



C.L. "BUTCH" OTTER
Governor
C. Kelly Pearce
Administrator

State of Idaho
DIVISION OF BUILDING SAFETY

Building a Safer Idaho

1090 East Watertower Street Suite 150
Meridian, Idaho 83642
Main # 1-800-955-3044
Fax # 1-877-810-2840
dbs.idaho.gov

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Greetings Contractors,

This letter contains important information regarding program and procedure changes that may affect you and the way you do business with the Division of Building Safety (DBS).

The changes stem from a comprehensive review of our policies and procedures, applicable statutes and rules and discussions with our governing boards.

The following changes are being implemented immediately:

- All plumbing contractor license information in our TrakiT system has changed to reflect the individual contractor's name in lieu of the plumbing business name. This recognizes that legally, the plumbing contractor license is a personal license, not one granted to a business entity. As a plumbing contractor, you are personally responsible for everything associated with your license. This includes but is not limited to payment of applicable fees and any corrections required for work done under your license.
- We recognize that many of you rely on others within your business to handle permitting and other facets of your business, and will allow you to designate, in writing, two individuals who have your permission to act on your behalf when dealing with DBS. The form for designation of said individuals can be found on the DBS Web site here: <http://dbs.idaho.gov/forms/index.html>
- All designations so made will remain in effect until we receive written notice they have been changed. When transacting business with DBS online, a password is required. While you may change this password online and share your password with others, you remain personally responsible for all business conducted by them in your name. This change has been reviewed and approved by the Idaho Plumbing Board.
- Also, the Division of Building Safety will process cross-referencing requests only in the following circumstances:
 1. When a parent permit is issued for a multi-family project where the permits for individual units are cross-referenced to it.
 2. In cases where the death of a licensed plumbing or HVAC contractor requires that work in progress be completed by another properly licensed individual.
- With regard to permit fee refunds, DBS will refund fees only in situations involving overpayment, duplicate permits, or where permits have been issued for installations not in DBS's jurisdiction.