



townhall.virginia.gov

Fast-Track Regulation Agency Background Document

Agency name	Board for Contractors
Virginia Administrative Code (VAC) Chapter citation(s)	18VAC50-22 18VAC50-30
VAC Chapter title(s)	Board for Contractors Regulations (18VAC50-22) Individual License and Certification Regulations (18VAC50-30)
Action title	Board for Contractors Renewal Notifications Amendment
Date this document prepared	March 2, 2026

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 19 (2022) (EO 19), any instructions or procedures issued by the Office of Regulatory Management (ORM) or the Department of Planning and Budget (DPB) pursuant to EO 19, the Regulations for Filing and Publishing Agency Regulations (1 VAC 7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

Brief Summary

Provide a brief summary (preferably no more than 2 or 3 paragraphs) of this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation). Alert the reader to all substantive matters. If applicable, generally describe the existing regulation.

The Board for Contractors (the Board) is amending the Board for Contractors Regulations and the Individual License and Certification Regulations to revise language expressing the method by which renewal notices are delivered to regulants.

The current regulation provides that renewal notices will be "mailed" to licensees at the last known address of record. The amendment offered allows the Board to communicate more efficiently with licensees by allowing for other forms of delivery of renewal notices, including by email.

Acronyms and Definitions

Define all acronyms used in this form, and any technical terms that are not also defined in the "Definitions" section of the regulation.

"DPOR" means the Department of Professional and Occupational Regulation.

There are no technical terms used in this form which are not defined in the regulation.

Statement of Final Agency Action

Provide a statement of the final action taken by the agency including: 1) the date the action was taken; 2) that the agency has "adopted final amendments" to the regulation; 3) the name of the agency taking the action; and 4) the title of the regulation. A suggested statement is, "On [insert date] the Board/Department of [insert name] adopted final amendments to the [title of regulation(s)]."

On April 29, 2025, the Board adopted final amendments to the Board for Contractors Regulations and the Individual License and Certification Regulations.

Mandate and Impetus

Identify the mandate for this regulatory change and any other impetus that specifically prompted its initiation (e.g., new or modified mandate, petition for rulemaking, periodic review, or board decision). For purposes of executive branch review, "mandate" has the same meaning as defined in the ORM procedures, "a directive from the General Assembly, the federal government, or a court that requires that a regulation be promulgated, amended, or repealed in whole or part."

Consistent with Virginia Code § 2.2-4012.1, also explain why this rulemaking is expected to be noncontroversial and therefore appropriate for the fast-track rulemaking process.

This regulatory change is not the result of a mandate.

The Board decided to make this regulatory change in an effort to promote efficiency in how the Board communicates with regulants and also in anticipation of the implementation of a paperless system. Current provisions in the regulations that mandate the mailing of documents would complicate the ability of the Board to effectively administer the regulatory system when a paperless system becomes available.

This rulemaking is anticipated to be non-controversial and is appropriate for the fast-track rulemaking process as it does not impose new requirements. The action is expected to be beneficial to the regulated community, the Commonwealth, and the public by allowing for more efficient processes.

Legal Basis

Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia and Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency's overall regulatory authority.

The promulgating agency is the Board for Contractors. Chapter 11 of Title 54.1 of the Code of Virginia enumerates the legal authority for the Board to administer licensure of contractor firms and the licensure and certification of tradesman and other construction professionals.

Section 54.1-1102 of the Code of Virginia states, in part:

B. The Board shall promulgate regulations not inconsistent with statute necessary for the licensure of contractors and tradesmen and the certification of backflow prevention device workers, and for the relicensure of contractors and tradesmen and for the recertification of backflow prevention device workers, after license or certificate suspension or revocation.

Further, § 54.1-201 of the Code of Virginia provides, in part:

A. The powers and duties of regulatory boards shall be as follows:

1. To establish the qualifications of applicants for certification or licensure by any such board, provided that all qualifications shall be necessary to ensure either competence or integrity to engage in such profession or occupation.

5. To promulgate regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq.) necessary to assure continued competency, to prevent deceptive or misleading practices by practitioners and to effectively administer the regulatory system administered by the regulatory board. The regulations shall not be in conflict with the purposes and intent of this chapter or of Chapters 1 (§ 54.1-100 et seq.) and 3 (§ 54.1-300 et seq.) of this title.

