



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 Instructions for State of Idaho Public Works Contractors License

If there are any missing items from your application, you will be notified.

In accordance with Idaho State Code Chapter 19 Public Works Contractors Title § 54-1911 & § 54-1912 There will be **NO REFUNDS ISSUED.**

CHECKLIST-ORIGINAL APPLICATIONS

The company name on all application forms and documents must be in the exact name you wish to be licensed under or use for bidding purposes.

You are allowed a maximum of 50 characters, including spaces and punctuation.

Complete all pages of the application. Be sure to sign page 6.

Make checks payable to: **Division of Occupational and Professional Licenses (DOPL)** or use the credit card authorization form on the last page. Completed applications can be emailed to: **publicworks@dopl.idaho.gov**

Submit adequate work history. **Be descriptive with the type of work you have performed.** You may use work history while working for someone else. Use page 9 of the application or attach a typed form listing your work history.

Include three [Contractor Reference Letters](#) from professionals who can verify your work history.

Depending on your filing status; fill in your Federal Tax ID Number (TIN), your Employer Identification Number (EIN), or Social Security Number (SSN) on your application.

Submit the appropriate financial statement for the class of license for which you are applying. See page 2 & 3 for the financial guidelines.

Companies must be registered with the [Idaho Secretary of State](#) (208-334-2301)

Complete, sign and submit the appropriate examination form depending on the class of license you are applying for.

Keep a copy of your application for your records.



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CHECKLIST-ADDITIONS

Submit a letter requesting the addition of the specific type(s) and/or categories.

Submit adequate work history. **Be descriptive with the type of work you have performed.** You may use work history while working for someone else. Use page 9 of the application or attach a typed form listing your work history.

Include three [Contractor Reference Letters](#) from professionals who can verify your work history.

CHECKLIST-UPGRADES

Complete all pages of the application. Be sure to sign page 6.

Submit the appropriate financial statement for the class of license for which you are applying. See page 2-3 for the financial guidelines.

Make checks payable to: **Division of Occupational and Professional Licenses (DOPL)** or use the credit card authorization form on the last page. Completed applications can be emailed to: publicworks@dopl.idaho.gov

Submit adequate work history that meets or exceeds the requirements for the class being requested. See page 9 for minimum work history requirement by class.

Please complete “Class Unlimited to Class C” [Exam form](#) if upgrading from a D license. Go to the [exams link](#) for reference manuals and testing information.

Financial Statement Requirements

NOTE: Tax returns or drafts will not be accepted for any class of license.

Class
D or C

Type of Financial Statement Required:

Financial statements must either be on the Division of Occupational and Professional Licenses multi-purpose balance sheet; submit all 8 pages (information cannot be more than **six months old**), on QuickBooks or otherwise prepared by a **LICENSED** CPA or LPA. Statements prepared by a CPA or LPA must include the accountant’s report and may be compiled, reviewed, or audited. financial statements **cannot** be more than 12 months old.



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CC or B Requires a **compiled** financial statement prepared by a **LICENSED** CPA or LPA. **MUST** include the accountant’s report and **financial statements cannot** be more than 12 months old.

**A, AA
 AAA or
 Unlimited** Requires either a **reviewed** or **audited** financial statement prepared by a **LICENSED** CPA or LPA. **Must** include the accountant’s report and financial statements **cannot** be more than twelve months old.

Parent Co. When submitting a parent company’s financial statement for qualification it must reflect your company’s name in the financial statement and include a **guarantor agreement** which is located on our website: [General Forms Guarantor Agreement](#)

If the financial statement fails to meet the financial guidelines, you may include one or more of the following along with your financial statement.

Personal or Parent Co. Financials A personal or parent company financial statement may be provided. The financial statements must meet the same financial requirements for the class of license the company is seeking. A **guarantor agreement**, must accompany the personal or Parent company’s financial statement. **NOTE:** The guarantor **MUST** reflect the exact name (s) listed on the personal/company financials.

Bonding Letter A letter from the bonding company, **NOT an insurance agent**, stating the dollar amount of the bonding capability per project and in aggregate.

Line of Credit Letter must be on the financial institutions letterhead and reflect in dollar amount the current credit available for company use. **NOTE:** The available credit shown will be applied to the working capital.

