

IDAHO CONTRACTORS BOARD
BUREAU OF OCCUPATIONAL LICENSES
700 West State Street, PO Box 83720
Boise, Idaho 83720-0063
Phone: (208) 334-3233 Fax: (208) 334-3945
Website: www.ibol.idaho.gov E-mail: con@ibol.idaho.gov

INSTRUCTIONS FOR
APPLICATION FOR AN INDIVIDUAL CONTRACTOR REGISTRATION

USE THIS APPLICATION ONLY IF YOU ARE AN INDIVIDUAL OPERATING AS A SOLE PROPRIETOR OR WITH AN ASSUMED BUSINESS NAME (DBA)
(Use the business entity application if you are a business entity including but not limited to general or limited partnerships, LLPs, LLCs, and corporations)

Application Checklist for an Individual Registration:

- ___ Complete the application. Per Idaho Code § 54-5210(a) every applicant **MUST** have a Social Security Number.
- ___ Enclose the application fee of \$35.00. Checks should be made payable to the Idaho Bureau of Occupational Licenses (IBOL). There is a \$20.00 fee for returned checks.
- ___ Mail or deliver the original notarized application, fee, and the attachments to the address listed above. Faxed or e-mailed copies of an application cannot be processed; originals are required.
- ___ Attach either: (1) a current, effective certificate of worker's compensation insurance in the name of the individual applying for registration, or (2) a written statement of exemption per Idaho Code § 72-212.
- ___ Attach a current, effective certificate of general liability insurance in the name of the individual applying for registration with a minimum coverage amount of \$300,000.00.

TO AVOID DELAYS IN PROCESSING, INCLUDE A COPY OF YOUR CURRENT, EFFECTIVE CERTIFICATE(S) OF INSURANCE WITH THIS APPLICATION. THE INDIVIDUAL NAME LISTED ON THE APPLICATION AND THE INSURED NAME ON THE CERTIFICATE(S) MUST MATCH EXACTLY.
(This also applies if you are a dba). PLEASE SEE EXAMPLES BELOW:

CORRECT WITH DBA

**John Doe
DBA ABC Contracting
123 Main St
City State Zip**

INCORRECT

**John Doe
ABC Contracting
123 Main St
City State Zip**

OTHER INSTRUCTIONS:

- If you answer Yes to question 11, 12, 13, or 14 regarding discipline or previous criminal charges, you must provide additional information. The additional paperwork should be submitted with the original application or, if necessary, mailed, faxed or e-mailed to the Bureau of Occupational Licenses.
- There may be other requirements for doing business in the State of Idaho. Please consider contacting the Secretary of State's Office as part of your Contractor Registration process at www.sos.idaho.gov or (208) 334-2300.
- Laws and Rules governing Contractor Registration can be viewed at www.ibol.idaho.gov under the Contractors link.
- Please be sure to keep a copy of this application for your records.

LIST OF IDAHO CONTRACTING TYPES

use this list for answering Question #8 on the application
The code you choose does not limit you to the work you perform.

REF # _____ TYPE

GENERAL CONTRACTOR TYPES:

001	GENERAL COMMERCIAL BUILDER
002	GENERAL RESIDENTIAL BUILDER
003	GENERAL REMODEL BUILDER
004	SUPPLIER

SUBCONTRACTOR TYPES:

010	DEMOLITION / ABATEMENT / MITIGATION	260	ACOUSTICAL CEILINGS
020	EXCAVATION / TRENCHING / SITE PREP	270	FINISH FLOORING INSTALLATION
030	SEPTIC SYSTEMS	280	FIREPLACES / WOODSTOVES
040	WATER WELL SYSTEMS	290	ELEVATORS / DUMB WAITERS
050	ROADS / DRIVEWAYS	300	FIRE PROTECTION SYSTEMS
060	FOOTINGS / FOUNDATION	310	APPLIANCE INSTALLATION
070	WATERPROOFING	315	CLEANING SERVICES
080	CONCRETE FLATWORK	320	SIDING / SOFFITS / FACIAS
090	FRAMING LABOR & ROUGH CARPENTRY	330	GUTTERS
100	STRUCTURAL STEEL / METAL STUDS	340	STUCCO / MASONRY / TILE
110	ROOFING	350	DECKS
120	HVAC**	360	ORNAMENTAL IRON / RAILINGS
130	PLUMBING**	370	CARPORTS
140	ALARM / AV / DATA SYSTEMS	380	ASPHALT PAVING
150	ELECTRICAL**	390	FENCING / GATES / BARRIERS / ENCLOSURES
160	INSULATION	400	LANDSCAPING / SPRINKLERS / IRRIGATION/TREE SERVICE
170	DOORS / WINDOWS	410	POOLS / SPAS
180	DRYWALL / PLASTER	420	TANKS / CONTAINERS
190	PAINTING / WALL COVERINGS	430	SIGNAGE
200	WALLPAPERING	440	LOG STRUCTURES
210	CABINETS / COUNTERTOPS	450	PRE-ENGINEERED STRUCTURES
220	FINISH LABOR	460	WELDING
230	FINISH HARDWARE / MIRRORS / ENCLOSURES	470	HEAVY EQUIPMENT
240	STAIRWAY SYSTEMS	500	HANDYMAN
250	CLOSET SYSTEMS		

**Public Works, HVAC, Plumbing, Construction Manager and Electrical contractors are required to be licensed with the Division of Building Safety and need only register with the Idaho State Contractors Board if doing work outside of that license.

** Pursuant to the Idaho Contractor Registration Act all individuals and entities registered with the Idaho Contractors Board are registered as “contractors. A contractor’s self-characterization as a “general contractor type” or “subcontractor type” does not mean it is a general contractor or subcontractor for purposes of the Residential Real Property Lien Disclosure Law (Idaho Code § 45-525). That determination depends on the nature of the individual contract between the contractor and the homeowner, prospective real property purchaser or another contractor. A contractor may be a subcontractor in some instances and at the same time a general contractor in others. See the following example:

Example: John the concrete contractor is contacted by Phil the homeowner who requests John to provide a quote to construct a concrete sidewalk and patio for Phil’s house. John quotes Phil a price of \$3,000 and Phil accepts the quote. John and Phil enter into a contract for John’s concrete crew to construct a concrete sidewalk and patio for Phil’s house for \$3,000. On the same day John is also approached by Chuck the contractor who has a contract to build a house for Ned the prospective residential real property purchaser. Chuck asks John to provide a quote to construct concrete footings, foundation, sidewalks and driveway pursuant to the plan for a house Chuck has a contract to build for Ned. John quotes Chuck a price of \$25,000 and Chuck accepts the quote. John and Chuck enter into a contract for John’s concrete crew to construct concrete footings, foundation, sidewalks and driveway for Ned’s house pursuant to the plan and schedule Chuck provides to John.

In this example as to the contract for a sidewalk and patio for Phil’s house, John is a “general contractor” for purposes of the Residential Real Property Lien Disclosure Law and must provide disclosures to Phil the homeowner pursuant to its requirements. As to the contract for footings, foundation, sidewalks and driveway for Ned’s house, John does not have a disclosure obligation because he is a subcontractor whose contract is with Chuck, the general contractor. Chuck’s contract is with Ned the prospective real property purchaser and Chuck must provide disclosures to Ned as required by the Residential Real Property Lien Disclosure Law, including the requirement to disclose the business name, address and telephone number of John as a subcontractor.

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APPLICATION FOR AN INDIVIDUAL CONTRACTOR REGISTRATION

USE THIS APPLICATION ONLY IF YOU ARE AN INDIVIDUAL OPERATING AS A SOLE PROPRIETOR OR WITH AN ASSUMED BUSINESS NAME (DBA)

I hereby make application for registration as a Contractor in Idaho under the provisions of Title 54, Chapter 52, Idaho Code:

1. Name of Individual: _____
First Middle Last

DBA (if applicable): _____
THE APPLICANT NAME (above) AND THE INSURED NAME (on the certificate of insurance) MUST MATCH EXACTLY (including the DBA, if applicable).

