

ADDITIONAL INFORMATION FACT SHEET

Public Works Contractor Licensing Bureau

1. What is the cost of a Public Works license?

CLASS	FEE
Unlimited	\$550
AAA	\$450
AA	\$350
A	\$250
B	\$150
C	\$100
D	\$50

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

- A contractor application form must be completed and submitted to the Public Works Contractors Licensing Bureau along with the appropriate license fee.
- A current financial statement.
- Three (3) contractor references.
- The appropriate examination form for the class of license you are applying for.

3. What Public Works Contractor test will I need to take?

- If you are applying for a **Class D** license, complete the Class D Examination (pwf-106) included with the application materials and available under [Forms & Applications](#) and submit it with your application. Your license will be issued when your application has been approved and you have passed your examination with a score of 70% or higher.
- If you are applying for a **Class Unlimited, AAA, AA, A, B or C** license you will need to complete the License Examination Information form (pwf-106a) available under [Forms & Applications](#) and submit it with your application. Once your application has been approved, you will be notified by Gainesville Independent Testing Services (GITS) and will be given information on how to schedule your examination at one of their testing facilities. Your license will be issued upon confirmation by GITS that you achieved a test score of 70% or higher.

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4. How can I order a Public Works Contractor study guide?

- The **Class D** study guide is included only with mailed out applications. It consists of the [Idaho Codes and Administrative Rules](#) relating to Public Works Contractor licensing. Select the link above or find these Rules under 'Rules, Statutes & Legislation/Current Statutes & Rules Packets' on our web site.
- The **Class Unlimited, AAA, AA, A, B or C** study guide is referred to as the Idaho Business Procedures Reference Manual and the Code of Federal Regulations – Title 29, Part 1926 (OSHA). The manuals can be purchased by calling (800) 997-2129.

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 establishes the work that can be performed as a Public Works Contractor. In order to determine the appropriate type, contractors must submit detailed work history and reference letters.

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

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

The class of license determines the dollar amount a Public Works Contractor may bid for on a Public Works project.

Classes of licenses are determined by the company's net worth, working capital and the dollar amount of projects they have completed.

The chart below will help you choose the appropriate class of license.

Class	Net Worth	Working Capital	Completed Project Amounts	Bid Limit by Class
Unlimited	\$1,000,000	\$600,000	\$3,500,000	Unlimited
AAA	\$600,000	\$200,000	\$2,100,000	\$5,000,000 or less
AA	\$450,000	\$150,000	\$875,000	\$3,000,000

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A	\$300,000	\$100,000	\$420,000	\$1,250,000
B	\$150,000	\$50,000	\$140,000	\$600,000
C	\$25,000	\$7,500	\$35,000	\$200,000
D	\$10,000	\$3,000	No Minimum Dollar Amount	\$50,000 or less

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

Class	Type of Financial Statement Required
D or C	Financial statements must either be on our approved, multi-purpose balance sheet pgs. 1 - 8 provided (information can not be more than six months old) 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.
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 **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 a form W-2.

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

This requirement falls under Title 67-2310. Please use the following link to review this statute:

<http://www.legislature.idaho.gov/idstat/Title67/T67CH23SECT67-2310.htm>

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?

The exams are not the same; you are not taking the same test. Electrical and HVAC tests are administered by another vendor.

12. Why is the state involved in my business and what does my license fee do for me?

The licensing process assures that you are experienced and qualified to perform the work you are bidding on, that you have the financial wherewithal to complete the project and that you are able to obtain bonding. The fees cover administrative costs of the licensing process and assist us in investigating complaints against those who do not comply with Title 54-19.