



# 2024 Contractor License Application

BUSINESS INFORMATION	
<input type="checkbox"/> General Contractor <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical (HVAC / Refrigeration / Hydronics)	
Business Name	<p align="center"><b>REQUIREMENTS</b></p> <p><b>IWD DIVISION OF LABOR REGISTRATION</b> All contractors performing general construction work must be registered with the Division of Labor.</p> <p><b>PROOF OF INSURANCE</b> Any person doing work in the City of Denison as a general, mechanical, or plumbing contractor shall provide a certificate of insurance for general liability insurance with limits of \$100,000, completed operations product insurance with limits of \$100,000, business automobile insurance with limits of \$100,000, and statutory worker's compensation insurance.</p> <p align="center"><b>Attn: Fee for all licenses is \$45.</b></p>
Iowa Workforce Development Registration Number      Expiration Date	
Name of Authorized Signer Below	
Address	
City/State/Zip	
Business Phone	
Cell Phone	
Fax Number	
Email Address (This is necessary for notification of city projects.)	

OFFICE USE ONLY	
	Date Received
Denison License No.	Total Fees Paid
<p align="center">12/31/2024</p> Date Expires	Payment <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
<p><b>VERIFICATIONS</b></p> <input type="checkbox"/> Proof of Insurance attached Expiration date: _____	
<p><b>REGISTERED WITH IWD DIVISION OF LABOR</b></p> <input type="checkbox"/> Reg. No.: _____ Expiration date: _____	
<p><b>TRADE LICENSES</b></p> <input type="checkbox"/> Trade Licenses verified Expiration date: _____	

AUTHORIZED PERMIT APPLICANTS		
The following individuals are authorized to submit, pay for, and sign for permits on behalf of this business:		
Name	Name	Name
Title	Title	Title

IMPORTANT: YOU ARE RESPONSIBLE FOR KEEPING OUR OFFICE UPDATED WITH CURRENT INFORMATION.		
Signature	Title	Date

TRADE VERIFICATIONS			
Please list all people helping to complete permitted work at this business, along with their licensure level and license numbers. Use an additional form if needed. <b>Please note that only individuals holding a Master license are allowed to complete work without supervision.</b> Journeypersons and Apprentices must work under the supervision of a Master license holder. (See back for state requirements.)			
Employee Name (as listed on State License)	Employee Name (as listed on State License)	Employee Name (as listed on State License)	Employee Name (as listed on State License)
State License # and Expiration Date	State License # and Expiration Date	State License # and Expiration Date	State License # and Expiration Date
<b>Licenses</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> HVAC/Refrigeration <input type="checkbox"/> Hydronics	<b>Licenses</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> HVAC/Refrigeration <input type="checkbox"/> Hydronics	<b>Licenses</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> HVAC/Refrigeration <input type="checkbox"/> Hydronics	<b>Licenses</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> HVAC/Refrigeration <input type="checkbox"/> Hydronics
<b>License Level</b> <input type="checkbox"/> Master <input type="checkbox"/> Journeyperson <input type="checkbox"/> Apprentice <input type="checkbox"/> Helper (no license req.)	<b>License Level</b> <input type="checkbox"/> Master <input type="checkbox"/> Journeyperson <input type="checkbox"/> Apprentice <input type="checkbox"/> Helper (no license req.)	<b>License Level</b> <input type="checkbox"/> Master <input type="checkbox"/> Journeyperson <input type="checkbox"/> Apprentice <input type="checkbox"/> Helper (no license req.)	<b>License Level</b> <input type="checkbox"/> Master <input type="checkbox"/> Journeyperson <input type="checkbox"/> Apprentice <input type="checkbox"/> Helper (no license req.)

# IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD

## REQUIREMENTS AND DEFINITIONS

### Iowa Division of Labor

#### Contractor License is Required

If you contract for plumbing, mechanical, HVAC, refrigeration, sheet metal or hydronics services in the state of Iowa your business must have a contractor license and contractor registration from the Division of Labor. Please note that the business license is separate from the master license! Simply renewing your master license is not sufficient.

