



**STATE OF IDAHO DIVISION OF BUILDING SAFETY**

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Phone: 800-955-3044

Fax: 877-810-2840

Website: [dbs.idaho.gov](http://dbs.idaho.gov)

Email: [customer.service@dbs.idaho.gov](mailto:customer.service@dbs.idaho.gov)

**INACTIVE REQUEST FORM**

**\*Check your license type and fill in your license number**

Electrical Contractor/Limited Electrical Contractor license number: \_\_\_\_\_

Plumbing Contractor/Specialty Contractor license number: \_\_\_\_\_

HVAC Contractor/Specialty Contractor license number: \_\_\_\_\_

The under signed signature is providing this statement that their license is requested to be renewed, revived, or placed in an inactive status. You will not be contracting any (electrical, plumbing, or HVAC – depending on your license type) work while this license is in an inactive status. You will not be required to provide proof of bond (plumbing/HVAC) or liability insurance or workers compensation insurance (electrical). Fees may apply. Please see our website at <https://dbs.idaho.gov/renewal/> for further information.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Please submit this form to the Meridian office using one of the methods below.

Idaho Division of Building Safety

Mail:

1090 E. Watertower St. Suite 150

Meridian, ID 83642

Fax: 1-877- 810-2840

Email: [customer.service@dbs.idaho.gov](mailto:customer.service@dbs.idaho.gov)