



CITY OF
WATERTOWN
FINANCE DEPARTMENT

Sign Installer License Application

New Application Renewal

Licensing Year: 20____

License Information:

Business Name (as it will appear on license)	
Applicant/Owner Name (as it will appear on license)	
Business Address	
City, State, Zip	
Phone Number	
Email Address	
Insurance Company Name (copy of certificate req'd)	
Insurance Expiration Date	
Bond Company Name (copy of bond req'd)	
Bond Expiration Date	
License Fee (check made payable to City of Watertown)	License fee: \$250.00 first year/\$75.00 renewal

Applicant/Owner Signature

Date

TO BE COMPLETED BY CITY OF WATERTOWN

<p>Fee Paid: _____</p> <p>Receipt Number: _____ Dated: _____</p> <p>License or Permit Number: _____</p>	<p>City Council Approved On _____</p> <p>_____ City Manager</p> <p>_____ Finance Officer</p>
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Submit completed application to: City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201
Phone# (605) 882-6203 • Fax# (605) 882-6218 • licenses@watertownsd.us

License Procedures: Sign Installers



To Apply for a Sign Installers License with the City of Watertown:

1. Fill out a business license application form, which is available at the City Finance Office in City Hall.
2. The license fee must be collected at the Finance Office. Please make payable to the City of Watertown.
 - a). **First Year Rate for a Sign Installer License is \$250.00.**
3. Applicant shall have filed with the Finance Officer a bond in the sum of ten thousand dollars (\$10,000) with sureties to be approved by the City Council, conditioned for the faithful observance of this chapter and to save and keep harmless this City from all damages, liabilities, losses or judgments that may be recovered against this City by reason of the negligent erection or maintenance of any such ground sign, projecting sign or marquee sign.
4. Applicant shall file a certificate of standard form contractors public liability insurance, covering bodily injuries, including death, with limits of not less than two hundred fifty thousand dollars (\$250,000) for each person and five hundred thousand dollars (\$500,000) for each accident and covering property damage with limit of two hundred fifty thousand dollars (\$250,000) for each accident. Such license shall not be transferable.
5. Approval is required from the Watertown City Council. Your application will be presented in a timely manner following your submittal. Please note, City Council Meeting are held the first and third Monday of each month. Upon approval, a license card will be provided.
6. Please note, licenses are effective from January 1 to December 31. The renewal license fee is \$75.00. The paperwork will be mailed to you directly, usually in November.

(see back for copy of Chapter 21.8010 for your review)

Chapter 21.8010 BOND AND LICENSE REQUIRED

1. **Bonding Requirement.** No person shall engage in the business of sign or outdoor advertising in this City by erecting or maintaining or leasing to others ground signs, wall signs, marquee signs or projecting signs until such person shall have filed with the Finance Officer a bond in the sum of ten thousand dollars (\$10,000) with sureties to be approved by the City Council, conditioned for the faithful observance of this chapter and to save and keep harmless this City from all damages, liabilities, losses or judgments that may be recovered against this City by reason of the negligent erection or maintenance of any such ground sign, projecting sign or marquee sign.
2. **License Required.**
 - a). No person shall engage in the business of sign or outdoor advertising by erecting or maintaining or leasing to others ground signs, wall signs, projecting signs or marquee signs in this City without first having procured a license from the City Council to conduct such business. Application for a license shall be made on forms furnished by the Finance Officer and applicant shall file with the Finance Officer the application together with a certificate of standard form contractors public liability insurance, covering bodily injuries, including death, with limits of not less than two hundred fifty thousand dollars (\$250,000) for each person and five hundred thousand dollars (\$500,000) for each accident and covering property damage with limit of two hundred fifty thousand dollars (\$250,000) for each accident. Such license shall not be transferable
 - b). Sign Installer's License: The license fee for engaging in the commercial billboard or advertising board business by erecting or maintaining ground, wall or other signs on space suitable for billboard display or advertising and the letting of such space to others for a consideration, or the hanging of signs for others, shall be established by resolution of the City Council. Any license issued pursuant to this section shall expire on December 31 of the year of issuance. Signs that meet all of the following criteria do not require the services of a licensed sign installer; (1) a wall sign, (2) that is not self-illuminated, (3) that has a sign area of 32 square feet or less, and (4) that has a flat face. (Ord 12-23; Rev 09-14-12) (Ord 17- 33; Rev 09-29-17)
 - c). This section with reference to first year license fee shall not be applicable to any person who is regularly engaged in the business of sign installing or sign wiring in this City at the time of the effective date of this chapter.