

STATE OF IDAHO
DIVISION OF BUILDING SAFETY
PUBLIC WORKS CONTRACTORS LICENSE APPLICATION



1090 EAST WATERTOWER STREET
MERIDIAN, ID 83642

(208) 334-4057 FAX (208) 855-9666

TOLL FREE 1-800-358-6895

WEBSITE: dbs.idaho.gov/publicworks/contractors.html

GOVERNOR C.L. "BUTCH" OTTER
ADMINISTRATOR C. KELLY PEARCE
DEPUTY ADMINISTRATOR OPERATION STEVE KEYS
BUREAU CHIEF JEAN FRENETTE

APPLICATION INSTRUCTIONS FOR STATE OF IDAHO PUBLIC WORKS CONTRACTOR LICENSE

ALLOW A MINIMUM OF TEN (10) WORKING DAYS FOR YOUR COMPLETE APPLICATION TO BE PROCESSED. IF THERE ARE ANY MISSING ITEMS FROM YOUR APPLICATION, YOU WILL BE NOTIFIED. NO REFUNDS WILL BE GIVEN.

ORIGINALS

- 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 5 and have your signature notarized.**
- Make checks payable to DBS-PUBLIC WORKS CONTRACTORS or use credit card authorization form at bottom of page.
- 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 8 of application or attach a typed form listing your work history. **Do not** submit copies of invoices in lieu of worksheet.
- Include three contractor reference letters OR letters of recommendation from people who can verify your work history.
- Depending on your filing status, fill in your Federal Taxpayer 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 3 for the financial guidelines.
- Complete, sign and submit the appropriate examination form depending on the class of license you are applying for.
- Keep a copy of your application.

RENEWALS

- Complete pages 4 & 5 of application. **Be sure to sign page 5 and have your signature notarized.**
- Make checks payable to DBS-PUBLIC WORKS CONTRACTORS or use credit card authorization form at bottom of page.
- Submit the appropriate financial statement for the class of license for which you are applying. See page 3 for the financial guidelines.

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 8 of application or attach a typed form listing your work history. **Do not** submit copies of invoices in lieu of worksheet.
- Include three contractor reference letters OR letters of recommendation from people who can verify your work history.

PROJECTS

- Complete pages 4,5 and 8 of the application. **Be sure to sign page 5 and have your signature notarized.**
- Submit the appropriate financial statement for the class of license for which you are applying. See page 3 for the financial guidelines.
- Make checks payable to DBS-PUBLIC WORKS CONTRACTORS or use credit card authorization form at bottom of page.
- Submit adequate work history that meets or exceeds the requirements for class being requested. See page 3 for project amounts.

Please complete this form to charge a credit card. Company name is mandatory to ensure proper application of payment.

Card Number	Expiration Date	Authorized Dollar Amount
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

VISA

MASTERCARD

Name of Cardholder (as it reads on credit card)

Billing Address

City

State

Zip Code

Name on Public Works Contractors License

Signature of Cardholder

FINANCIAL STATEMENT REQUIREMENTS

Refer below for specific requirements of financial statements submitted with your license application. Note: Tax returns, in-house reports or drafts will be not accepted for any class of license.

Class	<u>Type of Financial Statement Required:</u>
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. When submitting statements prepared by a CPA or LPA, the statement must include the accountant's report and may be compiled, reviewed or an audited balance sheet. Financial statements can not be older than 12 months.
B	Requires a Compiled financial statement prepared by a CPA or LPA. MUST include the accountant's report and can not be more than 12 months old.
A, AA or AAA Unlimited	Requires either a Reviewed or Audited financial statement prepared by a CPA or LPA. MUST include the accountant's report and can not be more than 12 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 letter.

FINANCIAL GUIDELINES

Your financial statement must qualify in the areas of net worth and working capital for the class of license for which you are applying.

<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
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	\$5,000,000 >	\$1,000,000	\$600,000

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

Guarantor Letter	Documentation of the existence of a written guaranty agreement between the applicant and a third-party in which the third-party guarantor agrees to assume financial responsibility for payment of any obligations of the applicant for any particular project as may be determined by a court of competent jurisdiction. Please submit a third-party financial with the guaranty agreement. Guarantor agreement located on DBS application/renewal web-site: dbs.idaho.gov
Bonding Letter	A letter from bonding company, NOT an insurance agent , stating the dollar amount of the bonding capability per project and in aggregate, including supporting documentation.
Line of Credit	The letter must be on your banks letterhead, reflected in dollar amount, the line of credit and be signed by your bank.

