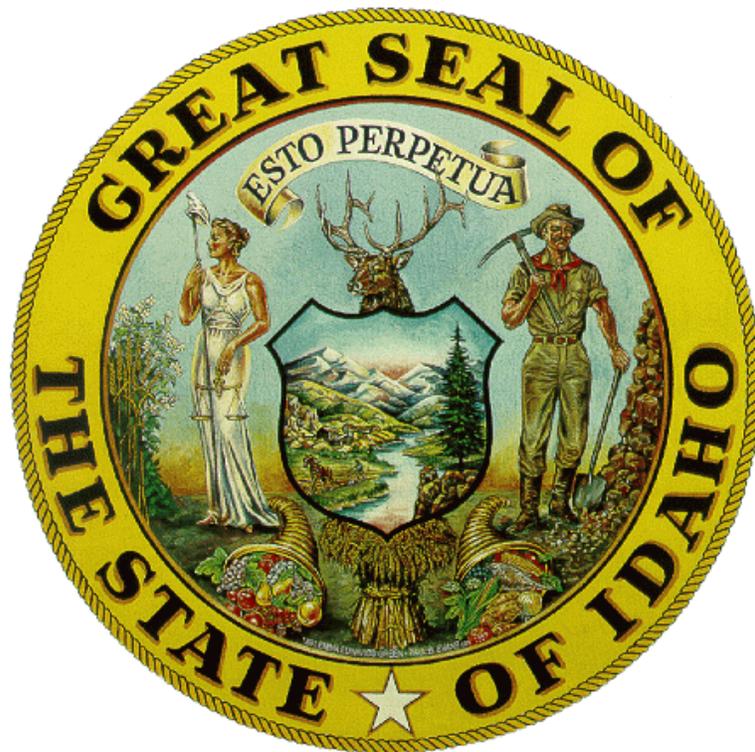


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD MEETING

AUGUST 12, 2020



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda and Minutes

PRESENTER: Ted Sermon, Chairman

OBJECTIVE: Approve the Idaho HVAC Board's August 12, 2020 Agenda and March 11, 2020 Meeting Minutes.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative Agenda and Draft Minutes



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD MEETING

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
155 North Maple Street, Blackfoot**

**Teleconference – 877-820-7831--529619
dbs.idaho.gov – (208) 332-7137**

Wednesday, August 12, 2020

9:30 a.m.–11:30 a.m. (MDT)

8:30 a.m.–10:30 a.m. (PDT)

**MASKS ARE REQUIRED FOR BOARD ROOM ATTENDANCE OR
TELECONFERENCING IS AVAILABLE AT THE NUMBER REFERENCED ABOVE**

9:30 a.m. CALL TO ORDER – Ted Sermon, Chairman

- Roll Call & Introductions

- Recognition
 - Bill Hatch, Past Board Member
 - Mike LaPray, New Board Member

- Open Forum
 - Out-of-State Contractor Requirement for Oregon Contractors – Dennis Kuzmenko

CONSENT AGENDA

1. Approval of the August 12, 2020 Agenda and March 11, 2020 Meeting Minutes – Ted Sermon

ACTION AGENDA

2. Vote to Authorize Notice of Omnibus Rulemaking – Adoption of Pending Rule and Notice of Omnibus Fee Rulemaking – Adoption of Pending Fee Rule with regard to IDAPA 07.07.01 – Spencer Holm, Deputy Attorney General

3. Two Year Renewal Grace Period & Inactive Contractor Renewals – Michael Hyde, Program Manager

4. Continuing Education Units (CEU) – Michael Hyde
5. Red Tape Reduction--HVAC Permit Fees – Michael Hyde

INFORMATIONAL AGENDA

6. Program Manager Report – Michael Hyde
7. Compliance Program Report – Amy Kohler, Compliance Program Specialist
 - NOV Activity Report
 - Journeyman First Exam Attempts Report
8. Administrator Report – Ron Whitney, Administrator
 - Financial Report

11:30 a.m. ADJOURN

For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://dbs.idaho.gov/boards/hvacboard/hvacmeetings.html>.

All times, other than beginning, are approximate and scheduled according to Mountain Daylight Time (MDT), unless otherwise noted. Agenda items may shift depending on the Idaho Heating Ventilation and Air Conditioning Board's preference. 08/04/2020rb

**IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING**

Wednesday – March 11, 2020 – 9:30 a.m. (MDT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
155 North Maple Street, Blackfoot**

DRAFT MINUTES OF THE MARCH 11, 2020 HVAC BOARD MEETING

NOTE: The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Ted Sermon called the meeting to order at 9:36 a.m. (MDT)

Board Members Present:

Ted Sermon, Chairman
Bill Carter, Vice-Chairman
Bill Hatch
Judy Van Cleave
Mark Ferm
Randy Hart
Garret Christoffersen

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
John Nielsen, HVAC Program Manager
Patrick J. Grace, Regional Manager, Region 2
Adam Bowcutt, Regional Manager, Region 3
Chuck Knapp, Regional Supervisor, Region 1
Josh Nyman, Regional Supervisor, Region 3
Amy Kohler, Compliance Program Specialist
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address under open forum.

◆ **Approval of the March 11, 2020 Agenda, February 10, 2020 Special Meeting Minutes and January 8, 2020 Meeting Minutes**

MOTION: Bill Hatch made a motion to approve the agenda and meeting minutes as presented. Judy Van Cleave seconded. All in favor, motion carried.

◆ **HVAC Apprentice Testing Standards**

Idaho Career and Technical Education (ICTE), with input from industry and educators, developed testing standards, years one through three, for use by all Idaho HVAC apprenticeship programs. Fourth year is the journeyman exam. Adrian San Miguel, ICTE Representative, explained the testing process. ICTE does not dictate curriculum, that is up to the institutions. The Board was asked to approve the testing standards, which will begin this spring.

MOTION: Bill Carter made a motion to approve the HVAC Apprentice Testing Standards. Randy Hart seconded. All in favor, motion carried.

◆ **Two Year Renewal Grace Period**

Based on the 2019 Licensing Freedom Act, agenda items three *Two Year Renewal Grace Period* and four *Contractor Inactive Status* were discussed simultaneously as both are in Idaho Code 54-5013 *Certification expiration -- renewal – reinstatement*.

The intent of the Board is to allow one additional year from the expiration of a license to renew without retesting, for a total of two years. HVAC Program Manager John Nielsen, with assistance from Deputy Attorney General Spencer Holm, will rewrite the statute for clarity.

It was questioned whether to allow all HVAC licensees to place their licenses in an inactive status. For consistency with the other trades, the Board decided the inactive status should only pertain to contractors.

ACTION: The topic *Two Year Renewal Grace Period* will be placed as an action item on the May 2020 Board meeting agenda.

◆ **Contractor Inactive Status**

This issue was addressed under the topic *Two Year Renewal Grace Period*. It was determined to issue a one-time rather than a yearly inactivation fee.

◆ **Program Manager Report**

2020 Legislative Update – The following legislation has been approved and will become effective at sine die of the legislature: 1) 2018 codes, 2) Out-of-state HVAC contractors (way to come into Idaho and test), 3) One-year HVAC apprentice registration (show proof of apprenticeship schooling or eight hours of CEU), and 4) Revised fee schedule.

Continuing Education Units (CEU) – At this time there are no CEU requirements for the HVAC trade. The HVAC Program Manager explained that as the Plumbing Program Manager, he reviews and approves all technical and industry-related courses for the plumbing trade; including OSHA. A third-party vendor, C.E. Broker, manages and tracks online continuing education for DBS. The Board is fine with following the CEU standards of the electrical and plumbing boards; however, in rule, it does say “Board-approved continuing education”. Therefore, the Division can either present a list to the Board for approval every few months or the Board can delegate the authority to the HVAC Program Manager. Board Member Judy Van Cleave asked to review the standards prior to implementation.

HVAC Program Manager Nielsen suggested, and Chairman Sermon agreed, to notify providers that the HVAC Board will begin requiring CEUs for apprentices and to get their course information in for review. In addition, the topic *Continuing Education Units (CEU)* will be placed as an action item on the May 2020 Board meeting agenda.

ACTION: The HVAC Program Manager will contact course providers; asking for their course outlines for the Board's review at the May 2020 Board meeting.

ACTION: The topic *Continuing Education Units (CEU)* will be placed on the agenda for the May 2020 Board meeting as an action item.

New Fee Structure – The Division will notify the industry, via email, of the new fee structure that will be implemented by DBS on May 1, 2020.

ACTION: The HVAC Program Manager will email the industry the effective date of the new fee schedule.

◆ **Local Jurisdictions Checking Licenses**

The City of Idaho Falls has informed its inspectors that since licenses are issued by the state, not the city, they are not responsible for checking licenses. Board Member Garret Christoffersen asked for clarification on this issue. Administrator Chris L. Jensen explained when local jurisdictions take over the authority of the HVAC program, they take on the responsibility to not only uphold rules but all of the state's IDAPA codes and laws. If an alleged violation occurs, local jurisdictions are encouraged to contact DBS to investigate and perhaps issue a Notice of Violation.