Purpose

Explain the need for the regulatory change, including a description of: (1) the rationale or justification, (2) the specific reasons the regulatory change is essential to protect the health, safety or welfare of citizens, and (3) the goals of the regulatory change and the problems it is intended to solve.

The General Assembly has charged the Board with the responsibility for regulating those who engage, or offer to engage, in contracting work in Virginia by requiring that such persons obtain a contractor license from the Board.

Likewise, the General Assembly has charged the Board with the responsibility for regulating those who (i) engage, or offer to engage in, work as a tradesman (electrician, plumber, and HVAC technician), gas fitter, liquefied petroleum gas fitter, or natural gas fitter provider; (ii) engage in the drilling, installation, maintenance, or repair of a water well or water well system; (iii) engage in, or offer to engage in, work as an elevator mechanic or accessibility mechanic; (iv) engage in, or offer to engage in, work as a residential building energy analyst; (v) present themselves as a certified backflow prevention device worker; and (vi) perform or offer to perform inspections of automatic fire sprinkler systems, by requiring that such individuals obtain the appropriate licensure or certification.

The goal of this regulatory change is to streamline the Board's regulations to promote efficiency in communication and in anticipation of a paperless system. Eliminating the requirement that the Board mail notices and other correspondence allows for additional pathways of communication, such as email. In doing so, communication is likely to be timelier and more direct.

Substance

Briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both. A more detailed discussion is provided in the "Detail of Changes" section below.

18VAC50-22

1. Revise the definition of “address of record” in section -10 to remove “mailing” as a descriptor for the address that will serve as the address of record.
2. Revise section -120 to provide that the Board will send, instead of mail, a renewal notice to a licensee and to remove unnecessary language regarding instances where a regulant does not receive a renewal notice.

18VAC50-30

1. Revise the definition of “address of record” in section -10 to remove “mailing” as a descriptor for the address that will serve as the address of record.
2. Revise section -120 to provide that the Board will send, instead of mail, a renewal notice to a licensee and to remove unnecessary language regarding instances where a regulant does not receive a renewal notice.

Issues

Identify the issues associated with the regulatory change, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, include a specific statement to that effect.

The primary advantage of this regulatory amendment is that it enables the Board to communicate more efficiently with licensees regarding the necessity for renewal. This will ensure prompt delivery of renewal notices, which is likely to prevent lapses in licensure. Lapses in licensure may negatively affect contracting firms (businesses) and also private citizens that have hired a contractor to perform work.

There are no identified disadvantages to the public, the agency, or the Commonwealth.

Requirements More Restrictive than Federal

Identify and describe any requirement of the regulatory change which is more restrictive than applicable federal requirements. Include a specific citation for each applicable federal requirement, and a rationale for the need for the more restrictive requirements. If there are no applicable federal requirements, or no requirements that exceed applicable federal requirements, include a specific statement to that effect.

There are no applicable federal requirements.

Agencies, Localities, and Other Entities Particularly Affected

Consistent with § 2.2-4007.04 of the Code of Virginia, identify any other state agencies, localities, or other entities particularly affected by the regulatory change. Other entities could include local partners such as tribal governments, school boards, community services boards, and similar regional organizations. “Particularly affected” are those that are likely to bear any identified disproportionate material impact which would not be experienced by other agencies, localities, or entities. “Locality” can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulation or regulatory change are most likely to occur. If no agency, locality, or entity is particularly affected, include a specific statement to that effect.

Other State Agencies Particularly Affected

No other state agencies are particularly affected by this change.

Localities Particularly Affected

No localities are particularly affected by this change.

Other Entities Particularly Affected

No entities are particularly affected by this change.

Economic Impact

Consistent with § 2.2-4007.04 of the Code of Virginia, identify all specific economic impacts (costs and/or benefits), anticipated to result from the regulatory change. When describing a particular economic impact, specify which new requirement or change in requirement creates the anticipated economic impact. Keep in mind that this is the proposed change versus the status quo.