**ORIGINALS AND UPGRADES
MINIMUM REQUIREMENTS FOR PROJECTS DOLLARS**

For approval of original and upgrade applications, you must submit adequate work history reflecting your experience. In order to determine the class of license to be approved, you will need to follow the guidelines below.

LICENSE CLASS	PROJECT AMOUNTS
D	No minimum dollar amount
C	\$35,000
B	\$140,000
A	\$420,000
AA	\$875,000
AAA	\$2,100,000
Unlimited	\$3,500,000



PUBLIC WORKS CONTRACTORS LICENSE APPLICATION

Current Idaho Public Works License Number _____ Date of Application _____

Company Name

(Exact name under which the license is to be issued - Maximum 50 characters including punctuation and spaces)

Check for change of address:

Mailing Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Cell Number _____

E-mail address of contact person _____ Contact Name _____

Business Structure: Individual Partnership LLC Corporation Other _____

Date of Organization: _____ State: _____

Sole proprietorship, note your social security number (SSN): - -

Federal Tax ID Number (TIN) or Employer ID Number (EIN): -

- Check all that apply:
- Renewal - annual renewal (pgs. 4 & 5 of application, financial statement & fee)
 - Original - new applicants - Refer to pgs. 2 & 3
 - Upgrade - (increase classification) - Refer to pgs. 2 & 3
 - Downgrade - (decrease classification)
 - Add types/categories - Submit letter addressed to the bureau requesting the additions and/or changes along with work history & (3) letters of reference. - Refer to pg. 2
 - Change in business structure - (changing from one structure to another)
Must include Letter of Amendment from Idaho Secretary of State.

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

In accordance with Public Works Contractors Chapter 19 Title 54-1911 & 1912 there will be **NO REFUNDS**
Allow 7 to 10 business days for processing

Mailing Address:
PUBLIC WORKS CONTRACTOR LICENSING
1090 EAST WATERTOWER STREET
MERIDIAN, ID 83642
(208) 334-4057 FAX (208) 855-9666
TOLL FREE 1-800-358-6895

APPLICANT'S STATEMENT OF EXPERIENCE

- 1 How many years has your organization been in construction under your present name? _____
- 2 How many years experience has your firm had as a **general contractor**? _____ **sub-contractor**: _____ **specialty contractor**: _____
- 3 Have you, your organization or any officer, partner or member thereof failed to complete a contract; and/or has any bonding or surety company ever completed or made a financial settlement upon any construction contract or work undertaken; and/or have you, your organization or any officer, partner or member thereof ever been adjudged to be bankrupt or convicted of a felony?
 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 bureau?
 Yes No Company _____
- 5 Do you currently have an Idaho plumbing, electrical or hvac contractor license? Yes No
 Idaho Electrical # _____ Idaho HVAC # _____ Idaho Plumbing # _____
- 6 Who is the qualifying individual (took the Public Works Licensing exam) for this company? _____

Individual's Name	Position in Organization	Years of Construction Experience	Type of Work Performed	Social Security Number
	President			
	Vice President			
	Secretary			
	Treasurer			
	Owner/Proprietor			
	Partner or Member			
	Partner or Member			

State of _____
 County of _____

The undersigned, being duly sworn, deposes and says that 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; that 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; that the answers to the foregoing questions are true; and that any depository, vendor or other agency herein named is hereby authorized to supply the Public Works Contractors License Bureau with any information necessary to verify this statement. The individual who signs this application guarantees the truth and accuracy of all statements and answers.

 Applicant's Complete Business Name

 Applicant's Signature

 Applicant's Printed Name and Title

 Sworn to me before this date

 Notary Public Signature

NOTARY PUBLIC SEAL

 Residing at

 Notary Expiration Date

**ORIGINAL APPLICATIONS AND THOSE WISHING TO ADD OR CHANGE TYPES AND/OR CATEGORIES
PLEASE COMPLETE BELOW**

Applicant shall mark the appropriate box with an 'X' to indicate the type or types of construction for which there is experience and necessity for licensure. For those applicants requesting Type 4, please mark the appropriate categories for which there is experience and necessity for licensure.