For consistency among the HVAC, Electrical and Plumbing programs, Administrator Jensen will actively pursue this compliance issue; generating correspondence for distribution to all jurisdictions in the state of Idaho.

◆ **Compliance Program Report**

The Division continues to check licenses throughout the state of Idaho. Local jurisdictions are encouraged to contact the Compliance Program Specialist with any suspicious activity. Should an appeal hearing be generated, the local jurisdiction may be called as a witness. Electronic ads are a big compliance issue at this time.

◆ **Administrator Report**

Electrical Apprentice Ratio – Administrator Jensen explained the events behind the House Business and Senate Commerce and Human Resources Committees removing the two-to-one electrical apprentice ratio from the electrical rules.

2018 Codes (Cont'd) – The codes have passed and will become effective at the close of the 2020 legislative session; however, DBS will not fully enforce them until January 1, 2021. The journeyman exam, based on the 2012 codes, will be provided until 2022 and the 2018 journeyman exam will be available in January 2021.

Construction – At this time, there does not seem to be any slowdown in construction. The Idaho National Laboratory, Idaho Falls, is expecting to hire 5,000 individuals to work on the small-scale modular reactor project.

◆ **Adjournment**

MOTION: Bill Carter made a motion to adjourn the meeting. Bill Hatch seconded. All in favor. Motion carried.

The meeting adjourned at 11:23 a.m. (MDT).

TED SERMON, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 04/15/2020rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02 Vote to Authorize Notice of Omnibus Rulemaking – Adoption of Pending Rule and Notice of Omnibus Fee Rulemaking – Adoption of Pending Fee Rule with Regard to IDAPA 24.39.70

PRESENTER: Michael Hyde, HVAC Program Manager

OBJECTIVE: 2020 temporary fee rules to become proposed fee rules.

ACTION: Vote to accept or deny the temporary fee rules becoming proposed fee rules.

BACKGROUND: At the adjournment of the 2020 legislative session, the Idaho Legislature did not reauthorize any existing administrative rules pertaining to fees. As detailed in a March 22nd DFM memo to all agency directors, all fee rule chapters of the Idaho Administrative Code are currently temporary. The Governor has directed DFM to work with all state executive agencies to take those fee rules proposed, and later pending, and submit them for 2021 legislative review as an omnibus fee rulemaking.

DFM will begin the process of re-publishing existing fee rules by IDAPA chapter, using the current temporary rules. The fee rules will be published as proposed rules in a special edition of the Idaho Administrative Bulletin in September 2020. It is important to know that all fee rules are in effect as temporary and will continue to have the full force and effect of law.”

In addition, as of July 1, 2020, IDAPA 07 Administrative Rules of the Division of Building Safety and its Constituent Boards have been redesignated as IDAPA 24.39.01 through 24.39.90.

ATTACHMENTS: IDAPA 24.39.70 – Rules Governing HVAC Board



**IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES
DIVISION OF BUILDING SAFETY – IDAHO HEATING, VENTILATION, AND AIR
CONDITIONING BOARD**

24.39.70 – Rules Governing Heating, Ventilation, and Air Conditioning Systems

Who does this rule apply to?

This rule applies to those who make HVAC installations, including licensed HVAC and specialty HVAC contractors, and the journeyman and apprentice HVAC technicians employed by such. It also applies to homeowners and facility owners who are authorized to make HVAC installations on their property.

What is the purpose of this rule?

The rule prescribes the requirements for licensing of HVAC and HVAC specialty contractors to perform various types of HVAC installations in Idaho. It also sets forth the requirements and process to obtain a permit and inspection from the Division for such HVAC work. The rules adopt the International Residential, Fuel Gas and Mechanical Codes as the standard to which all HVAC work must be installed, and also provides penalties that may be imposed for violations of the HVAC statutes or rules.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Professions, Vocations, and Businesses -

- Title 54, Chapter 50, Idaho Code – Installation of Heating, Ventilation and Air Conditioning Systems
- 54-5005, Idaho Code – Powers and Duties of the Board

Who do I contact for more information on this rule?

Idaho Division of Building Safety
1090 E. Watertower Street, Suite 150
Meridian, ID 83642
Phone: (208) 334-3950
Fax: (877) 810-2840
Email: customer.service@dbs.idaho.gov
Website: <https://dbs.idaho.gov/>

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**24.39.70 – RULES GOVERNING INSTALLATION OF HEATING, VENTILATION,
AND AIR CONDITIONING SYSTEMS**

000. LEGAL AUTHORITY.

This chapter is adopted in accordance with Sections 54-5001 and 54-5005(2), Idaho Code. (3-20-20)T

001. TITLE AND SCOPE.

01. Title. These rules are titled IDAPA 24.39.70, “Rules Governing Installation of Heating, Ventilation, and Air Conditioning Systems” (HVAC Rules). (3-20-20)T

02. Scope. These rules establish the minimum standards for heating, ventilation, and air conditioning (HVAC) installation practice, certification, registration, and educational programs. (3-20-20)T

002. (RESERVED)

003. ADMINISTRATIVE APPEALS.

Title 67, Chapter 52, Idaho Code, and IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General,” govern administrative appeals and judicial review thereof. (3-20-20)T

004. ADOPTION AND INCORPORATION BY REFERENCE OF THE INTERNATIONAL MECHANICAL CODE, 2018 EDITION; THE INTERNATIONAL FUEL GAS CODE, 2018 EDITION; AND PART V (MECHANICAL) AND PART VI (FUEL GAS) OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE (1)- AND TWO (2)-FAMILY DWELLINGS, 2018 EDITION.

The 2018 editions of the International Residential Code for One (1)- and Two (2)-Family Dwellings, International Mechanical Code, and International Fuel Gas Code are available at the Division’s offices located at 1090 E. Watertower St., Suite, 150 Meridian, Idaho 83642; 1250 Ironwood Dr., Ste. 220, Coeur d’Alene, Idaho 83814; and 2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho 83201. (3-20-20)T

01. International Mechanical Code. The 2018 Edition, including appendix “A,” (herein IMC) is adopted and incorporated by reference with the following amendments: (3-20-20)T

a. Where differences occur between the IMC and Title 54, Chapter 50, Idaho Code and IDAPA 07, Title 07, the provisions in Idaho Code and IDAPA rules apply. (3-20-20)T

b. All references to the International Plumbing Code (IPC) are construed as referring to the Idaho State Plumbing Code (ISPC) as adopted and amended by the Idaho State Plumbing Board. (3-20-20)T

c. All references to the International Code Council Electrical Code (ICC EC) are construed as referring to the National Electrical Code (NEC) as adopted and amended by the Idaho State Electrical Board. (3-20-20)T

d. Section 109. Delete. (3-20-20)T

e. Section 202 Definitions. Delete the definitions provided in the code for the terms identified herein this paragraph and replace with the following: (3-20-20)T

i. Light-Duty Cooking Appliance. Light-duty cooking appliances include gas and electric ovens (including standard, bake, roasting, revolving, retherm, convection, combination convection/steamer, countertop conveyORIZED baking/finishing, deck, pastry, and electric and gas conveyor pizza ovens), electric and gas steam jacketed kettles, electric and gas pasta cookers, electric and gas compartment steamers (both pressure and atmospheric) and electric and gas cheesemelters. (3-20-20)T

ii. Medium-Duty Cooking Appliance. Medium-duty cooking appliances include electric discrete element ranges (with or without oven), electric and gas hot-top ranges, electric and gas griddles, electric and gas double sided griddles, electric and gas fryers (including open deep fat fryers, donut fryers, kettle fryers and pressure fryers), electric and gas tilting skillets (braising pans) and electric and gas rotisseries. (3-20-20)T

f. Section 401.1 Scope. Add the following: Exception: The principles specified in ASHREA 62-2010 may be used as an alternative to this chapter to demonstrate compliance with required ventilation air for occupants. (3-20-20)T

g. Section 504.8.1 Material and size. Add the following exception: Dryer duct may be constructed of

0.013 (30 gauge) or equivalent if prefabricated 0.016 (28 gauge) ducts and fittings are not available. (3-20-20)T

h. Table 603.4 Duct Construction Minimum Sheet Metal Thickness for Single Dwelling Units. Add the following exception to the Table: Round duct, enclosed rectangular ducts and fittings less than fourteen (14) inches may be constructed of 0.013 (30 gauge) or equivalent if prefabricated 0.016 (28 gauge) ducts and fittings are not available. (3-20-20)T

02. International Fuel Gas Code. The 2018 Edition, including appendixes “A, B, C, and D,” (herein IFGC) is adopted and incorporated by reference with the following amendments: (3-20-20)T

a. Where differences occur between the IFGC and Title 54, Chapter 50, Idaho Code and IDAPA 07, Title 07, the provisions in Idaho Code and IDAPA rules apply. (3-20-20)T

b. All references to the International Plumbing Code (IPC) are construed as referring to the Idaho State Plumbing Code (ISPC) as adopted and amended by the Idaho State Plumbing Board. (3-20-20)T

c. All references to the International Code Council Electrical Code (ICC EC) are construed as referring to the National Electrical Code (NEC) as adopted and amended by the Idaho State Electrical Board. (3-20-20)T

d. Section 109. Delete. (3-20-20)T

e. Section 406.4. Change the last sentence to: Mechanical gauges used to measure test pressure must have a range such that the highest end of the scale is not greater than two (2) times the test pressure nor lower than one and one-half (1.5) times the test pressure. (3-20-20)T

f. Section 406.4.1. Test Pressure. Not less than twenty (20) psig (140kPa gauge) test pressure is required for systems with a maximum working pressure up to ten (10) inches water column. For systems with a maximum working pressure between ten (10) inches water column and ten (10) psig (70kPa gauge); not less than sixty (60) psig (420kPa gauge) test pressure is required. For systems over ten (10) psig (70kPa gauge) working pressure, minimum test pressure may be no less than six (6) times working pressure. (3-20-20)T

g. Section 406.4.2. The test duration may not be less than twenty (20) minutes. (3-20-20)T

h. Add a new section 503.4.1.2 as follows: Testing. All plastic pipe within a dwelling used for venting flue gases must be tested at five (5) psi for fifteen (15) minutes. (3-20-20)T

i. Section 505.1.1. Addition. An interlock between the cooking appliance and the exhaust hood system is not be required for appliances that are of the manually operated type and are factory equipped with standing pilot burner ignition systems. (3-20-20)T

03. Part V (Mechanical) and Part VI (Fuel Gas) of the International Residential Code for One (1)- and Two (2)-Family Dwellings. The 2018 Edition, including appendixes “A, B, C, and D,” (herein IRC) is adopted and incorporated by reference with the following amendments: (3-20-20)T

a. Where differences occur between the IRC and Title 54, Chapter 50, Idaho Code, and IDAPA 07, Title 07, Chapter 01, the provisions in Idaho Code and IDAPA rules apply. (3-20-20)T

b. All references to the International Plumbing Code (IPC) are construed as referring to the Idaho State Plumbing Code (ISPC) as adopted and amended by the Idaho State Plumbing Board. (3-20-20)T

c. All references to the International Code Council Electrical Code (ICC EC) are construed as referring to the National Electrical Code (NEC) as adopted and amended by the Idaho State Electrical Board. (3-20-20)T

d. Add the following as section M1201.3 and section G2402.4 (201.4): Alternative materials, design and methods of construction equipment. The provisions of this part of the code are not intended to prevent the

installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material, design or method of construction must be approved where the authority having jurisdiction finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code. Compliance with the specific performance-based provisions of this part of the code in lieu of specific requirements of this code will also be permitted as an alternate.

(3-20-20)T

e. Add the following as section M1201.3.1 and section G2402.4.1 (201.4.1): Tests. Whenever there is insufficient evidence of compliance with the provisions of this part of the code, or evidence that a material or method does not conform to the requirements of this part of the code, or in order to substantiate claims for alternative materials or methods, the authority having jurisdiction has the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods are as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the authority having jurisdiction approves the testing procedures. Tests must be performed by an approved agency. Reports of such tests must be retained by the authority having jurisdiction for the period required for retention of public records.

(3-20-20)T

f. Add the following as section M1203.1: Carbon monoxide alarms. For new construction, an approved carbon monoxide alarm must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

(3-20-20)T

g. Add the following as section M1203.2: Where required in existing dwellings. Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms must be provided in accordance with Subsection 004.03.f. of these rules.

(3-20-20)T

h. Add the following as section M1203.3: Alarm requirements. Single station carbon monoxide alarms must be listed as complying with UL 2034 and must be installed in accordance with this code and the manufacturer's installation instructions.

(3-20-20)T

i. Section M1502.4.1 Material and size. Add the following exception: Dryer duct may be constructed of 0.013 (30 gauge) or equivalent if prefabricated 0.016 (28 gauge) ducts and fittings are not available.

(3-20-20)T

j. Delete Section M1502.4.2 Duct Installation and replace with the following: Exhaust ducts must be supported at four (4) foot (1,219 mm) intervals and secured in place. The insert end of the duct must extend into the adjoining duct or fitting in the direction of airflow. Ducts must not be joined with screws or similar fasteners that protrude into the inside of the duct.

(3-20-20)T

k. Table M1601.1.1 (2) Gauges of Metal Ducts and Plenums Used for Heating or Cooling. Add the following exception: Round duct, enclosed rectangular ducts and fittings less than fourteen (14) inches may be constructed of 0.013 (30 gauge) or equivalent if prefabricated 0.016 (28 gauge) ducts and fittings are not available.

(3-20-20)T

l. Section G2417.4 (406.4). Change the last sentence to: Mechanical gauges used to measure test pressure must have a range such that the highest end of the scale is not greater than two (2) times the test pressure nor lower than one and one-half (1.5) times the test pressure.

(3-20-20)T

m. Section G2417.4.1 (406.4.1). Test Pressure. Not less than twenty (20) psig (one hundred forty (140) kPa gauge) test pressure is required for systems with a maximum working pressure up to ten (10) inches water column. For systems with a maximum working pressure between ten (10) inches water column and ten (10) psig (seventy (70) kPa gauge), not less than sixty (60) psig (four hundred twenty (420) kPa gauge) test pressure is required. For systems over ten (10) psig (seventy (70) kPa gauge) working pressure, minimum test pressure may be no less than six (6) times working pressure.

(3-20-20)T

n. Section G2417.4.2 (406.4.2). The test duration may not be less than twenty (20) minutes.

(3-20-20)T

o. Add a new section G2427.4.1.2 as follows: Testing. All plastic pipe within a dwelling used for venting flue gases must be tested at five (5) psi for fifteen (15) minutes. (3-20-20)T

005. OFFICE – OFFICE HOURS – MAILING ADDRESS AND STREET ADDRESS.

The principal place of business of the Division’s HVAC Program is located at 1090 E. Watertower Street, Suite 150, Meridian, Idaho. The office is open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays. The mailing address is: Division of Building Safety, HVAC Program, 1090 E. Watertower Street, Suite 150, Meridian, Idaho 83642. The office telephone number is (208) 334-6180 and the facsimile number is (208) 855-0768. (3-20-20)T

006. FILING OF DOCUMENTS.

All written communications and documents that are intended to be part of an official record for decision in a rulemaking or contested case, must be filed with the administrator of the Division. Communications and documents must be filed by mail, hand-delivery, or by facsimile transmission. One (1) original must be filed with the administrator, and one (1) copy must be submitted to the opposing parties. Whenever documents are filed by facsimile transmission, originals must be deposited in the mail the same day or hand-delivered the following business day to the administrator and opposing parties. (3-20-20)T

007. PUBLIC RECORDS ACT COMPLIANCE.

These rules were promulgated in accordance with the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. These rules and all records of the Board are subject to the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. (3-20-20)T

008. -- 009. (RESERVED)

010. CHANGES IN NAME AND ADDRESS -- ADDRESS FOR NOTIFICATION PURPOSES.

01. Change of Name. Whenever a change of name occurs for a certified contractor, journeyman, specialty journeyman, specialty contractor, registered apprentice, or specialty apprentice, the Board must be notified immediately, in writing, of the change. Documentation confirming the change of name must be provided to the Board on request. (3-20-20)T

02. Change of Address. Whenever a change of mailing address occurs for a certificated contractor, journeyman, specialty journeyman, specialty contractor, registered apprentice, or specialty apprentice, the Board must be notified immediately, in writing, of the change. (3-20-20)T

03. Address for Notification Purposes. The most recent mailing address on record with the Board will be utilized for purposes of all written communication with certified contractors, journeymen, specialty journeymen, specialty contractors, registered apprentices, and specialty apprentices, including, but not limited to, notification of renewal and notices related to inspections. (3-20-20)T

011. MEETINGS.

Board meetings are subject to the provisions of the Idaho Open Meeting Law, Title 67, Chapter 23, Idaho Code. (3-20-20)T

012. DEFINITIONS.

01. Additional Definitions. Terms defined in Section 54-5003, Idaho Code, will have the same meaning when utilized in these rules. (3-20-20)T

02. Administrator. The administrator of the Idaho Division of Building Safety. (3-20-20)T

03. Board. The Idaho Heating, Ventilation, and Air Conditioning (HVAC) Board. (3-20-20)T

04. Division. The Idaho Division of Building Safety. (3-20-20)T

05. Recognized Jurisdiction. A jurisdiction with an HVAC program that is recognized by the Board as

being substantially equivalent to Idaho's HVAC program. (3-20-20)T

013. CERTIFICATES OF COMPETENCY -- ISSUANCE, RENEWAL, EXPIRATION -- REVIVAL.

01. Issuance. Certificates of competency will be issued in such a manner as to create a renewal date that coincides with the birth month of the individual to whom the certificate is issued and allows for renewals every three (3) years. Certificates of competency are issued for a period of no less than one (1) year and no more than (3) three years. The fee for issuance of certificates of competency will be prorated based on the number of months for which the certificate is issued. (3-20-20)T

02. Renewal. Certificates of competency will be renewed using the birth month of the individual to whom the certificate is issued as the expiration date. Certificates of competency are renewed for a period of no less than one (1) year and no more than three (3) years. The fee for renewal of certificates of competency will be prorated based on the number of months for which the certificate is issued. (3-20-20)T

03. Expiration-Revival. (3-20-20)T

a. Certificates that are not timely renewed will expire on the last day of the month in which the renewal is due. (3-20-20)T

b. Revived certificates will be issued in such a manner as to create a renewal date that coincides with the birth month of the applicant so as to create a staggered system of renewal. (3-20-20)T

014. -- 019. (RESERVED)

020. HVAC CONTRACTOR AND HVAC JOURNEYMAN APPLICATIONS FOR EXAMINATION AND CERTIFICATES OF COMPETENCY, AND REGISTRATION OF APPRENTICES.

01. Application Forms. All applications for certificates and all applications for registration must be submitted on forms provided by the administrator and be properly completed, giving all pertinent information with notarized signatures. (3-20-20)T

02. Application, Renewal, and Registration Fees. Fees for applications for examination, certificates of competency, renewal of certificates, and fees for apprentice registration are as set forth in Section 54-5012, Idaho Code. (3-20-20)T

03. Application Submission. All applications must be submitted to the board and be approved by an administrator before any examination may be taken and before any certificate of competency is issued. (3-20-20)T

021. HVAC CONTRACTOR CERTIFICATE OF COMPETENCY - REQUIREMENTS.

01. Bond. Applicants must provide a compliance bond in the amount of two thousand dollars (\$2,000). Any such bond is required to be effective for the duration of the contractor licensing period. (3-20-20)T

02. Qualification. Applicants must provide proof, satisfactory to the Board, of having legally acted as an HVAC journeyman for a period of not less than twenty-four (24) months. (3-20-20)T

03. Examination. Applicants for certification as HVAC contractors must successfully complete the examination designated by the Board. (3-20-20)T

04. Out-of-State Contractor Applications. (3-20-20)T

a. An out-of-state applicant for a contractor certificate of competency shall first obtain an Idaho journeyman certificate of competency in accordance with Section 023 of these rules. The applicant shall pay all applicable application and examination fees to the Division and successfully complete the contractor examination administered by the Division. The applicant shall file the compliance bond required by Section 54-5007, Idaho Code, with the Division upon successful completion of the examination. Applications that are incomplete in any detail will

be returned as unacceptable or denied. (3-20-20)T

b. An applicant for a contractor certificate of competency who has previously been licensed as an HVAC journeyman in a Recognized Jurisdiction shall provide to the Division satisfactory proof of two (2) years of work experience as an HVAC journeyman in such jurisdiction. (3-20-20)T

c. An applicant for a contractor certificate of competency who has never been previously licensed as a journeyman in a Recognized Jurisdiction shall provide proof of four (4) years of experience performing HVAC work of a nature equivalent to that which an HVAC journeyman in Idaho must demonstrate to qualify for a contractor certificate of competency. Proof of such work experience may be provided by the submission of three (3) sworn affidavits from individuals attesting that the applicant has had at least four (4) years' experience performing such work. (3-20-20)T

022. HVAC SPECIALTY CONTRACTOR CERTIFICATE OF COMPETENCY - REQUIREMENTS.

Applicants for certification as HVAC specialty contractors must: (3-20-20)T

01. **Bond.** Provide a compliance bond in the amount of two thousand dollars (\$2,000). Any such bond is required to be effective for the duration of the contractor licensing period. (3-20-20)T

02. **Qualification.** Provide proof, satisfactory to the board, of having legally acted as an HVAC specialty journeyman for a period of not less than twenty four (24) months. (3-20-20)T

03. **Examination.** Successfully complete the examination designated by the board. (3-20-20)T

023. HVAC JOURNEYMAN CERTIFICATES OF COMPETENCY AND EXAMINATION REQUIREMENTS.

01. **Certificate of Competency Requirements.** To obtain a journeyman certificate of competency, an applicant shall submit to the Division sufficient evidence demonstrating the applicant has successfully completed the journeyman examination and four (4) years, defined as a minimum of eight thousand (8,000) hours of work experience as a registered apprentice making installations on the job under the supervision of a qualified journeyman. Notwithstanding the requirement that an apprentice demonstrate four (4) years of on-the-job work experience under the supervision of a qualified journeyman, any apprentice who successfully completes a Board-approved, full-time, one (1)-academic-year training course may receive credit for up to one (1) year of on-the-job work experience. (3-20-20)T

02. **Examination Requirement.** To take the journeyman examination, an applicant must submit to the Division sufficient evidence demonstrating the applicant has successfully completed a Board-approved training course. (3-20-20)T

03. **Out of State Journeyman Applications.** (3-20-20)T

a. An out-of-state applicant for a journeyman certificate of competency shall pay all applicable application and examination fees to the Division, and successfully complete the journeyman examination administered by the Division. (3-20-20)T

b. Exhibition of a license issued by another Recognized Jurisdiction may be accepted as proof of meeting the experience and schooling requirements listed in Subsections 023.01 and 023.02 of these rules. An applicant for a journeyman certificate of competency who has previously been licensed as a journeyman in a Recognized Jurisdiction must provide satisfactory proof of licensure in such jurisdiction. (3-20-20)T

c. An applicant for a journeyman certificate of competency who has never been previously licensed as a journeyman in a Recognized Jurisdiction must provide one (1) of the following: (3-20-20)T

i. Proof of four (4) years, defined as eight thousand (8,000) hours, of HVAC work experience of a nature equivalent to that which an HVAC apprentice must perform in Idaho and four (4) years of training equivalent to that which an HVAC apprentice must complete in Idaho. (3-20-20)T

ii. Proof of eight (8) years, defined as a minimum of sixteen thousand (16,000) hours, of HVAC work experience of a nature at least equivalent to that which an HVAC apprentice must perform in Idaho. (3-20-20)T

024. HVAC HEARTH SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.

Certification as a hearth specialty journeyman entitles the holder to install hearth appliances and the associated gas lines. Hearth Specialty Journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency. (3-20-20)T

01. Experience. Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice or registered HVAC specialty apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman or qualified HVAC specialty journeyman. (3-20-20)T

02. Education. Successfully complete a board approved training course(s), such as the National Fireplace Institute program and a minimum of sixty (60) hours of education in fuel gas code and piping installation methods. (3-20-20)T

03. Examination. Successfully complete an examination designated by the board. (3-20-20)T

025. HVAC APPRENTICE REQUIREMENTS FOR REGISTRATION.

01. Registration. To become an apprentice, a person shall comply with Section 54-5012, Idaho Code, and be a minimum of eighteen (18) years of age or sixteen (16) years of age if registered by the Bureau of Apprenticeship and Training of the United States Department of Labor. To renew a registration, an apprentice shall show proof of enrollment in a Board-approved training course or completion of eight (8) hours of Board-approved continuing education for each year of the prior registration period. (3-20-20)T

02. Supervision. Each apprentice must work under the supervision of a certified journeyman. (3-20-20)T

026. HVAC SPECIALTY APPRENTICE REQUIREMENTS FOR REGISTRATION.

Requirements for HVAC Specialty Apprentice. (3-20-20)T

01. Age. Minimum of eighteen (18) years of age unless registered in a Bureau of Apprenticeship Training (BAT) certified HVAC training program. (3-20-20)T

02. Training. Maintain enrollment in or successfully complete a training program approved by the board. (3-20-20)T

03. Supervision. Work under the supervision of a certificated HVAC journeyman or certificated HVAC specialty journeyman. (3-20-20)T

027. HVAC WASTE OIL HEATING SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.

Certification as a waste oil heating specialty journeyman entitles the holder to 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 must be installed by others. Applicants for the waste oil heating specialty journeyman certificate of competency must: (3-20-20)T

01. Experience. Demonstrate to the satisfaction of the board, a minimum of one (1) year experience making waste oil heating installations under the supervision of a qualified HVAC journeyman or HVAC Waste Oil Heating specialty journeyman. (3-20-20)T

02. Examination. Successfully complete a waste oil burner manufacturers certification or examination

as approved by the board. (3-20-20)T

028. HVAC FUEL GAS PIPING SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.

Certification as fuel gas piping specialty journeyman entitles the holder to install fuel gas piping only and does not make the final termination. Appliances and the associated gas piping, chimney, and vents must be installed by others. Fuel gas specialty journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency. (3-20-20)T

01. Experience. Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice or registered HVAC specialty apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman or qualified HVAC specialty journeyman. (3-20-20)T

02. Education. Successfully complete a board approved training course(s), of a minimum of sixty (60) hours of education in fuel gas code and piping installation methods. (3-20-20)T

03. Examination. Successfully complete an examination designated by the board. (3-20-20)T

029. -- 049. (RESERVED)

