



## Building Contractor License Process

1. Submit completed Building Contractor License Application.
2. Check Method of Compliance: ICC Exam , Related College Degree or reciprocity. (Attach copy of documentation)
3. If you use the ICC Examination method of compliance, see following.

- A.) Go to International Code Council website : [www.iccsafe.org](http://www.iccsafe.org)
- B.) Select "Education & Certification " then drop menu to "Certification & Testing"
- C.) Scroll down to "Contractor/Trades Testing" category and click on "Exam Information and Registration"
- D.) Scroll down (bottom of page) list of states to "Idaho" & click on 'blue lettered' "States"
- E.) Select category "Building"
- F.) Select appropriate Type of License ( See inset bottom of page for categories then Click on " Bulletin "
- G.) Recommend printing and reviewing Examination Information Bulletin. Examinations offered can be scheduled by contacting Pearson VUE at phone # 1-877-234-6082 or [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). At the online reservation & testing website, click the appropriate link for access ( this will require a new ID & password) Prepayment is required to schedule all examinations.
- H.) Schedule Exam date. You will need the 3 digit exam ID Number & name of class & jurisdiction from the Examination Bulletin.
- I.) Attend exam in a Idaho Pearson Vue Testing center (See list below).
- J.) Submit copy of Exam Pass certificate with your City of Idaho Falls Building Contractor Application.

#1320- Boise Pearson VUE Test Center- Black Eagle Complex/Lynx Ctr 9376 Overland Road **Boise** ID 83709

#1321- Nexus Worldwide Computer Training, 175 W. Dalton Ave **Coeur d'Alene** ID 83815

#1322- Pocatello Pearson VUE Test Center, Re/Max Building, Suite E 812 E. Clark Street **Pocatello** ID 83201

#1304- College of Southern Idaho (CSI), Meyer Hoeffler Bldg., 315 Falls Avenue **Twin Falls** ID 83301

4. Submit application fee with the initial application fee.
5. Allow 2 weeks to process the City License Application.
6. You will receive your new license in the mail.

### Contractor License Provisions

Class "A": Building Contractor License (All types of building construction)

Class "B": Building Contractor License (Commercial Buildings up to 3 stories in height)

Class "C": Building Contractor License (Residential 1 & 2 Family dwellings)

Class "D": Building Sub-Contractor License (Roofing, Concrete, Drywall, Framing, Masonry)

Idaho Falls Building Department 680 Park Ave. Idaho Falls 83402 Phone 208-612-8270, Fax 208-612-8520