's street address: _____

_____ City State Zip Code

By signing this, you agree to inform all renters if property is in regulated floodplain.

Oath/Signature

I certify that the above information and answers are correct, and I understand that all mailings from the Planning and Development Services department will be mailed to the appointed property manager.

Signature of Owner

Date

Signature of Property Manager (if other than owner)

Date

Space below reserved for office use.

Assign permit number _____

Date Permit Mailed _____

Instructions and Important Information
Rental Housing Permit Application
City of Sioux Falls

General

Applications must be completely filled out and signed before processing can begin. Application processing takes approximately two weeks.

Sec. 150.175. Purpose. The purpose of this subchapter is to protect the health, safety and welfare of the citizens of the city by requiring permit and registration of rental housing units.

Sec. 150.176.

For the purposes of this subchapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

RESIDENTIAL RENTAL UNIT. Any building or structure including the real property upon which it is located, which is rented or offered for rent as living quarters. It does not mean homes that qualify for owner-occupied classification under SDCL 10-13, on-campus housing, hospital units, nursing home units, or hotels or motels with daily rental units, all of which shall be exempt from any requirements of this subchapter.

SHORT-TERM RENTAL UNIT. A residential rental unit that is rented for 28 consecutive days or less.

Sec. 150.177. Permit requirements.

- (a) No residential rental property owner shall allow to be occupied, advertise for occupancy, solicit occupants of, or let to another person for occupancy any residential rental unit within the city that has not been permitted as residential rental unit by the city. All owners of a residential rental unit shall have filed a permit application with the city. Failure to make truthful disclosures of the information required under division (b)(5) below, or if the information disclosed reveals three or more health, nuisance, or other code violations resulting in citations and fines payable to the city within the previous three calendar years, shall be cause for the city to elect to deny the permit. Application for permit for a residential rental unit shall be made on forms furnished by the city. A residential rental property owner and/or the designated agent shall notify the city in writing within 30 calendar days after any change to the information provided on the application.
- (b) The application and supporting forms shall require the following information:
 - (1) Name, mailing address, and phone number of the property owner;
 - (2) If the property owner does not reside within fifty (50) miles from Sioux Falls city limits, the name, phone number, email, and mailing address of a contact person(s), who shall reside within fifty (50) miles from Sioux Falls city limits, and be authorized to make or order repairs or services for the property, if in violation of city ordinances or state law;
 - (3) The street address of the residential rental unit;
 - (4) The number and type of units; i.e., dwelling units or sleeping rooms; and
 - (5) Whether the owner or responsible party as defined by § 40.002 of this Code, have, within the previous three calendar years, been in violation and failed to make timely corrections of health, nuisance or other code violations, excluding any notices or violations issued pursuant to § 96.100 or §§ 94.041, 94.043, and 94.044 of this Code, to any property or properties in any municipality, including the city.

Sec. 150.178. Permit revocation.

- (a) Each permit may be revoked upon the city's issuance of any notice of a fourth health, nuisance or other violation when the permit holder has been subject to three health, nuisance or other code violations resulting in citations and fines payable to the city within the previous three calendar years, excluding any notices or violations issued pursuant to § 96.100 or §§ 94.041, 94.043 and 94.044 of this Code, as to any property in the city.
- (b) No action revoking a permit pursuant to this subchapter for a residential rental unit shall be undertaken by the city without notice and a reasonable opportunity for the owner to bring the unit into compliance with applicable city ordinances. The chief building services official or any other person appointed by the mayor shall have the authority to revoke any permit for a particular residential rental unit if it is determined that the property is in serious and continued substantial noncompliance with any applicable city ordinance.
- (c) Appeals from a decision revoking a permit for a residential rental unit shall be pursuant to the appeals process of the International Property Maintenance Code and §§ 30.040 through 30.046 of this Code. No action revoking a permit for a residential rental unit shall be deemed effective until all appeals have been exhausted, including any appeal to circuit court, or the time for filing any appeal shall have passed without an appeal being filed.
- (d) Once revoked, an owner of a residential rental unit in the city shall make an application for a renewal permit. A permit or renewal permit shall not be issued until completion of the following:
 - (1) Abatement of any health, nuisance or other code violation at the property;
 - (2) Satisfactory city inspection and approval of the dwelling unit's habitability; and
 - (3) Payment of all outstanding code enforcement citations issued by the city to the owner or responsible party for the subject property.

Sec. 150.179. Correction of defects and enforcement. Whenever the city determines that a residential rental unit has failed to meet the requirements of any applicable city ordinance, the city shall proceed with enforcement as provided within the applicable ordinance. The city may also proceed to revoke or suspend any permit issued for a residential rental unit for serious and continuing substantial noncompliance with any applicable city ordinance. In addition to all other remedies, the city may seek to enjoin any unit from being operated as a residential rental unit that is not properly permitted by the city.

Sec. 150.180. Property transfers. To transfer a permit for a residential rental unit from one owner, owner's contact person(s), or management company to another, the applicant shall give written notice, including the name and address of the transferee, to the city of the transfer within 30 days after the transfer.

Sec. 150.181. No waiver of code compliance. No permit issued for a residential rental unit shall be deemed to cure, waive or grant a right of continued operation for property that is determined to be in violation of any applicable ordinances of the city.

Mail to:

Attention: Rental Housing Permit, 231 North Dakota Avenue, P.O. Box 7402, Sioux Falls, SD 57117-7402; Phone: 605-978-6900;
Fax: 605-367-6045; or Email: rentalhousing@siouxfalls.org