Financial Guidelines

<u>Class</u>	<u>Bid Limit</u>	<u>Net Worth</u>	<u>Working Capital</u>
D	\$50,000	\$10,000	\$3,000
C	\$200,000	\$25,000	\$7,500
CC	\$400,000	\$75,000	\$25,000
B	\$600,000	\$150,000	\$50,000
A	\$1,250,000	\$300,000	\$100,000
AA	\$3,000,000	\$450,000	\$150,000
AAA	\$5,000,000	\$600,000	\$200,000
Unlimited	No Bid Limit	\$1,000,000	\$600,000



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Public Works Contractors License Application

Public Works License Number: _____ Date: _____

Company Name: _____

Check for change of address.

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

E-mail address/name of contact person: _____

Business Structure: Individual Partnership LLC Corporation Other: _____

Date of Organization: _____ City: _____ State: _____

Social Security Number (if sole proprietorship) _____ - _____ - _____

Federal Tax ID Number (Tin) or Employer ID Number (EIN) _____ - _____

Check all that apply:

Original – (new applicants)

Upgrade – (increase classification)

Add types/Categories – Submit letter addressed to the program requesting the additions and/or changes along with work history & (3) letters of reference.

Change in business structure – (changing from one structure to another)
 *Must include letter of amendment from Idaho Secretary of State.

License Class & Fee	
D Pgs. 1-8 of balance sheet or CPA/LPA Financial Statement	\$50.00
C Pgs. 1-8 of balance sheet or CPA/LPA Financial Statement	\$100.00
CC Compiled, Reviewed or Audited Financial Statement	\$125.00
B Compiled, Reviewed or Audited Financial Statement	\$150.00
A Reviewed or Audited Financial Statement	\$250.00
AA Reviewed or Audited Financial Statement	\$350.00
AAA Reviewed or Audited Financial Statement	\$450.00
Unlimited Reviewed or Audited Financial Statement	\$550.00



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Applicants Statement of Experience

1. How many years has your organization been in construction under you present name? _____
2. How many years' experience has your firm had as a **General Contractor:** _____
Sub-Contractor: _____ **Specialty Contractor:** _____
3. Has any officer, partner or member of the applicant ever served as an officer, partner or member of an organization that defaulted on a contract; had a project completed at the expense of a bonding or surety company; been adjudged to be bankrupt, been disbarred; or had a license revoked or suspended?
 Yes No **If yes, please give details on a separate sheet of paper.**
4. Are you financially affiliated with any other firm (s) that are licensed by this program?
 Yes No Company: _____
5. Do you currently have an Idaho Electrical, HVAC, Plumbing or FPSC Contractor License? Yes No
 Idaho Electrical License Number: _____ ID HVAC License Number: _____
 Idaho Plumbing License Number: _____ FPSC Number: _____
6. **Who is/will be the qualifying individual for this company (took or will take the Public Works Licensing exam)?**
First name: _____ **Last Name:** _____

Individuals First/Last Name	Position In Organization	Years of Construction	Type of Work Performed
	President		
	Vice President		
	Secretary		
	Treasurer		
	Owner/Proprietor		
	Owner/Proprietor		
	Partner or Member		
	Partner or Member		



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The undersigned deposes and says they have familiarized themselves with the provisions of the Public Works Contractors License Act as amended; have read the instructions and information contained herein and the foregoing is a true statement of facts concerning the individual, partnership, corporation or other business organization herein named as of the date indicated; the financial statement taken from the books of said firm or individual is a true and accurate statement of the financial condition of said firm or individual as of the date thereof; the answers to the foregoing questions are true; and any depository, vendor or other agency herein named is hereby authorized to supply the Public Works Contractors Board with any information necessary to verify this statement. The individual who signs this application guarantees the truth and accuracy of all statements and answers.

Applicants' Full Business Name

Applicants' First Name

Last Name

Title/Position

Applicant's Signature

Date



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Original Applications and those requesting to add or change types and/or categories. Please complete below.

Applicant shall mark the appropriate box to indicate the type or types of construction for which there is necessity for a public works license.

For those applicants requesting Type 4, please mark the appropriate categories for which there is necessity for a public works license.

