



BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

State of Idaho

Division Of Occupational and Professional Licenses

Public Works Contractors Licensing Board

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

Public Works Contractor Licensing Fact Sheet

1. What are the application fees for a Public Works license?

CLASS	FEE
Unlimited	\$440
AAA	\$360
AA	\$280
A	\$200
B	\$120
CC	\$100
C	\$80

2. What information do I need to submit to get a Public Works Contractor license?

- A current financial statement
- Government issued photo ID

3. Which Public Works Contractor exam is administered?

Applicants must pass the state public works contractor exam. The exam is administered at each of our three office locations in Idaho. Once your application has been approved, you will be notified by DOPL via email to schedule your examination at one of our testing sites. Your license will be issued when we receive confirmation that you attained a score of 70% or higher.

4. How can I order Public Works Contractor exam reference material?

The exam covers the Idaho Public Works [statutes and rules](#) and the [Division of Occupational and Professional License Contractor's Business and Law Reference Manual](#).

5. How do I determine the type(s) of Public Works Contractor license(s) I may need?

There are four (4) types of Public Works Contractor licenses:

1. Heavy Construction
2. Highway Construction
3. Building Construction
4. Specialty Construction

The type defines the scope of work that can be performed as a Public Works Contractor. Detailed work history must be provided to determine if applicants qualify for the chosen construction type.

6. How do I determine which class of license I may need?

There are seven (7) classes of licenses: Unlimited, AAA, AA, A, B, CC, and C.

The license class sets the maximum dollar amount a Public Works Contractor can bid on for a Public Works project.

License class is determined by the company's net worth and working capital. The qualifying dollar amounts are outlined below.

	Net Worth	Working Capital	Bid Limit by Class
Unlimited	\$1,000,000	\$600,000	Unlimited
AAA	\$600,000	\$200,000	\$5,000,000
AA	\$450,000	\$150,000	\$3,000,000
A	\$300,000	\$100,000	\$1,250,000
B	\$150,000	\$50,000	\$600,000
CC	\$75,000	\$25,000	\$400,000
C	\$25,000	\$7,500	\$200,000

7. What are the financial statement requirements for each class of license?

Class	Type of Financial Statement Required
C	Financial statements must either be on our approved, multi-purpose balance sheet pgs. 1 - 8 provided (information cannot be more than six months old), on QuickBooks or otherwise prepared by a CPA or LPA. Statements prepared by a CPA or LPA must include the accountant's report and may be compiled, reviewed or an audited balance sheet. Financial statements more than 12 months old will not be accepted.

Class	Type of Financial Statement Required
CC or B	Requires a Compiled financial statement prepared by a CPA or LPA. It MUST include the accountant's report and cannot be more than 12 months old .
A, AA, AAA or Unlimited	Requires either a Reviewed or Audited financial statement prepared by a CPA or LPA. It MUST include the accountant's report and cannot be more than 12 months old .
Parent Co.	Parent company financial statements submitted for qualification must reflect the company's name in the financial statement and include a guarantor letter.

8. How often will I have to renew my Public Works Contractor license?

Licenses are renewed annually on the anniversary date of your original license issue.

9. If awarded a Public Works project, can I let another contractor perform work under my license?

No. A Public Works Contractor license is non-transferable and cannot be used by another contractor. As a licensed Public Works Contractor, you have the option of sub-contracting work to another licensed Public Works Contractor or putting the unlicensed contractor's employees on your payroll to perform that portion of the work. If you choose the latter option, you must pay the employees directly and provide them with a form W-2.

Any subcontractor performing work under the direct supervision of a licensed public works contractor who holds a Class "Unlimited," "AAA," "AA," or "A" license pursuant to section 54-1904, Idaho Code, if the value of the subcontracted work is less than one hundred thousand dollars (\$100,000).

10. Why do I have to list Plumbing, Mechanical or Electrical Subcontractors when bidding on a Public Works project?

This is a legal requirement under Idaho Code [67-2310](#).

11. Why do I have to take the same test for an electrical, plumbing or HVAC contractor's license as I do for a Public Works Contractor license?

Individual license holders are not permitted to transfer or share their test scores between different certifications or licenses.