2. Business Address: _____
(This is your Address of Record and is a public record) Street City State Zip

3. Mailing Address: _____
(Will be a public record if no Business Address above) Street/PO Box City State Zip

4. Business Phone: (_____) _____ **Cell or Other Phone:** (_____) _____
(The above phone number is a public record) (The above phone number is not a public record)

5. E-mail: _____
(The above e-mail is not a public record)

6. Date of Birth: _____ **Social Security Number:** _____ - _____ - _____
mm/dd/yyyy Idaho Code § 73-122 requires all applicants to provide a Social Security Number

7. Do you have a current Public Works or Construction Manager license in Idaho issued by the Division of Building Safety? [] Yes [] No
If Yes, you are not required to pay the \$35.00 registration fee for this application. Please attach a copy of your Idaho Public Works or Construction Manager license and enter your license number here: _____

8. What is your primary type of construction (Ref #) _____ (Use the attached list and choose only one category that best describes your business.)

9. You must hold a current, effective general liability insurance policy of not less than \$300,000.00 single limit. Do you hold current liability insurance? If yes, please attach the certificate of liability insurance. If no, your application cannot be processed until this information is received. [] Yes [] No

THE APPLICANT NAME (above) AND THE INSURED NAME (on your certificate) MUST MATCH EXACTLY (including the DBA, if applicable).

10. Do you hold a current, effective worker's compensation insurance policy? [] Yes [] No
If Yes, you must attach the certificate.

THE APPLICANT NAME (above) AND THE INSURED NAME (on your certificate of insurance) MUST MATCH EXACTLY (including the DBA, if applicable).

If No, provide a statement below as to why such coverage is not required under the laws governing worker's compensation (Idaho Code §§ 72-101 – 72-230) (example: no employees).

Explanation why such coverage is not required

APPLICATION FOR AN INDIVIDUAL CONTRACTOR REGISTRATION

(continued)

In questions number 11, 12, 13, and 14, “you” refers to the individual owner of a contracting business or a sole proprietor doing business under an assumed business name (DBA); “you” also refers to any ownership or management interest you had or have in a contracting business engaged in by a firm, partnership, limited liability company, limited liability partnership, corporation, trust, association or other entity or organization capable of conducting business, or any combination thereof acting as a unit. See Idaho Code § 54-5203(6). Also, please note that in questions number 11, 12, 13, and 14, the phrase “any jurisdiction” refers to the federal government or any city, county or state including Idaho.

11. Have you ever been licensed or registered as a contractor in any state, including Idaho, or other jurisdiction? [] Yes [] No
(If Yes, list below the jurisdiction and license/registration numbers.)

12. Have you ever had a contractor license or registration denied, surrendered, suspended, revoked, or otherwise disciplined in any state, including Idaho, or other jurisdiction? [] Yes [] No
(If Yes, a copy of the charges and final order must be received by the Board directly from each issuing authority.)

13. To the best of your knowledge, are you currently the subject of a pending disciplinary action or investigation relating to engaging in the business or acting in the capacity of a contractor in any state, including Idaho, or other jurisdiction?
(If Yes, list below the jurisdiction and license/registration numbers.) [] Yes [] No

14. Have you ever received a conviction, finding of guilt, withheld judgment or suspended sentence for any felony in any state, including Idaho, or other jurisdiction? [] Yes [] No
(If Yes, you must attach: (a) your detailed statement of explanation, (b) the official court documents including a summary of the charges, the final order, and a detailed case summary sheet, (c) a status letter from your probation/parole officer, and (d) any other relevant information.)

AFFIDAVIT

Upon oath I certify each of the following: (1) the responses and information provided in this application and in the attached addendum(s) and documentation are true and correct to the best of my knowledge; (2) I am the applicant named in and who has signed this application; (3) I am a United States citizen or a legal permanent resident or I am otherwise lawfully present in the United States; (4) I have read and will conform to the Laws and Rules governing the profession for which I am seeking a license or authority to practice; (5) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws or Rules governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted to me; (6) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate or incomplete; (7) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Bureau of Occupational Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on my eligibility for or maintenance of the license or authority for which I am applying and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; and (8) I authorize the Bureau of Occupational Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority issued or applied for in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof.

Print Applicant Name
Note: Please print and sign your full legal name

Signature of Applicant

State of _____, County of _____, ss
Subscribed and sworn before me this _____ day of _____, 20 ____

(seal)

Notary Public Official Signature
My Commission Expires _____