050. HVAC PERMITS.

01. Serial Number. Each permit must bear a serial number. (3-20-20)T

02. HVAC Contractors and HVAC Specialty Contractors. The Division will furnish permits to certified HVAC contractors and HVAC specialty contractors upon request. The serial numbers of such permits must be registered in the name of the HVAC contractor or HVAC specialty contractor to whom they are issued. (3-20-20)T

03. Home Owners. Home owners or a contract purchaser of residential property, making HVAC installations on their own residences, coming under the provisions of Section 54-5002, Idaho Code, must secure an HVAC permit by making application to the Division as provided in Section 54-5016, Idaho Code. (3-20-20)T

04. HVAC Contractors and HVAC Specialty Contractors. HVAC contractors and HVAC specialty contractors must secure an HVAC permit by making application to the Division as provided in Section 54-5016, Idaho Code. (3-20-20)T

05. Transferring a Permit. A HVAC permit may be transferred to another eligible party if such party provides to the Division written authorization signed and notarized by the original permit holder consenting to the transfer itself as well as assignment of all the responsibilities and conditions incorporated into the original permit issuance. A permit may be transferred to the owner of the property on which the HVAC work is to be performed and for which the permit was issued for such owners' designated legal agent, in cases where the property owner has terminated their legal relationship with the HVAC contractor who originally obtained the permit. An administrative fee in the amount of forty-five dollars (\$45) for the transfer of a permit will be assessed by the Division. (3-20-20)T

06. Refunds of Permits. The Administrator may authorize a refund for any permit fee paid on the following bases: The Administrator may authorize a refund of the entire permit fee paid when no work has been performed related to the installations or HVAC work covered by a permit issued by the Division. A lesser amount up to fifty percent (50%) of the permit fee amount may be refunded if work has commenced and the project is less than fifty percent (50%) complete as determined by the Division. The Administrator will not authorize a refund of any permit fee paid except upon written application for such filed by the original permit holder or the property owner's representative not less than one hundred eighty (180) days after the date the permit was issued. (3-20-20)T

051. HVAC PERMIT FEE SCHEDULE.

Permit fees are to cover the cost of inspections as provided by Section 54-5017, Idaho Code. Any person, partnership, company, firm, association, or corporation making an installation must pay to the Division a permit fee as provided in the following schedule: (3-20-20)T

01. Residential. Includes all buildings with HVAC systems being installed on each property. The following permit fees apply to all residential installations:

Type	Fee
Base permit	\$100
Furnace, furnace-air conditioner combination, heat pump, air conditioner, evaporative cooler, unit heater, space heater, decorative gas-fired appliance, incinerator, boiler, pool heater, mini-split system, free-standing solid-fuel stove, factory-built gas fireplace, or similar fixture or appliance, including ducts, vents, and flues attached thereto	Plus \$30 per first fixture or appliance Plus \$15 per additional fixture or appliance
Exhaust duct or ventilation duct, including dryer vents, range hood vents, cook stove vents, bath fan vents, and similar exhaust ducts or ventilation ducts	Plus \$15 per first duct Plus \$5 per additional duct
Fuel gas piping system	Plus \$5 per appliance outlet
Hydronic systems	Plus \$5 per zone

(3-20-20)T

02. Miscellaneous. The following permit fees apply for the types of permits listed:

Type	Fee
Requested inspection	\$65 per hour or portion thereof plus costs of out-of-state travel
Mobile or manufactured home	\$65 per inspection
Modular building	
Plan check or technical service	\$65 per hour or portion thereof

(3-20-20)T

03. Other Installations Including Industrial and Commercial. The permit fees listed in this Subsection apply to installations not specifically mentioned elsewhere in this schedule. The HVAC system cost is the cost to the owner of labor charges and other costs incurred to complete the installation of equipment and materials installed as part of the HVAC system. All permit fees calculated under this Subsection are based on the total HVAC system cost, which must be listed on the permit.

HVAC System Cost	Fee
Up to \$10,000	\$60 plus 2% of HVAC system cost
\$10,000 to \$100,000	\$260 plus 1% of HVAC system cost exceeding \$10,000
Over \$100,000	\$1,160 plus 5% of HVAC system cost exceeding \$100,000

(3-20-20)T

04. Additional Fees. A fee of sixty-five dollars (\$65) per hour or portion thereof applies to trips to inspect: (3-20-20)T

a. When the permit holder has given notice to the Division that the work is ready for inspection and it is not; (3-20-20)T

b. If the permit holder has not accurately identified the work location; (3-20-20)T

- c. If the inspector cannot gain access to make the inspection; (3-20-20)T
 - d. Corrections required by the inspector as a result of the permit holder improperly responding to a corrective notice; or (3-20-20)T
 - e. When corrections have not been made in the prescribed time, unless an extension has been requested and granted. (3-20-20)T
05. **No Permit.** Failure to purchase a permit before commencing work may result in the assessment of a double fee. (3-20-20)T

052. -- 059. (RESERVED)

060. REQUIRED INSPECTIONS.

01. **Request for Division Inspection.** (3-20-20)T
- a. **Inspection.** Each permit holder must notify the Division at least one (1) day prior to the desired inspection, Sundays and holidays excluded, that the project is ready for inspection. (3-20-20)T
 - b. **Reinspection.** If a reinspection is required after the final inspection, due to a failure to meet requirements of Title 54, Chapter 50, Idaho Code, and/or these rules, the permit holder will be charged a fee not to exceed the actual cost of each reinspection. (3-20-20)T
02. **Inspection Tags.** Inspectors certify to the permit holder that an inspection has been done by securely attaching the inspection tag in a prominent location. (3-20-20)T
- a. **Final Inspection Tags.** An inspection tag indicating that a final inspection has been performed is attached when the HVAC installation as specified on the permit is complete and conforms to the requirements of the code and rules. (3-20-20)T
 - b. **Inspection Tags for Unacceptable HVAC Installations.** “Notice of Correction” inspection tags are attached to indicate that the HVAC installation is not acceptable and that corrections are required. (3-20-20)T
 - c. **Work-in-Progress Tag.** An inspection tag indicating that a work-in-progress inspection has been performed is attached following inspection of ground work, rough-in work, or any portion of the installation that is to be covered or otherwise concealed before completion of the entire HVAC installation as specified on the permit. (3-20-20)T

061. INSPECTOR QUALIFICATIONS.

In accordance with Section 54-5021, Idaho Code, all mechanical inspectors in Idaho employed by the state or a local government must hold an inspector certification as a commercial or residential mechanical inspector, as appropriate depending on the type of mechanical work being inspected. Mechanical inspectors must obtain the requisite certification from either the International Association of Plumbing and Mechanical Officials (IAPMO), the International Code Council (ICC), or other professional certifying body as approved by the board. (3-20-20)T

062. -- 069. (RESERVED)

070. CIVIL PENALTIES.

Except for the acts described in Subsections 070.01 and 070.08 of these rules, the acts described in this section subject the violator to a civil penalty of not more than two hundred dollars (\$200) for the first offense and not more than one thousand dollars (\$1,000) for each offense that occurs thereafter within one (1) year of an earlier violation. (3-20-20)T

01. **Heating, Ventilation, and Air Conditioning Contractor or Specialty Contractor.** Except as provided by Section 54-5001, Idaho Code, any person who acts, or purports to act, as an HVAC contractor or

specialty contractor as defined by Section 54-5003(3) and 54-5003(6), Idaho Code, without a valid Idaho state HVAC contractor or specialty contractor certification is subject to a civil penalty of not more than five hundred dollars (\$500) for the first offense and not more than one thousand dollars (\$1,000) for each offense that occurs thereafter within one (1) year of an earlier violation. (3-20-20)T

02. Knowingly Employing. Knowingly employing a person who does not hold a valid Idaho HVAC certification or apprentice registration, as required by Section 54-5008, Idaho Code, to perform HVAC installations. (3-20-20)T

03. Certification or Registration. Except as provided by Section 54-5001, Idaho Code, performing HVAC work as an HVAC journeyman as defined by Section 54-5003(4), Idaho Code; specialty journeyman as defined by Section 54-5003(7), Idaho Code; apprentice as defined by Section 54-5003(2), Idaho Code; or specialty apprentice as defined by Section 54-5003(5), Idaho Code, without a valid certification or registration. (3-20-20)T

04. Supervision. Working as an HVAC apprentice or specialty apprentice without the required journeyman supervision or employing an apprentice without providing the required journeyman supervision. (3-20-20)T

05. Performance Outside Scope of Specialty License. Performance of any HVAC installation, alteration, or maintenance by an HVAC specialty contractor or specialty journeyman outside the scope of the specialty certification. (3-20-20)T

06. Fees and Permits. Failing to pay applicable fees or properly post an HVAC permit for, or to request an inspection of, any installation, alteration, improvement, or extension of any piping, venting, ductwork, appliances and appurtenances in connection with any HVAC system or subsystems of such. (3-20-20)T

07. Corrections. Failure to make corrections in the time allotted in the notice on any HVAC installation as set forth in Section 54-5019, Idaho Code. (3-20-20)T

08. Gross Violation. In the case of continued, repeated, or gross violation of Title 54, Chapter 50, Idaho Code, or these rules, a certification revocation will be initiated for certificated individuals under this chapter and non-certificated individuals is subject to prosecution by the appropriate jurisdiction under Idaho law. (3-20-20)T

071. -- 999. (RESERVED)

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IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03 Two Year Renewal Grace Period and Inactive Contractor Renewals

PRESENTER: Michael Hyde, HVAC Program Manager

OBJECTIVE: Extend the time to renew a license without having to retest from one to two years.