Please note:

- If you are renewing your license and you are not changing types and/or categories, this section is not applicable.
- 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 Types 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.
- 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 bureau requesting the additions and changes is required. Submit the letter along with the work history and references accordingly. - Refer to pg. 2**

TYPE 1 HEAVY CONSTRUCTION

Defined as constructing substantially, **in its entirety**, fixed works and structures (not including "building construction"), without limitation, for any or 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

Defined as **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 the categories for which you would like to be licensed. Categories are listed on Page 7. Please note trade licenses in the space provided if you have chosen those categories for licensure.

See Next Page for Category Listing

CATEGORIES

- | | | |
|---|--|--|
| <input type="checkbox"/> 09500 Acoustical Treatment
<input type="checkbox"/> 13850 Alarm Systems
<input type="checkbox"/> 13165 Aquatic Recreational Equipment
<input type="checkbox"/> 02785 Asphalt Maint., Repair, Seal Coat, Crack Seal & Chip Seal
<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"/> 05830 Bridge Expansion Joints & Repair
<input type="checkbox"/> 02855 Bridge Crossings & Box Culverts
<input type="checkbox"/> 02850 Bridges & Structures
<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
<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"/> 02580 Communication Towers Installation
<input type="checkbox"/> 03300 Concrete
<input type="checkbox"/> 03900 Concrete Demolition, Sawing, Cutting, Core Drilling, Joint Sealing & Hydrocutting
<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"/> 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 Idaho Electrical Contractor License # _____
<input type="checkbox"/> 16800 Idaho Electrical Specialty Contractor License # _____
a Elevator, Dumbwaiter, Escalator, Moving Walk Electrical
b Sign Electrical
c Manufacturing or Assembling Equipment
d Limited Energy Electrical License (low voltage)
e Irrigation Sprinkler Electrical
f Well Driller & Water Pump Installer
Idaho Electrical License # _____
g Refrigeration & HVAC Electrical Installer
Idaho Electrical License # _____ | <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"/> 09680 Floor Covering & Carpeting
<input type="checkbox"/> 09600 Flooring
<input type="checkbox"/> 18300 Gas & Oil Wells - Development
<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"/> 15700 Heating, Ventilation, and Air Conditioning (HVAC)
<input type="checkbox"/> 02404 Horiz. & Directional Earth Boring, Trenching, Tunneling
<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 - Ponds, Reservoirs
<input type="checkbox"/> 10445 Non-electrical Signs
<input type="checkbox"/> 18400 Nonstructural Restoration after Flood or Fire
<input type="checkbox"/> 05700 Ornamental Metals
<input type="checkbox"/> 09900 Painting & Decorating
<input type="checkbox"/> 02937 Pest Control, Sterilization, Herbicide Applications
<input type="checkbox"/> 11140 Petroleum & Vehicle Service Equip - Install & Repair
<input type="checkbox"/> 15100 Pipe Fitter & Process Piping
<input type="checkbox"/> 02955 Pipeline Cleaning, Sealing, Lining & Bursting
<input type="checkbox"/> 02880 Playground Equipment Installation
<input type="checkbox"/> 15400 Idaho 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"/> 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"/> 02880 School & Playground Equipment Installation
<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, Hydroseeding, Hydromulching, Native Erosion Control | <input type="checkbox"/> 02265 Slurry Walls
<input type="checkbox"/> 18700 Snow Removal
<input type="checkbox"/> 11001 Specialty Machinery & Equip. Installation & Servicing
<input type="checkbox"/> 03370 Specialty Placed Concrete, Concrete Pumping & Shotcreting
<input type="checkbox"/> 09960 Specialty Coatings
<input type="checkbox"/> 07800 Sprayed-on Fireproofing
<input type="checkbox"/> 02810 Sprinkler & Irrigation Sys.
<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 Sys (EIFS)
<input type="checkbox"/> 13150 Swimming Pool & Spas
<input type="checkbox"/> 01570 Temp. Erosion & Sediment Controls
<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"/> 02115 Underground Storage
<input type="checkbox"/> Tank Removal
<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 |
|---|--|--|

