

DIVISION OF BUILDING SAFETY  
PUBLIC WORKS CONTRACTOR LICENSING BUREAU  
1090 E WATERTOWER STREET  
MERIDIAN IDAHO 83642  
208-334-4057

## LICENSING PROCEDURE

The contractor application form needs to be completed and submitted to the Public Works Contractors Licensing Bureau along with the license fee, a current financial statement, and three (3) contractor references, and the appropriate examination form depending on the class of license you are applying for.

The application form is a statement of your company structure, experience and equipment. You must also submit the appropriate license fee, a current financial statement, a list of equipment, three (3) contractor reference forms or letters of recommendation. The contractor references may be on their company letterhead. Please be advised that the application package must be complete in every aspect. Your financial statement must meet the financial guidelines listed on page 3 of the application form.

If you are applying for a **Class D** license please complete the Class D Examination (pwf-106) and submit with your application. Once your application has been approved and you have passed your examination with a score of 70% or higher your license will be issued.

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) and submit with your application. Once your application has been approved, you will be notified by GITS to schedule your examination at one of their testing facilities. Upon receiving a score of 70% or higher your license will be issued.

If there are any missing items from your application packet, you will be faxed or mailed a notice and given ten (10) business days to satisfy any discrepancies. If you do not respond with all required information with the ten-day period, your license will be disapproved with no monies refunded.

The License Act gives the Bureau the authority to investigate the actions of any public works contractor in the state. The Bureau may conduct hearings after due notice that may result in the reclassifying, retying, temporary suspension or permanent revocation of any license.