ACTION: Vote to accept or deny the proposed statute changes.

BACKGROUND: January 2020 – Based on the License Freedom Act of 2019, it was suggested at the November 2019 meeting to extend the revival period from one to two years to renew a license without retesting. It was noted the modification in paragraph one of the proposed statute change, in the board packet, was incorrect. Licenses will continue to expire based on a 12-calendar month from the date of issue, not 24 months. The correct change to the extension is in paragraph two. All agencies have been asked to not begin the negotiated rulemaking process until sine die of the legislature.

March 2020 – The intent of the Board is to allow one additional year from the expiration of a license to renew without retesting, for a total of two years. HVAC Program Manager John Nielsen, with assistance from Deputy Attorney General Spencer Holm, will rewrite the statute for clarity.

PROCEDURAL HISTORY:

ATTACHMENTS: Idaho Code § 54-5013



§ 54-5013. Certificate expiration -- Renewal – Reinstatement

(1) As used in this section, “certification period” means the period for which a certificate of competency was issued under section 54-5012, Idaho Code.

(2) Certificates of competency shall expire ~~twelve (12)~~ ~~twenty-four (24)~~ calendar months from the date of issue, or at midnight on the last day of the final month of the certification period, unless renewed ~~as provided in this section, or unless sooner~~ revoked, or suspended.

(3) Renewal of a certificate may be requested within sixty (60) days prior to of the expiration date. Any expired certificate ~~which has expired~~ may be revived at any time without examination within ~~one two (2)~~ one (1) year of expiration from the first day of the final month of the certification period, without examination by payment of a thirty-five dollar (\$35.00) revival fee; ~~in addition to~~ the full annual renewal fee required under section 54-5012, Idaho Code; and ~~if any, all~~ outstanding civil penalties, permits fees, or other fees ~~and penalties.~~

(4) Any person whose certificate has been revoked may, after the expiration of one (1) year from the date of such revocation, but not before, apply for a new certificate. Successful application shall require satisfactory proof of payment of any ~~and all~~ out-standing civil penalties, permits fees, or other fees ~~and penalties.~~

(5) The administrator may renew, on an inactive basis, thea certificate of competency for of an HVAC contractor or specialty contractor who is not engaged in HVAC contracting or specialty contracting in this state. The board shall fix and collect an inactive license fee for such an inactive license renewal in an amount not to exceed thirty-six dollars (\$36.00) per year. An HVAC contractor or specialty contractor holding an inactive license may not engage in the practice of HVAC contracting or specialty contracting in this state. An HVAC contractor or specialty contractor’s inactive license may be converted to an active license by paying a processing fee of thirty dollars (\$30.00) to the administrator, and by furnishing thea compliance bond in the amount of two thousand dollars (\$2,000) or evidence of such coverage by a corporate industry group bond acceptable to the board required by section 54-5007, Idaho Code.

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04

Continuing Education Units (CEU)

PRESENTER: Michael Hyde, HVAC Program Manager

OBJECTIVE: Approve CEU Standards

ACTION: Approve or deny CEU standards based off the requirements authorized by the electrical and plumbing boards.

BACKGROUND: March 2020 – At this time there are no CEU requirements for the HVAC trade. The HVAC Program Manager explained that as the Plumbing Program Manager, he reviews and approves all technical and industry-related courses for the plumbing trade; including OSHA. A third-party vendor, C.E. Broker, manages and tracks online continuing education for DBS. The Board is fine with following the CEU standards of the electrical and plumbing boards; however, in rule, it does say “Board-approved continuing education”. Therefore, the Division can either present a list to the Board for approval every few months or the Board can delegate the authority to the HVAC Program Manager. Board Member Judy Van Cleave asked to review the standards prior to implementation.

HVAC Program Manager Nielsen suggested, and Chairman Sermon agreed, to notify providers that the HVAC Board will begin requiring CEUs for apprentices and to get their course information in for review. In addition, the topic *Continuing Education Units (CEU)* will be placed as an action item on the May 2020 Board meeting agenda.

PROCEDURAL HISTORY:

ATTACHMENTS: Course Approval Requirements





Course Approval Requirements

General Information

Continuing education courses for plumbers must cover technical aspects of the plumbing trade. Courses related to business, management, supervision, personal computer skills or first aid, will not be approved. Courses will be approved as either code update or industry related based on the criteria as defined in this section.

Any Uniform Plumbing Code or industry related courses from IAPMO, ICC, or the Division of Building safety (DBS); given by an IAPMO, ICC or DBS approved instructor(s) will be accepted without pre-approval.

Time spent attending plumbing board meetings and other board activities are eligible for CEU credit for all licensees, up to 50% of the required CEUs in a license cycle. Two (2) hours of code related credit will be given per board meeting.

Anyone holding a current position in the following areas will not be required to meet the 4 (four) hour code update requirements; plumbing apprentice instructors and city/State inspectors.

General Course Requirements

1. All class rosters must be submitted to CEBroker.
2. Code update courses must be at least two (2) hours in length.
3. Industry related courses must be at least one (1) hour in length.
3. Courses must be taught by an instructor approved by the Division.
4. The presentation should be delivered orally and supplemented with appropriate visual media. Pre-taped video or audio shall be held to a minimum.
5. All programs are subject to audit by representatives of the Division or the Idaho Plumbing Board for content and quality without notice and at no charge. Course and instructor approval are subject to revocation if the minimum requirements of course content or instructor qualification are not maintained.
6. Credit will not be given to a licensee who attended a course prior to that course being approved by the Division.



Code Update Programs

Code update programs must cover the current adopted Idaho State Plumbing Code or the Uniform Plumbing Code.

Industry Related Programs. Industry related programs shall be technical in nature and directly related to the plumbing industry.

Program and Instructor Approval Procedures

1. Program approvals shall be effective for one (1) national code cycle. Subsequent applications for the same program may incorporate by reference all or part of the original application.

2. All course and instructor applications must be submitted to CEBroker at <https://cebroker.com/>. Applications sent directly to DBS shall not be approved.

The application shall include:

1. The title and general description of the program
2. The name of the sponsor as it will appear on the completion certificate
3. The address and contact person for the sponsor
4. The names of the instructors and dates of approval by the Division of Building Safety or completed applications for the instructors
5. The hours of instruction to be presented – correspondence or on-line computer-based courses must provide a minimum of twenty (20) questions to be answered by the student for each hour of credit requested for approval. For example four (4) hours of credit would require eighty (80) questions; eight (8) hours of credit would require one hundred and sixty (160) questions
6. An outline of the program
7. The cost of the program to the participant
8. A schedule of classes, including locations, dates and times
9. A list or sample of materials to be used in the program



10. A copy of the quiz to be given to participants, if applicable
11. A copy of the completion certificate

Certificates of Completion

Certificates of completion must include the following:

1. The date of the program
2. The title of the program
3. The location of the program
4. The name of the sponsor
5. The number of hours of credit completed
6. The name of the attendee
7. The license number(s) of the attendee
8. The name of the instructor
9. The Idaho course approval number

Instructor Approval Procedures

Instructor approvals shall be effective for one (1) code cycle. The minimum qualification for an instructor shall be established by providing proof of one of the following which shall be documented and submitted with the instructor's application:

1. Current and active Idaho contractor or journeyman plumber license.
2. An appropriate degree related to the plumbing profession.
3. Other recognized experience or certification in the subject matter to be presented.

Revocation of Approval

The Division may revoke, suspend, or cancel the approval of any instructor if the Division determines that the instructor does not meet the intent of furthering the education of plumbers. Grounds for revocation of approval shall include, but not be limited to:

1. Failure of the instructor to substantially follow the approved course materials.



2. Failure to deliver instruction for the full amount of time approved for the course.
3. Substantial dissatisfaction with the instructor's presentation by class attendees or representatives of the Division or the Idaho Plumbing Board.
4. Failure to submit class roster to CEBroker in a timely manner.

Appeals

Appeals for courses or instructors denied approval or where approval has been revoked for cause shall be in writing and shall be presented to the Idaho Plumbing Board within thirty (30) days of the denial of the application. Decision of the board on the appeal shall be final. Any further appeal shall be to the district court as provided by the Idaho Administrative Procedures Act as an appeal for a final agency action in a contested case proceeding.

Requirements for Credit

In order for a licensee to receive credit for attending a class, the following requirements must be met:

1. The class must have prior approval by the Division
2. The instructors must be approved as instructors for the specific program.
3. The licensee must submit a copy of the certificate of completion to the Division.
4. The course provider must provide a roster of attendees to include the name, license number(s), and the number of hours to be credited.

