APPLICATION FOR HVAC SPECIALTY CONTRACTOR LICENSE

- In order to qualify for the HVAC Specialty Contractor exam an applicant must:
  - Submit proof of a minimum of two (2) years experience as an HVAC Specialty Journeyman in the category applicant is applying for either in the state of Idaho or another jurisdiction:
    - Experience may be proven by providing a copy of the applicant’s Idaho HVAC Specialty Journeyman license.
    - Out-of-state applicants must provide notarized Employer’s Verification Form(s). Employers must verify that the applicant has a minimum of two (2) years experience as an HVAC Specialty Journeyman in the same category the applicant is applying for.
  - Submit a completed application (included).
  - Pay the $35 (non-refundable) application fee.

- Upon application approval:
  - Exam information will be sent to the applicant.

- Upon passing the exam an applicant must:
  - Submit a $2,000 Compliance Bond in the name of the company.
  - Pay the license fee.

Please Note: If an applicant does not complete the exam within one (1) year of applying, he/she must reapply.
APPLICATION FOR HVAC SPECIALTY CONTRACTOR LICENSE

*Check the type of HVAC Specialty Contractor license you are applying for:

Hearth Specialty ____  Fuel Gas Piping Specialty ____
Waste Oil Heating Specialty ____  LP Limited Heating Specialty ____

PLEASE PRINT

*Applicant Name: ____________________________  *Date of Birth: ______________

*Company Name: ____________________________________________________________

*Mailing Address: ____________________________________________________________

*City: ____________________________  *State: _________  *Zip Code: ____________

*Social Security Number: __________________  *Contact Phone Number(s): ________________

*E-Mail Address: ______________________________________________________________

*Are you currently licensed as an HVAC Specialty Contractor/Specialty Journeyman in another jurisdiction? Yes_____  No_____State:_____

*License Number: __________________  *Date Issued: ______________  *Expires: ____________

I certify the information above is correct.

*Signature: ____________________________  *Date: ______________

*Required Field

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC

State Of _______________________

The above individual appeared before me this _____ day of ______, 20______.

NOTARY SEAL:

________________________________
Signature of Notary Public

Commission Expires: _______________
HVAC SPECIALTY CONTRACTOR EMPLOYER’S VERIFICATION FORM
(Please submit a separate form for each employer)

SELF-VERIFICATION WILL NOT BE ACCEPTED

Applicant Name: _______________________________________________________________

Verified Dates: _________________________________________________________________

From: (month/day/year)  To: (month/day/year)

Detailed Description of the type of work performed: _________________________________

______________________________________________________________________________

Employer/Contractor: __________________________ License Number: _______________

Address: __________________________________________________________________

City: __________________________ State: _______ Zip Code: __________

Telephone Number: ______________________ E-Mail: _____________________________

Employer’s Authorized Signature

_______________________________________________________________________________

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC

State of __________________________

The above individual appeared before me this _______ day of _______, 20________.

NOTARY SEAL: 

Signature of Notary Public

Commission Expires: ________________
AUTHORIZED SIGNATURES FOR CONTRACTOR LICENSE

Completion of this form allows the license-holder to designate a maximum of two authorized individuals who will be allowed to conduct transactions (sign permits, schedule/cancel inspections, etc.) under this contractor’s license.

Printed Name of 1st Designee __________________________ Signature __________________________

Printed Name of 2nd Designee __________________________ Signature __________________________

I understand that I am responsible for updating the above information in writing to the Division of Building Safety. As the owner of this license I am responsible for all fees, purchases or fines that accrue to this license as a result of my actions or those of the individual(s) named above.

__________________________________________ Date __________________________
Signature of Licensee

DBA ____________________________ License Number ____________________________
DEFINITIONS OF HVAC SPECIALTY TYPES

HEARTH SPECIALTY LICENSE
Scope of work permitted: Install hearth appliances and the associated gas lines.

FUEL GAS PIPING SPECIALTY LICENSE
Scope of work permitted: Install fuel gas piping only and shall not make the final termination. Appliances and the associated gas piping, chimney, and vents shall be installed by others.

WASTE OIL HEATING SPECIALTY LICENSE
Scope of work permitted: Install non-duct connected waste oil heaters. Waste oil heating specialty journeymen are limited to the maintenance, installation, and repair of the equipment, controls, and piping directly associated with the waste oil heater, tank, and burner only. Any plumbing, electrical, ducting, venting, or associated equipment beyond the waste oil heater, tank, and burner shall be installed by others.

LP LIMITED HEATING SPECIALTY LICENSE
Scope of work permitted: Install, maintain, service and repair LP gas-fired appliances, LP fuel gas piping and related exhaust venting. This definition of specialty limited heating shall exclude boilers, hydronic systems, ducted forced air systems, ventilating and air conditioning systems, systems with a BTU input rating over 300,000, solid fuel and electric-fueled systems.