

DEPARTMENT OF PROFESSIONAL
AND OCCUPATIONAL REGULATION

Board for Contractors
Intro to Licensure

MWAA Outreach Session



So, just who needs a license??

Answer a few easy questions...

Step 1: Do they meet the Definition of Contractor?

any person, that for a fixed price, commission, fee, or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled, or leased by him or another person or any other improvements to such real property.

section 54.1-1100 of the Code of Virginia

Step 1: Do they meet the Definition of Contractor?

In simpler terms – If you're bidding, managing or performing construction work (permanently affixed) and you're being compensated for it, you need a license. If yes, got to next question, if no, then a license isn't required.

Step 2: Is the work \$1,000 or more?

- ▶ \$1000 threshold is for the entire job or project.
- ▶ Water well and landscape irrigation work have no minimum exemption.
- ▶ Trade work (PLB, ELE, etc.) may meet exemption, but would require tradesman license.



If yes, go to next question, if no, contractor license is not required



Step 3: Do They Meet any Exemptions?

Contractor Exemptions...

- Several exemption in § 54.1-1101 including, but not limited to:
 - VDOT
 - Some Student Projects in Vocational Training
 - Landlord Tenant Act
 - Federally Owned Property
 - Government Agency Uses Employees
 - Owner Exemption

The Bottom Line

If a person meets the definition of contractor found in § 54.1-1100 of the Code of Virginia

And

If that person does not meet any of the exemptions found in § 54.1-1101 of the Code of Virginia or other laws

Then

Then that person is required, by § 54.1-1103 of the Code of Virginia to hold a license issued by the Board for Contractors.

The Basics...

- Statewide license
- Three license classes
- Issued to firms not individuals
- 53 specialties
- Eligibility requirements based on license class and specialties
- Good for 2 Years

Class Limitations

- Class C – single contract/project less than \$10,000 with an aggregate annual total of \$150,000.
- Class B – single contract/project less than \$120,000 with an aggregate annual total of \$750,000.
- Class A – no limitation on contract/project size

Class Requirements

Class C	Class B	Class A
Pre-License Course	Pre-License Course	Pre-License Course
2 Years Experience	3 Years Experience	5 Years Experience
Specialty Exam/License	Specialty Exam/License	Specialty Exam/License
	2 Business Exams	3 Business Exams
	\$15,000 Net Worth	\$45,000 Net Worth

Scope of Practice

- Specifies the type of work allowed to be completed by a particular specialty for both contractors and tradesman.
- Found in the applicable regulations
- Working outside of your “scope of practice” is a violation of the regulations.
- Often interpreted by permitting staff at locality (don't forget the incidental thing)

Scope of practice continued...

- sometimes specialties can “share” activities (like HIC/RBC)
- sometimes specialties are exclusive
- license issued to the most “correct” specialty



Current Specialties/Classifications

These require a special certification to qualify:

- ❖ BEC (blaster certification from fire marshal)
- ❖ SPR (NICET III or higher in fire sprinklers)
- ❖ MHC (completion of HUD/DHCD installer class)
- ❖ RMC (radon certified by EPA/VDH)

Current Specialties/Classifications

These require a separate license for the QI to qualify:

- ❖ ELE*
- ❖ PLB*
- ❖ HVA*
- ❖ GFC*
- ❖ LPG*
- ❖ NGF*
- ❖ ASB
- ❖ ASC*
- ❖ ASL*
- ❖ EEC*
- ❖ LAC
- ❖ SDS
- ❖ WWP*

* Board for Contractors individual license/cert program

Current Specialties/Classifications

These require a specialty exam to qualify:

- | | | | |
|-------|-------|-------|-------|
| ❖ AES | ❖ ENV | ❖ ISC | ❖ POL |
| ❖ RBC | ❖ EMC | ❖ LSC | ❖ VCC |
| ❖ PAV | ❖ FIC | ❖ MCC | ❖ CBC |
| ❖ BSC | ❖ FAS | ❖ BRK | ❖ DRY |
| ❖ CIC | ❖ FSP | ❖ PTC | ❖ STL |
| ❖ CEM | ❖ H/H | ❖ RFC | ❖ FRM |
| ❖ ESC | ❖ HIC | ❖ REF | ❖ FLR |
| ❖ EMW | ❖ IBC | ❖ ROC | ❖ UCC |
| ❖ TMC | ❖ GLZ | ❖ FIN | ❖ INS |

RMs, DEs, & QIs, Oh My!

- RM = Responsible Management (owners, corporate officers, LLC members, sole proprietor etc.)
- DE = Designated Employee (the person “designated” to take the business examination) in A & B licenses only
- QI = Qualified Individual (the person with the knowledge and experience in the classification or specialty on the license)

Some special stuff about those guys

- RM – must be appropriately registered; no limit on number of firms associated with
- DE – must be a full time employee (so carries a two firm limit) or RM
- QI – either full time employee or RM; may require additional licensing/qualifications in place prior to licensing; different years for different license class

How to apply

- Complete the application form(s) and be sure to read the instructions
- Class A & B – DE exam
- Pre-License course completed
- Verification of financial info/experience
- Technical Examination upon approval of application