You must also submit a separate renewal form and fees for the contractor license. The application and fees also include a 3-year renewal fee for contractor registration through the Division of Labor at Iowa Workforce Development. Once an application is submitted to the board office, a portion of the fees paid and data are sent to the Division of Labor electronically. The Division of Labor will review and issue a new contractor registration number and send a new contractor registration card directly to you. Once the new registration number is issued, board staff review the application to determine if the license can be issued. If all requirements are met (master license has been renewed or issued, bond and insurance on file), then the contractor license is issued. Keep in mind that BOTH are required in Iowa. If you have not received BOTH a new registration card from the Division of Labor AND a license certificate for the BUSINESS from the board office, you have not completed the requirements.

#### Licensure Levels

The following definitions of licensure levels are specified in Iowa Code chapter 105.

**MASTER** means any person who works in the planning or superintending of the design, installation, or repair of plumbing, mechanical, HVAC, refrigeration, sheet metal, or hydronic systems and is otherwise lawfully qualified to conduct the business of plumbing, mechanical, HVAC, refrigeration, sheet metal, or hydronic systems, and who is familiar with the laws and rules governing the same.

**JOURNEYPERSON** means any person, other than a master, who, as a principal occupation, is engaged as an employee of, or otherwise working under the direction of, a master in the design, installation, and repair of plumbing, mechanical, HVAC, refrigeration, sheet metal, or hydronic systems, as applicable.

**APPRENTICE** means any person, other than a helper, journeyman, or master, who, as a principal occupation, is engaged in working as an employee of a plumbing, mechanical, HVAC-refrigeration, sheet metal or hydronic systems contractor under the supervision of either a master or a journeyman and is progressing toward completion of an apprenticeship training program registered by the office of apprenticeship of the United States department of labor while learning and assisting in the design, installation, and repair of plumbing, HVAC, refrigeration, sheet metal, or hydronic systems, as applicable.

**HELPER** means a person engaged in general manual labor activities who provides assistance to an apprentice, journeyman, or master while under the supervision of a journeyman or master. *Note: A helper as defined below is not required to be licensed under Iowa Code chapter 105.*

### Applicable Trade Definitions

**CONTRACTOR** means a person or entity that provides plumbing, mechanical, HVAC, refrigeration, sheet metal or hydronic systems services on a contractual basis and who is paid a predetermined amount under that contract for rendering those services

**HVAC** means heating, ventilation, air conditioning, ducted systems, or any type of refrigeration used for food processing or preservation. HVAC includes all natural, propane, liquid propane, or other gas lines associated with any component of an HVAC system.

**HYDRONIC** means a heating or cooling system that transfers heating or cooling by circulating fluid through a closed system, including boilers, pressure vessels, refrigeration equipment in connection with chilled water systems, all steam piping, hot or chilled water piping together with all control devices and accessories, installed as part of, or in connection with, any heating or cooling system or appliance whose primary purpose is to provide comfort using a liquid, water, or steam as the heating or cooling media. Hydronic includes all low-pressure and high-pressure systems and all natural, propane, liquid propane, or other gas lines associated with any component of a hydronic system. For purposes of this definition, "primary purpose is to provide comfort" means a system or appliance in which at least fifty-one percent of the capacity generated by its operation, on an annual average, is dedicated to comfort heating or cooling.

**MECHANICAL SYSTEMS** means HVAC, refrigeration, sheet metal, and hydronic systems.

**PLUMBING** means all potable water building supply and distribution pipes, all plumbing fixtures and traps, all drainage and vent pipes, and all building drains and building sewers, storm sewers, and storm drains, including their respective joints and connections, devices, receptors, and appurtenances within the property lines of the premises, and including the connection to sanitary sewer, storm sewer, and domestic water mains. Plumbing includes potable water piping, potable water treating or using equipment, medical gas piping systems, fuel gas piping, water heaters and vents, including all natural, propane, liquid propane, or other gas lines associated with any component of a plumbing system.

**REFRIGERATION** means any system of refrigeration regardless of the level of power, if such refrigeration is intended to be used for the purpose of food processing and product preservation and is also intended to be used for comfort systems. Refrigeration includes all natural, propane, liquid propane, or other gas lines associated with any component of refrigeration.

**SHEET METAL** means heating, ventilation, air conditioning, pollution control, fume hood systems and related ducted systems or installation of equipment associated with any component of a sheet metal system. Sheet metal excludes refrigeration and electrical lines and all natural gas, propane, liquid propane, or other gas lines associated with any component of a sheet metal system.