Please note:

- If all three boxes, Types 1, 2 and 3, are checked, there is no need for Type 4.
- If you only do certain phases of Type 1, 2 and 3, please check only Type 4 with the individual categories marked.
- Types 1, 2 and 3 are for construction of their respective areas **IN THEIR ENTIRETY** (general contractor).
- For **each type and category** requested, you must submit adequate work history. Refer to page 9.
- Include three contractor references which need to be either on our form or on the company's letterhead that is submitting the reference.
- **When adding or changing types and/or categories, a letter addressed to the program requesting the additions and changes is required. Submit the letter along with the work history and references accordingly. Refer to page 2 and 3.**

TYPE 1 HEAVY CONSTRUCTION

Defined as constructing substantially, **in its entirety**, fixed works and structures (not including "building construction"), without limitation, for any and all of the following divisions of subjects: irrigation, drainage, sanitation, sewage, waterpower, water supply, reservoirs, flood control, reclamation, inland waterways, railroad, grade separations, track elevation, elevated highways, hydroelectric development, aqueducts, transmission lines, duct lines, pipelines, locks, dams, dykes, levees, revetments, channels, channel cutoffs, intakes, drainage, excavation and disposal of earth and rocks, foundations, piers, abutments, retaining walls, viaducts, shafts, tunnels, airports air bases and airways, and other facilities incidental to any of the same.

TYPE 2 HIGHWAY CONSTRUCTION

Defined as **all work** included in highway construction contracts, including, without limitation, highways, roads, streets, bridges, tunnels, sewer and street grading, street paving, curb setting, surfacing and other facilities incidental to any of the same.

TYPE 3 BUILDING CONSTRUCTION

Defines **all work** in connection with any structure now built, or hereafter built, for the support, shelter and enclosure of persons, chattels, personal and moveable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts.

TYPE 4 SPECIALTY CONSTRUCTION

Defined as **certain portions** of the job in which you are trained. Mark all categories for which you would like to be licensed. Categories are listed on page 8. Please note trade licenses in the space provided on page 5 if you have chosen those categories for licensure.

CATEGORIES (Mark Only What You Have Work History For)

