



State of Idaho
Division of Occupational and Professional Licenses
Public Works Contractors Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Application for Certificate of Authority

When two principals or employees of a firm are licensed construction managers, the firm may apply to the Public Works Contractors Board for a Certificate of Authority so it can provide construction management services.

The licensed construction managers must sign a statement accepting the responsibility and duty to provide construction management services.

Company (firm) name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Company License number: _____

Designates

Licensed Construction Manager: _____
First Name Last Name

CM License number: _____

Licensed Construction Manager: _____
First Name Last Name

CM License Number: _____

(For additional License Construction Managers, please use another sheet of paper)

Licensed Construction Managers accept the responsibility and duties to provide construction manager services to the firm.



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If the construction managers designated by the firm cease to be licensed or to be principals or employees of the firm, the firm shall immediately notify the Division of Occupational and Professional Licenses, Public Works Contractors Board in writing and shall cease to hold itself out as qualified to offer construction management services. If the firm is in the process of providing construction management services when it's designated licensed construction manager becomes unable to provide those services, the firm shall complete the construction management services for the project by using the services of another licensed construction manager who need not be a principal or employee of the firm. The firm shall not provide or hold itself out as providing construction management services for other projects until the Public Works Contractors Board has reinstated the firm's certificate of authority.

Once the Division of Occupational and Professional Licenses, Public Works Contractors Board receives notification, the Public Works Contractors Board shall suspend the firm's Certificate of Authority.

Date: _____ Signed: _____
(Individual, Partner or Officer of the Company)

Fee for Certificate of Authority \$100.00 (If paying by check, please make checks payable to Division of Occupational & Professional Licenses "DOPL".)