



SIoux FALLS/MINNEHAHA COUNTY REGULATIONS

Licenses, Permits and Approvals

- 1) If your business desires **Trade Name Registration**, it can be obtained through the appropriate county Register of Deeds. Registration fee is \$10 and is good for five years. **Minnehaha County Register of Deeds**, Administration Building, 415 Dakota Avenue, Sioux Falls, SD 57104. (605) 367-4223
Lincoln County Register of Deeds, 123 N. Main, Canton, SD 57013 (605)764-5661
- 2) If your business will have a location in South Dakota or sell, rent or lease any product or service in South Dakota, a **State Tax License**, must be obtained for each business location from the SD Department of Revenue. (They also oversee the collection of municipal, use, fuel, excise and other taxes.) **Department of Revenue**, 300 S. Sycamore , Suite 102, Sioux Falls, SD. (605) 367-5800
or www.state.sd.us/ddr2/revenue.html
- 3) If your business will hire employees or pay Federal Excise Tax, a **Federal Employer's Identification Number (EIN)**, must be obtained from the Internal Revenue Service. **Internal Revenue Service**, 1720 Southeastern Avenue, Sioux Falls, SD 57103, (605)330-4539), (800) 829-1040 or (800) 829-3676 for a Business Tax Kit. www.irs.gov
Employees must be reported to the **SD Dept. of Labor** within 20 calendar days after the date of hire. Mail completed **W-4** forms to **SD Department of Labor**, New Hire Reporting, P.O. Box 4730, Aberdeen, SD 57402-4730 **(888) 827-6078 (toll free) or (605)626-2942.** <http://dol.sd.gov>

- 4) Many types of businesses are also required to have an additional **special local license/permit**, i.e. food, alcohol, taxi, pawnshop, vending, etc.). Check with the following offices for license information.

Within Sioux Falls City Limits:

Sioux Falls City Finance Office
City Hall (Lorie Hogstad)
224 West 9th Street
Sioux Falls, SD
(605)367-8860 www.siouxfalls.org

Outside City Limits:

Minnehaha County Auditor
Courthouse
415 North Dakota Avenue
Sioux Falls, SD 57104
(605) 367-4220 www.minnehahacounty.org

** It is recommended that you call to make sure you are directed to the correct place, and/or if you need a license/permit. There are some licenses that are not listed in the example, but in fact you may need to get a permit from another department, which is another reason why a call should be made. You may also go to: www.siouxfalls.org

- 5) If food products are to be prepared and served, an inspection must be completed. Check with the State Department of Health for a Food License.

Within Sioux Falls City Limits:

Sioux Falls Health Department
521 N. Main Avenue – Suite 101
Sioux Falls, SD 57104-5963
(605) 367-8760 www.siouxfalls.org

Outside City Limits:

State Department of Health
817 West Russell – Suite 202
Sioux Falls, SD 57104
(605) 367-5363 or (605) 773-3737 <http://doh.sd.gov>

- 6) You must determine if the type of business you are planning is permitted in the **zoning code** at the location you have chosen, including conducting a business out of your home. (For zoning concerns be sure to allow ample lead-time, which could be several months.) Check with the following for zoning information.

Within Sioux Falls City Limits:

Sioux Falls Zoning Department
City Hall
224 West 9th Street
Sioux Falls, SD 57104
(605) 367-8254 www.siouxfalls.org

Outside City Limits:

Minnehaha Zoning Office
Courthouse
415 North Dakota Avenue
Sioux Falls, SD 57104
(605) 367-4204 www.minnehahacounty.org

- 7) Your business location may need to be inspected and approved for public safety and adherence to **structural, electrical, plumbing, fire and other codes**. Contact the Building Inspector prior to beginning any remodeling or site alterations.

Within Sioux Falls City Limits:

Sioux Falls Building Inspection Office
City Hall
224 West 9th Street
Sioux Falls, SD 57104
(605)367-8670 www.siouxfalls.org

Outside City Limits:

Minnehaha Co. Building Inspector
Courthouse
415 North Dakota Avenue
Sioux Falls, SD 57104
(605)367-4204 www.minnehahacounty.org