<input type="checkbox"/> 09500 Acoustical Treatment <input type="checkbox"/> 13850 Alarm Systems <input type="checkbox"/> 13165 Aquatic Recreation Equipment <input type="checkbox"/> 02785 Asphalt Maintenance, Repair, Seal Coating, Crack Sealing & Chip Sealing <input type="checkbox"/> 02740 Asphalt Paving <input type="checkbox"/> 02790 Athletic & Recreational Surfaces <input type="checkbox"/> 02319 Blasting <input type="checkbox"/> 15510 Boiler & Steam Fitting <input type="checkbox"/> 02850 Bridges & Structures <input type="checkbox"/> 02855 Bridge Crossings & Box Culverts <input type="checkbox"/> 05830 Bridge Expansion Joints & Repair <input type="checkbox"/> 18600 Building Cleaning & Maintenance <input type="checkbox"/> 06100 Carpentry, Framing & Remodeling <input type="checkbox"/> 13110 Cathodic Protection <input type="checkbox"/> 07920 Caulking & Joint Sealants <input type="checkbox"/> 04900 Chemical Cleaning, Masonry Restoration & Pressure Washing <input type="checkbox"/> 15550 Chimney Repair <input type="checkbox"/> 13201 Circular Prestressed Concrete Storage Tanks (Liquid & Bulk) <input type="checkbox"/> 11485 Climbing Wall Structures & Products <input type="checkbox"/> 02965 Cold Milling, Rumble Strip Milling, Asphalt Reclaiming & Pavement Surface Grinding <input type="checkbox"/> 16700 Communication <input type="checkbox"/> 03300 Concrete <input type="checkbox"/> 03900 Concrete Demolition, Concrete Sawing & Cutting, Core Drilling, Joint Sealing & Hydro cutting <input type="checkbox"/> 03600 Concrete Grouting <input type="checkbox"/> 03200 Concrete Reinforcing Rebar Installation <input type="checkbox"/> 01550 Construction Zone Traffic Control <input type="checkbox"/> 01542 Craning & Erection <input type="checkbox"/> 02720 Crushing <input type="checkbox"/> 02220 Demolition <input type="checkbox"/> 18300 Develop Gas and Oil Wells <input type="checkbox"/> 02240 Dewatering & Subsurface Drainage <input type="checkbox"/> 06139 Docks -- Log & Wood Structures <input type="checkbox"/> 08100 Doors, Gates, Specialty Doors & Activating Devices <input type="checkbox"/> 02325 Dredging <input type="checkbox"/> 02450 Drilled Piers, Pile Driving, Caisson Drilling, Geopier & Helical Piers <input type="checkbox"/> 02210 Drilling <input type="checkbox"/> 09250 Drywall <input type="checkbox"/> 02312 Dust Control, Dust Abatement & Dust Oiling <input type="checkbox"/> 02260 Earth Retention Systems, Mechanical Stabilized Earth Walls & Retaining Walls <input type="checkbox"/> 16000 Electrical <input type="checkbox"/> Idaho State Electrical Contractor License # _____ <input type="checkbox"/> 16800 Electrical Specialty Contractor <input type="checkbox"/> Idaho State Elec. Spec. Cont. license # _____ 1 Elevator, Dumbwaiter, Escalator OR Moving Walk 2 Sign (Electrical) 3 Manufacturing OR Assembling Equipment 4 Limited Energy Electrical License (Low Voltage) 5 Irrigation Sprinkler Electrical 6 Well Driller & Water Pump Installer Electrical 7 Refrigeration & HVAC Electrical Installer	<input type="checkbox"/> 14200 Elevators, Lifts & Hoists <input type="checkbox"/> 01107 Engineering <input type="checkbox"/> 02195 Environmental Remediation, Restoration & Soil Stabilization <input type="checkbox"/> 02110 Excavation, Removal & Handling of Hazardous Material <input type="checkbox"/> 02310 Excavation & Grading <input type="checkbox"/> 02820 Fencing <input type="checkbox"/> 06200 Finish Carpentry & Millwork <input type="checkbox"/> 13970 Fire Extinguisher & Fire Suppression Systems <input type="checkbox"/> 13930 Fire Suppression (Wet & Dry Pipe Sprinklers) <input type="checkbox"/> Idaho State Fire Marshall (FPSC) # _____ <input type="checkbox"/> 09600 Flooring <input type="checkbox"/> 09680 Floor Covering & Carpeting <input type="checkbox"/> 18100 Golf Course Construction <input type="checkbox"/> 02840 Guardrails & Safety Barriers <input type="checkbox"/> 03500 Gypcrete <input type="checkbox"/> 02318 Hauling <input type="checkbox"/> 13280 Hazardous Material Remediation <input type="checkbox"/> 02404 Horizontal & Directional Earth Boring, Trenching, & Tunneling <input type="checkbox"/> 15700 Heating, Ventilation, & Air Conditioning (HVAC) <input type="checkbox"/> Idaho State HVAC Contractor License # _____ <input type="checkbox"/> 02580 Installation of Communication Towers <input type="checkbox"/> 02880 Installation of Playground Equipment <input type="checkbox"/> 10150 Institutional Equipment <input type="checkbox"/> 13800 Instrumentation & Controls <input type="checkbox"/> 02935 Landscape Maintenance <input type="checkbox"/> 02900 Landscaping, Seeding & Mulching <input type="checkbox"/> 09200 Lath & Plaster <input type="checkbox"/> 06130 Log & Heavy Timber Construction <input type="checkbox"/> 02231 Logging <input type="checkbox"/> 04000 Masonry <input type="checkbox"/> 02660 Membrane Liners for Ponds & Reservoirs <input type="checkbox"/> 10445 Non-Electrical Signs <input type="checkbox"/> 18400 Non-Structural Restoration after Fire or Flood <input type="checkbox"/> 05700 Ornamental Metals <input type="checkbox"/> 09900 Painting & Decorating <input type="checkbox"/> 02937 Pest Control, Sterilization & Herbicide Applicatic <input type="checkbox"/> 11140 Petroleum & Vehicle Equip Srvcs., Install & Repair <input type="checkbox"/> 15100 Pipe Fitter & Process Piping <input type="checkbox"/> 02955 Pipeline Cleaning, Sealing, Lining & Bursting <input type="checkbox"/> 15400 Plumbing (not WSC & ASC) <input type="checkbox"/> Idaho State Plumbing Contractor License # _____ <input type="checkbox"/> 03380 Post-Tensioned Concrete Structures or Structural Members <input type="checkbox"/> 13125 Pre-Engineered Building Kits <input type="checkbox"/> 12011 Pre-Fabricated Equipment & Furnishings <input type="checkbox"/> 13121 Pre-Manufactured Components & Modular Structures <input type="checkbox"/> 03650 Pressure Grouting & Slab Jacking <input type="checkbox"/> 13290 Radon Mitigation <input type="checkbox"/> 10270 Raised Access Flooring <input type="checkbox"/> 15600 Refrigeration <input type="checkbox"/> 02115 Removal of Underground Storage Tanks <input type="checkbox"/> 18800 Roadway Cleaning, Sweeping & Mowing	<input type="checkbox"/> 02317 Rock Trenching <input type="checkbox"/> 02270 Rockfall Mitigation & High Scaling <input type="checkbox"/> 07400 Roofing & Siding <input type="checkbox"/> 09950 Sand Blasting <input type="checkbox"/> 01541 Scaffolding & Shoring <input type="checkbox"/> 07700 Sheet Metal Flashings, Roof Specialties & Accessories <input type="checkbox"/> 07450 Siding & Decking <input type="checkbox"/> 02230 Site Clearing <input type="checkbox"/> 02910 Slope Stabilization, Hydro seeding, Hydro mulching, Native Plant Revegetation for Erosion Control <input type="checkbox"/> 02265 Slurry Walls <input type="checkbox"/> 18700 Snow Removal <input type="checkbox"/> 11001 Specialty Machinery & Equipment Installation & Servicing <input type="checkbox"/> 03370 Specially Placed Concrete, Concrete Pumping & Shotcreting <input type="checkbox"/> 09960 Specialty Coatings <input type="checkbox"/> 07800 Sprayed on Fireproofing <input type="checkbox"/> 02810 Sprinkler & Irrigation Systems <input type="checkbox"/> 05100 Steel Fabrication, Erection & Installation <input type="checkbox"/> 09110 Steel Stud Framing <input type="checkbox"/> 02990 Structural Moving <input type="checkbox"/> 07240 Stucco & Exterior Insulation Finish Systems (EIFS) <input type="checkbox"/> 13150 Swimming Pools & Spas <input type="checkbox"/> 01570 Temp. Erosion & Sediment Control <input type="checkbox"/> 15950 Testing & Balancing of Systems <input type="checkbox"/> 07200 Thermal Insulation <input type="checkbox"/> 09300 Tile & Terrazzo <input type="checkbox"/> 02761 Traffic Marking & Striping <input type="checkbox"/> 02890 Traffic Signs & Signals <input type="checkbox"/> 02232 Tree Removal & Trimming <input type="checkbox"/> 18200 Underwater Installation & Diving <input type="checkbox"/> 02500 Utilities <input type="checkbox"/> 11200 Water/Wastewater & Chemical Treatment <input type="checkbox"/> 07100 Waterproofing & Damp proofing <input type="checkbox"/> 05090 Welding <input type="checkbox"/> 02520 Well Drilling <input type="checkbox"/> 12490 Window, Wall Coverings, Drapes & Blinds <input type="checkbox"/> 08500 Windows, Glass & Glazing
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Solar License -- Mark categories 15400, 15700 & 16000 IF the company does not sub-contract out the electrical, plumbing &/or HVAC.