Impact on State Agencies

<p><i>For your agency:</i> projected costs, savings, fees or revenues resulting from the regulatory change, including:</p> <ul style="list-style-type: none"> a) fund source / fund detail; b) delineation of one-time versus on-going expenditures; and c) whether any costs or revenue loss can be absorbed within existing resources 	<p>There are projected savings for DPOR as a result of this regulatory change.</p> <p>The cost to mail a renewal notice is approximately \$1.04 per item. By transitioning all Class A, B, and C contractors, as well as tradesmen and other credential holders, to eventual email notifications, DPOR will significantly reduce mailing expenses and improve efficiency. Projected cost savings are estimated at \$92,165.84 total if all regulants shift to using email notifications. Since all regulants do not renew every year the agency is estimated to save \$30,721.95 per year.</p> <ul style="list-style-type: none"> a) Fund 09222 b) Ongoing savings from reduction in postage cost; an annual expense c) N/A
<p><i>For other state agencies:</i> projected costs, savings, fees or revenues resulting from the regulatory change, including a delineation of one-time versus on-going expenditures.</p>	<p>There are no anticipated costs, savings, fees, or revenues to other state agencies because of the regulatory changes.</p>
<p><i>For all agencies:</i> Benefits the regulatory change is designed to produce.</p>	<p>The regulatory change will allow the agency to communicate more efficiently with regulants and reduce administrative work and costs for DPOR.</p>

Impact on Localities

If this analysis has been reported on the ORM Economic Impact form, indicate the tables (1a or 2) on which it was reported. Information provided on that form need not be repeated here.

Projected costs, savings, fees or revenues resulting from the regulatory change.	There are no anticipated costs, savings, fees, or revenues to localities because of the regulatory changes.
Benefits the regulatory change is designed to produce.	N/A

Impact on Other Entities

If this analysis has been reported on the ORM Economic Impact form, indicate the tables (1a, 3, or 4) on which it was reported. Information provided on that form need not be repeated here.

Description of the individuals, businesses, or other entities likely to be affected by the regulatory change. If no other entities will be affected, include a specific statement to that effect.	All Board for Contractors regulants will be affected by this regulatory change. This includes licensed contractor businesses, licensed tradesmen, and holders of other types of professional credentials issued by the Board. No other entities will be affected by this regulatory change.
Agency’s best estimate of the number of such entities that will be affected. Include an estimate of the number of small businesses affected. Small business means a business entity, including its affiliates, that: a) is independently owned and operated and; b) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million.	All Board for Contractors regulants will be affected by this regulatory change. As of January 1, 2026, there are 54,756 licensed Class A, B, and C contractor firms. Many Class C contractors (11,642) likely fall under the definition of "small business" as defined in § 2.2-4007.1 of the Code of Virginia. As of January 1, 2026, there are 33,865 licensed tradesmen and other individual credential holders. Many of these individuals likely work for business entities that meet the definition of "small business" as it is defined in § 2.2-4007.1 of the Code of Virginia.
All projected costs for affected individuals, businesses, or other entities resulting from the regulatory change. Be specific and include all costs including, but not limited to: a) projected reporting, recordkeeping, and other administrative costs required for compliance by small businesses; b) specify any costs related to the development of real estate for commercial or residential purposes that are a consequence of the regulatory change; c) fees; d) purchases of equipment or services; and e) time required to comply with the requirements.	There are no costs anticipated that will affect individuals, businesses, or other entities.
Benefits the regulatory change is designed to produce.	The regulatory change will allow the agency to communicate more efficiently with regulants.

Alternatives to Regulation

Describe any viable alternatives to the regulatory change that were considered, and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the regulatory change. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulatory change.

This regulatory change is being made in an effort to promote efficiency in how the Board communicates with regulants and also in anticipation of the implementation of a paperless system. As a result, the agency did not consider any alternatives to the regulatory change.

Contractor licenses are issued to business entities, many of which likely meet the definition of "small business" as it's defined in § 2.2-4007.1 of the Code of Virginia. No less intrusive or less costly alternatives were identified during discussion regarding this regulatory change.

If this analysis has been reported on the ORM Economic Impact form, indicate the tables on which it was reported. Information provided on that form need not be repeated here.

Regulatory Flexibility Analysis

Consistent with § 2.2-4007.1 B of the Code of Virginia, describe the agency's analysis of alternative regulatory methods, consistent with health, safety, environmental, and economic welfare, that will accomplish the objectives of applicable law while minimizing the adverse impact on small business. