



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
- B.) Select "Certification and Testing"
- C.) Scroll down to "Contractor/Trades Testing"
- D.) Select "View exams by state & category and register".
- E.) Scroll down (bottom of page) list of states to "Idaho" click on Idaho
- F.) Select "Building category" & click on 'blue' Pearson VUE
- G.) Recommend printing and reviewing Examination Information Bulletin. Examinations offered can be scheduled by contacting Pearson VUE at phone # 1-877-234-6082. 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 application.

- 1320- Boise Pearson VUE Test Center-Black Eagle Complex/Lynx Ctr 9376 Overland Road BOISE ID
- 1322- Pocatello Pearson VUE Test Center-Re/Max Building Suite E 812 E. Clark Street POCATELLO ID
- 1321- Nexus Worldwide Computer Training -175 W. Dalton Ave COEUR D'ALENE ID 83815

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 (Buildings up to 3 stories in height)
- Class "C": Building Contractor License (Residential 1 & 2 Family dwellings)
- Class "D": Building Sub-Contractor License (see following categories) Roofing, Concrete, Drywall, Framing, Masonry .



City of Idaho Falls
Building Department

Building Contractor License Application

Building Contractor Class: A B C D

Date: _____

Subcontractor Only: Concrete Drywall Framing Glazier Roofing

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Name of Company: _____

Address of Company: _____ City: _____ State: _____ Zip Code: _____

Company Phone #: _____ Cell Phone #: _____ Fax #: _____

E-mail Address: _____

Method of Compliance: ICC Examination College Degree Reciprocity

Attach additional Sheets,
if necessary.

I hereby verify that the information contained in this application is true and accurate. If any statement or information provided by me on this application is discovered to be false, I recognize the City may revoke the contractor's license.

All Licenses expire December 31st of each year.

	New License Fee	Renewal Fee
Class A	\$300.00	\$200.00
Class B	\$300.00	\$200.00
Class C	\$300.00	\$200.00
Class D	\$225.00	\$125.00
Late Fee - \$75.00 if Renewed after January 31		
*Reciprocal License	\$50.00	\$50.00

Signature of Applicant

Approved by me this _____ Day of _____, _____

The Fee must accompany this Application: _____ Receipt #: _____

City ID No. _____ Date Issued: _____

Inspector

Idaho Contractor Registration No. _____