Schedule of Approved Classes

The Division of Building Safety shall publish a list of approved classes at least once a year.

Required Information

The instructor must provide the attendees with the following information:

1. Division of Building Safety Address: 1090 East Watertower, Suite 150
Meridian, ID 83642
2. Division of Building Safety website: dbs.idaho.gov.
3. Program Manager Contact Information: John Nielsen
john.nielsen@dbs.idaho.gov

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05

Red Tape Reduction--HVAC Permit Fees

PRESENTER: Michael Hyde, Program Manager

OBJECTIVE: Remove HVAC permit fees from statute.

ACTION: Vote to accept or deny the removal of permit fees from statute.

BACKGROUND: As part of the Red Tape Reduction Act, the HVAC permit fees are being removed from statute as they are currently in IDAPA rule.

PROCEDURAL HISTORY:

ATTACHMENTS: Idaho Code § 54-5017



TITLE 54
PROFESSIONS, VOCATIONS, AND BUSINESSES
CHAPTER 50
INSTALLATION OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

54-5017. PERMITS - APPLICATION - FEES. (1) ~~On and after January 1, 2005,~~ aAny person, firm, partnership, company, association or corporation entitled to receive a permit, shall make application to the board on a form provided by the board. The application shall require a description of the work proposed to be done, the location, ownership and use of the premises.

(2) Until Permit fees are established by rule of the board, ~~the following fees shall be paid:~~

~~(a) Residential single and duplex family dwelling, a fifty dollar (\$50.00) base permit fee plus an inspection fee of:~~

~~(i) Thirty five dollars (\$35.00) for the first furnace, furnace air conditioner combination, heat pump, air conditioner, evaporative cooler, unit heater, space heater, decorative gas fired appliance, incinerator, boiler, pool heater, and similar fixtures or appliances, plus~~

~~(ii) Fifteen dollars (\$15.00) for any additional furnace, furnace air conditioner combination, heat pump, air conditioner, evaporative cooler, unit heater, space heater, decorative gas fired appliance, incinerator, boiler, pool heater, and similar fixtures or appliances. Fee includes ducts, vents and flues attached thereto.~~

~~(iii) Fifteen dollars (\$15.00) for the first exhaust or ventilation duct such as dryer vents, range hood vents, cook stove vents, bath fan vents, and similar exhaust and ventilation ducts, plus~~

~~(iv) Five dollars (\$5.00) for any additional exhaust and ventilation ducts.~~

~~(v) Fifteen dollars (\$15.00) for the first fixture or appliance outlet of the fuel gas piping system, plus~~

~~(vi) Five dollars (\$5.00) for any additional outlets of the fuel gas piping system.~~

~~(b) Multifamily, commercial, institutional, industrial and all other installations, a fifty dollar (\$50.00) base permit fee for each building, plus an inspection fee based on the selling price of the completed installation including equipment, appliances, piping systems, materials, and labor of:~~

~~(i) Three percent (3%) of the value of the installation through twenty thousand dollars (\$20,000), plus~~

~~(ii) Two percent (2%) of the value of installation in excess of twenty thousand dollars (\$20,000) through one hundred thousand dollars (\$100,000), plus~~

~~(iii) One percent (1%) of the value of the installation in excess of one hundred thousand dollars (\$100,000) through two hundred thousand dollars (\$200,000), plus~~

~~(iv) One half percent (1/2%) of the value of the installation in excess of two hundred thousand dollars (\$200,000).~~

~~(c) Plan check and technical service, a fifty dollar (\$50.00) minimum fee plus fifty dollars (\$50.00) per hour.~~

~~(d)~~ Additional and reinspections, fees of a fifty dollar (\$50.00) minimum fee plus an additional fifty dollars (\$50.00) per hour before approval of the installation may be imposed if the following services are necessary:

(ia) Trips to inspect when the permittee had given notice to the inspector that the work was ready for inspection when it was not, or if the permittee

has not clearly given the location of the installation either by directions or maps, or if the inspector cannot gain access to make the inspection;

(~~ii~~b) Trips to inspect corrections required by the inspector as a result of the permittee improperly responding to a corrective notice;

(~~iii~~c) Each trip necessary to remove a red tag from the job site;

(~~iv~~d) When corrections have not been made in the prescribed time, unless an extension has been requested and granted.

(~~3~~4) Expiration of permits. Every permit issued by the HVAC ~~bureau~~ program or authority having jurisdiction, shall expire by limitation and become null and void if the work authorized by such permit is not commenced within ninety (90) days from the date of issuance of such permit or if the work authorized by such permit is suspended or abandoned at any time after work is commenced for a period of one hundred eighty (180) days. A permit may be renewed for an additional year upon receiving approval from the bureau or authority having jurisdiction, and a fifty dollar (\$50.00) renewal fee.

(45) No permit. Failure to acquire, post and send permit and to pay required fees in the prescribed time may result in the assessment of a double fee. Any additional offenses within a twelve (12) month period for failure to acquire, post and send permit and to pay required fees in the prescribed time shall result in the assessment of a triple fee.

History:

[54-5017, added 2003, ch. 276, sec. 1, p. 740; am. 2004, ch. 308, sec. 12, p. 864.]

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 06

Program Manager Report

PRESENTER: Michael Hyde, HVAC Program Manager

OBJECTIVE: Discuss current topics/issues within the HVAC Trade.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07

Compliance Program Report

PRESENTER: Amy Kohler, Compliance Program Specialist

OBJECTIVE: Provide an update on the statewide compliance program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: NOV Activity Report and Journeyman First Exam Attempts Report



HVAC JOURNEYMAN FIRST EXAM ATTEMPTS

		JAN '19	FEB '19	MAR '19	APR '19	MAY '19	JUN '19	JUL '19	AUG '19	SEP '19	OCT '19	NOV '19	DEC '19	TTL	%
CSI	T	1	1	2	0	1	1	0	0	2	1	1	0	10	30%
	P	1	1	1	0	0	0	0	0	0	0	0	0	3	
CWI	T	0	2	1	3	11	5	1	3	3	0	4	0	33	79%
	P	0	2	1	3	8	4	0	2	3	0	3	0	26	
CEI	T	0	0	1	1	5	0	0	0	1	1	0	0	9	67%
	P	0	0	1	0	3	0	0	0	1	1	0	0	6	
HVACR	T	0	1	1	2	2	0	0	1	0	0	1	0	8	50%
	P	0	1	0	1	1	0	0	0	0	0	1	0	4	
ISU	T	0	1	0	0	0	1	0	0	0	0	0	0	2	100%
	P	0	1	0	0	0	1	0	0	0	0	0	0	2	
JATC EA	T	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	
JATC SW	T	2	0	2	1	1	1	2	1	1	2	2	1	16	56%
	P	1	0	2	0	1	1	0	0	1	2	1	0	9	
LCSC	T	0	0	0	0	0	0	0	0	0	0	1	0	1	0%
	P	0	0	0	0	0	0	0	0	0	0	1	0	1	
NIC	T	0	0	0	1	1	2	1	0	0	1	0	1	7	100%
	P	0	0	0	1	1	2	1	0	0	1	0	1	7	
PREV HE	T	2	1	3	0	0	1	0	1	2	1	1	0	12	58%
	P	1	1	2	0	0	0	0	1	1	1	0	0	7	
OOS	T	1	1	2	4	4	2	0	4	3	2	3	5	31	71%
	P	1	1	1	4	4	2	0	1	2	1	1	4	22	
TOTAL	T	6	7	12	12	25	13	4	10	12	8	13	7	129	67%
	P	4	7	8	9	18	10	1	4	8	6	7	5	87	
%		67%	100%	67%	75%	72%	77%	25%	40%	67%	75%	54%	71%	67%	

HVAC JOURNEYMAN FIRST EXAM ATTEMPTS

		JAN '18	FEB '18	MAR '18	APR '18	MAY '18	JUN '18	JUL '18	AUG '18	SEP '18	OCT '18	NOV '18	DEC '18	TTL	%
CSI	T	0	0	0	1	0	1	0	0	2	1	0	0	5	100%
	P	0	0	0	1	0	1	0	0	2	1	0	0	5	
CWI	T	1	2	1	7	6	4	3	6	6	2	2	1	41	75%
	P	0	2	1	5	5	3	3	3	5	1	2	1	31	
EITC	T	0	0	0	1	0	0	3	0	0	0	1	0	5	60%
	P	0	0	0	1	0	0	1	0	0	0	1	0	3	
HVACR	T	0	0	1	2	0	0	0	0	1	0	0	0	4	100%
	P	0	0	1	2	0	0	0	0	1	0	0	0	4	
ISU	T	1	0	2	1	0	0	0	0	0	1	1	0	6	83%
	P	1	0	1	1	0	0	0	0	0	1	1	0	5	
JATC EAST	T	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	
JATC SW	T	0	1	1	0	0	0	1	1	1	1	0	0	6	100%
	P	0	1	1	0	0	0	1	1	1	1	0	0	6	
LCSC	T	0	1	0	1	1	1	0	0	0	0	0	0	4	75%
	P	0	1	0	0	1	1	0	0	0	0	0	0	3	
NIC	T	0	1	1	2	0	1	0	2	0	2	0	0	9	55%
	P	0	1	1	0	0	1	0	2	0	0	0	0	5	
PREV HELD	T	0	2	0	3	4	1	1	1	1	2	1	0	16	38%
	P	0	0	0	2	2	1	0	1	0	0	0	0	6	
OOS	T	2	1	5	3	1	1	0	2	2	1	3	2	23	61%
	P	0	0	4	2	0	0	0	2	1	1	3	1	14	
TOTAL	T	4	8	11	21	12	9	8	12	13	10	8	3	119	69%
	P	1	5	9	14	8	7	5	9	10	5	7	2	82	
%		25%	63%	82%	67%	67%	78%	63%	75%	77%	50%	88%	67%	69%	

