

Dear Senators FOREMAN, Lenney, Ward-Engelking, and  
Representatives CLOW, Redman, Berch:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of  
the Division of Occupational and Professional Licenses - Building Safety - Public Works Contractors  
License Board:

IDAPA 24.39.50 - Rules of the Public Works Contractors License Board-Proposed Rule (Docket  
No. 24-3950-2501).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the  
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research  
and Legislation no later than fourteen (14) days after receipt of the rules' analysis from Legislative  
Services. The final date to call a meeting on the enclosed rules is no later than 12/08/2025. If a meeting is  
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules' analysis  
from Legislative Services. The final date to hold a meeting on the enclosed rules is 01/05/2026.

The germane joint subcommittee may request a statement of economic impact with respect to a  
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,  
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has  
been held.

To notify Research and Legislation, call 334-4854, or send a written request to the address on the  
memorandum attached below.



**Terri Kondeff**  
Director

# Legislative Services Office

## Idaho State Legislature

*Serving Idaho's Citizen Legislature*

### MEMORANDUM

**TO:** Rules Review Subcommittee of the Senate Commerce & Human Resources Committee and the House Business Committee

**FROM:** Division Manager - Matt Drake

**DATE:** November 21, 2025

**SUBJECT:** Division of Occupational and Professional Licenses - Building Safety - Public Works Contractors License Board

IDAPA 24.39.50 - Rules of the Public Works Contractors License Board-Proposed Rule (Docket No. 24-3950-2501)

#### **Summary and Stated Reasons for the Rule**

The Division of Occupational and Professional Licenses submits notice of rulemaking via IDAPA 24.39.50 -- Rules of the Public Works Contractors License Board. The proposed rule adds "not to exceed" above each column of fees in each of the fee tables. The Division states that the addition of "not to exceed" language will allow the Board to reduce fees temporarily to address the Board's existing cash balances and to lower costs for licensees.

#### **Negotiated Rulemaking / Fiscal Impact**

The Division states that negotiated rulemaking was not conducted because "DOPL wanted to provide immediate relief to the regulated community by adopting a temporary rule that mirrors the fee reduction in this proposed rule." There is no anticipated fiscal impact associated with this rulemaking.

#### **Statutory Authority**

The proposed rule appears to be within the statutory authority granted to the Division in Sections 54-1904 and 67-2604, Idaho Code.

cc: Division of Occupational and Professional Licenses - Building Safety - Public Works Contractors License Board  
Ryan Bernard

#### **\*\*\* PLEASE NOTE \*\*\***

Per the Idaho Constitution, all administrative rules may be reviewed by the Legislature during the next legislative session. The Legislature has 3 options with this rulemaking docket: **1)** Approve the docket in its entirety; **2)** Reject the docket in its entirety; or **3)** Reject the docket in part.

Paul Headlee, Deputy Director    Matt Drake, Manager    Keith Bybee, Manager    April Renfro, Manager    Norma Clark, Manager  
Legislative Services Office    Research & Legislation    Budget & Policy Analysis    Legislative Audits    Information Technology

Statehouse, P.O. Box 83720  
Boise, Idaho 83720-0054

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**IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES**

**24.39.50 – RULES OF THE PUBLIC WORKS CONTRACTORS LICENSE BOARD**

**DOCKET NO. 24-3950-2501**

**NOTICE OF RULEMAKING – PROPOSED RULE**

**AUTHORITY:** In compliance with [Section 67-5221\(1\)](#), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to [Section 67-2604](#), Idaho Code.

**PUBLIC HEARING SCHEDULE:** A public hearing concerning this rulemaking will be held as follows:

<p><b>24.39.50 – Rules Of The Public Works Contractors License Board</b></p>
<p><b>Wednesday, November 12, 2025</b> <b>9:00 a.m. (MT)</b></p> <p><b>Attend via Webex: <a href="#">Link</a></b> <b>Meeting Number (Access Code): 2868 448 7497</b> <b>Meeting password: ZnrnMr2ND42</b></p> <p><b>Attend in person at:</b> <b>Division of Occupational and Professional Licenses</b> <b>EagleRock Room, Chinden Campus</b> <b>11341 W. Chinden Blvd., Bldg. 4</b> <b>Boise, ID 83714</b></p>

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

**DESCRIPTIVE SUMMARY:** The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

This rulemaking seeks to make final certain amendments to the fee table made through temporary rulemaking earlier this year published in the January 1, 2025 Idaho Administrative Bulletin, [Vol. 25-1, Pages 86-87](#). The rulemaking adds language to the fee table that allows the Board greater capability to reduce fees temporarily to address the Board’s existing cash balances and to lower costs for licensees.

**FEE SUMMARY:** The following is a specific description of the fee or charge imposed or increased:

There are no newly imposed or increased fees in this rule change. Instead, this rulemaking seeks to make final increased capability of the Board to temporarily reduce fees if necessary.

**FISCAL IMPACT:** The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year resulting from this rulemaking:

No fiscal impact on the state general fund will occur as a result of these changes.

**NEGOTIATED RULEMAKING:** Pursuant to [Section 67-5220\(1\)](#) and [67-5221\(1\)\(j\)](#), Idaho Code, negotiated rulemaking was not conducted because DOPL wanted to provide immediate relief to the regulated community by adopting a temporary rule that mirrors the fee reduction in this proposed rule. The Notice of Rulemaking – Adoption of Temporary Rule was published in the January 1, 2025 Idaho Administrative Bulletin, [Vol. 25-1, Pages 86-87](#). Any stakeholder input and all public comments submitted at the scheduled public hearing will be considered.

**INCORPORATION BY REFERENCE:** Pursuant to [Section 67-5229\(2\)\(a\)](#), Idaho Code, the following is a brief synopsis of why the materials cited are being incorporated by reference into this rule: N/A.

**ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS:** For assistance on technical questions concerning the proposed rule, contact Kolby Reddish, Chief Legal Counsel, at (208) 817-6126. Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before November 26, 2025.

DATED this 17th day of October, 2025.

Kolby K. Reddish  
Chief Legal Counsel  
11341 W. Chinden Blvd., Bldg. #4  
Boise, ID 83714  
Phone: (208) 817-6126  
Email: [kolby.reddish@dopl.idaho.gov](mailto:kolby.reddish@dopl.idaho.gov)

**THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 24-3950-2501**  
**(Only Those Sections With Amendments Are Shown.)**

**400. FEES.**

**01. Public Works Contractor.**

<b>License Class</b>	<b>Initial Fee (Not to exceed)</b>	<b>Renewal Fee (Not to exceed)</b>
Unlimited	\$550	\$440
AAA	\$450	\$360
AA	\$350	\$280
A	\$250	\$160
B	\$150	\$120
CC	\$125	\$100
C	\$100	\$80
D	\$50	\$40

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**02. Construction Manager:**

<b>License Activity</b>	<b>Fee (Not to exceed)</b>
Initial Licensing	\$200

<b>License Activity</b>	<b>Fee <u>(Not to exceed)</u></b>
License Renewal	\$200
Inactive License	\$50
License Reinstatement	\$200
Certificate of Authority	\$100

(7-1-24)( )