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Follow Instructions Carefully
 If completed improperly, there will be a delay in your license approval.

Originals and Upgrades
Minimum Requirements for Work History by Class

For approval of original & upgrade applications; you must submit adequate work history reflecting work experience. In order to determine the class of license to be approved, you will need to follow the guidelines below. List the most recent jobs FIRST. Jobs must meet the work history requirements shown below.

License Class	Work History Project Amounts
D	No minimum dollar amount
C	\$35,000
CC	\$140,000
B	\$280,000
A	\$420,000
AA	\$875,000
AAA	\$2,100,000
Unlimited	\$3,500,000

Work History: List work history reflecting adequate experience in the type, scope & dollar amount of work for which you are applying.

**Attach additional pages as necessary*

Year	Dollar Amount	Specific Work History	Location work performed	For Whom
<i>e.g., 2018</i>	<i>\$300,000</i>	<i>Excavated, graded, constructed retaining wall, built entire road.</i>	<i>Meridian, Idaho</i>	<i>Joe Martin - CM</i>



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CREDIT CARD AUTHORIZATION FORM

I, _____, authorize The State of Idaho Division of Occupational & Professional Licenses to charge my credit/debit card account in the amount of \$_____. Please note there is an additional 3% charge for the use of your card through Access Idaho.

Credit Card Number:

					-						-						-					
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Expiration Date:

		/		
--	--	---	--	--

CVC:

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Billing Address Zip Code:

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Cardholder Signature

Date

Phone Number

Email Address for Receipt