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 08

Administrator Report

PRESENTER: Ron Whitney, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial Report





Division of Building Safety
 IDAHO HVAC BOARD FUND 0229-08
 Fiscal Year 2020 Financial Statements
 As of 06/30/20

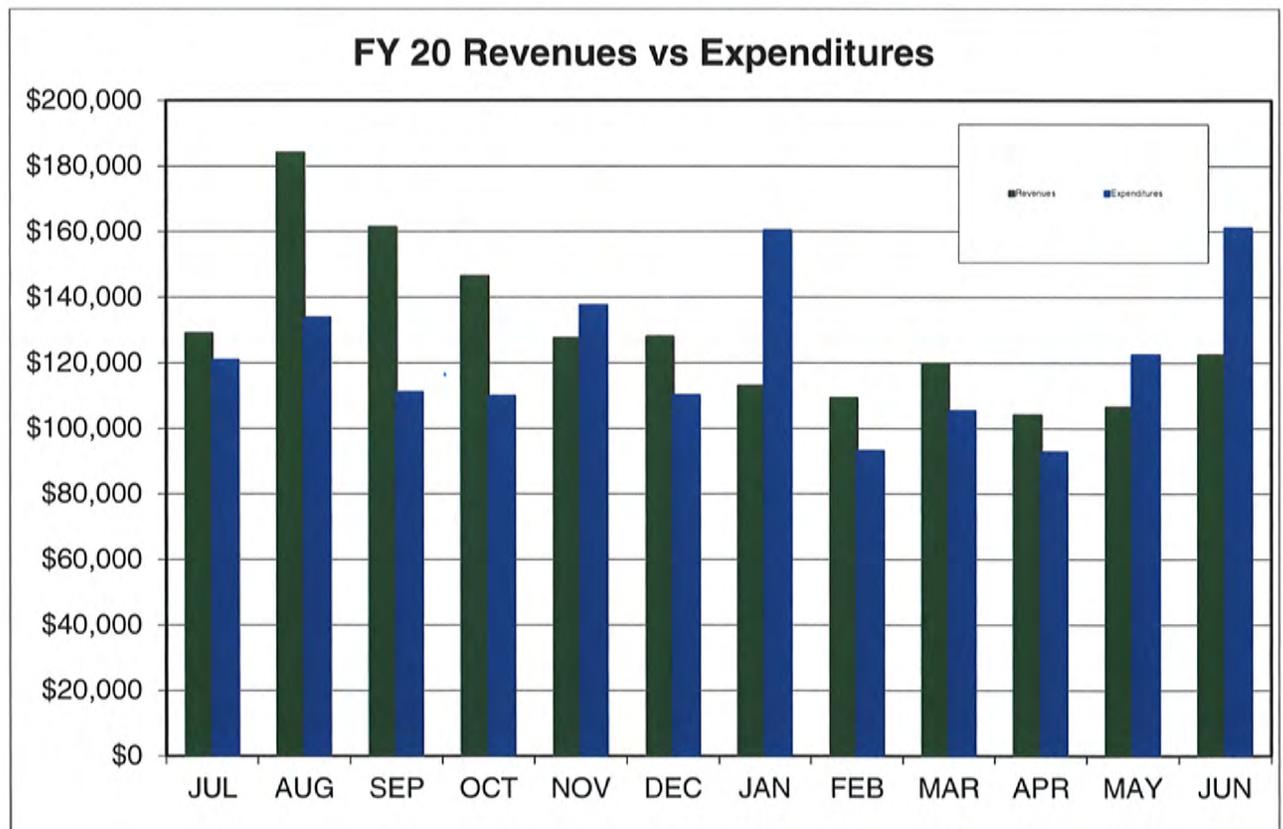
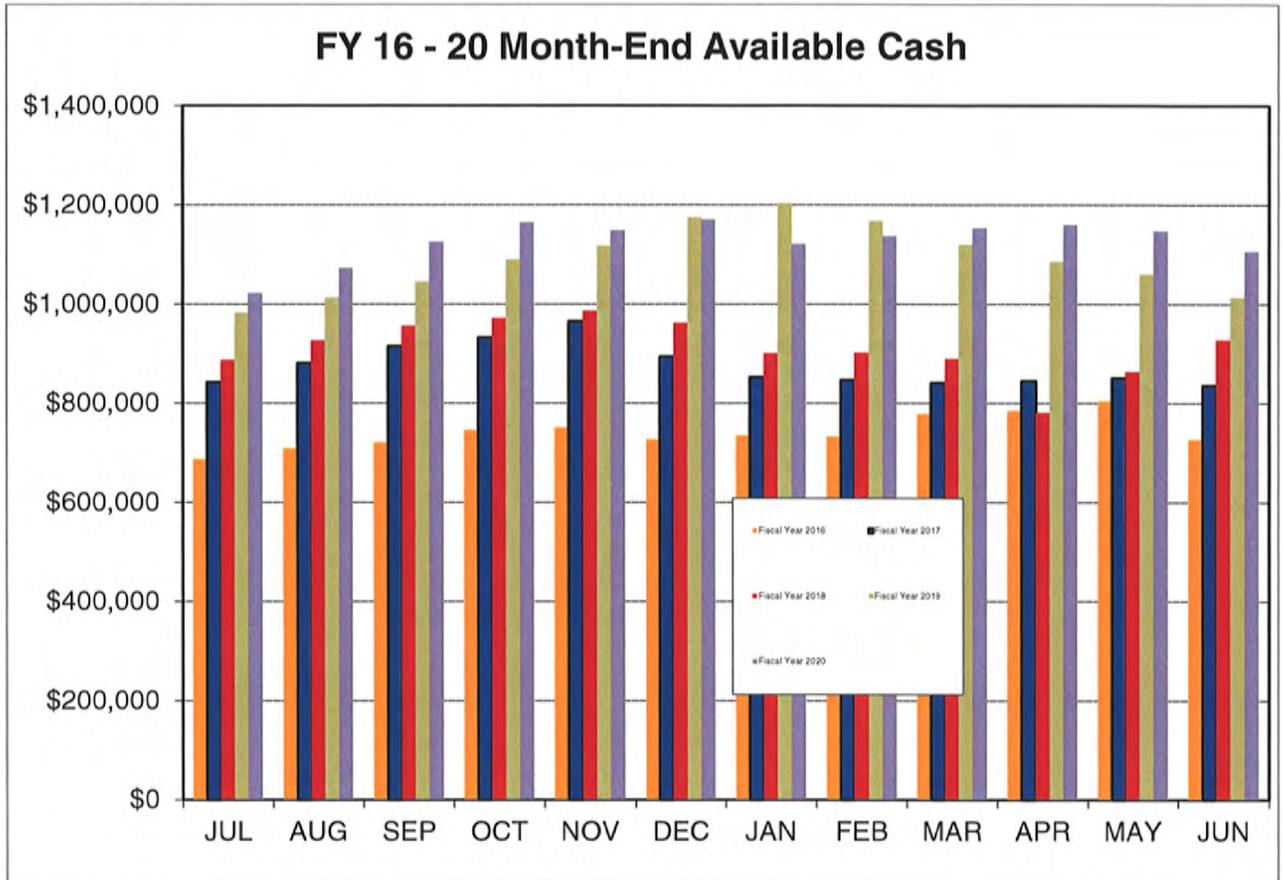
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	1,883,800	1,550,456	82.3%	333,344	-	1,550,456	82.3%
Expenditures							
Personnel:	1,411,900	1,036,367	73.4%	375,533	-	1,036,367	73.4%
Operating:	390,100	415,651	106.5%	(25,551)	-	415,651	106.5%
Capital:	81,800	5,479	6.7%	76,321	-	5,479	6.7%
Total Expenditures	1,883,800	1,457,497	77.4%	426,303	-	1,457,497	77.4%
Net for FY 2020	-	92,959			-	92,959	

Statement of Cash Balance

July 1, 2019 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of June 30, 2020	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,013,181	1,550,456	(1,457,497)	(175)	1,105,965	-	1,105,965

IDAHO HVAC BOARD FUND 0229-08



IDAHO HVAC BOARD FUND 0229-08

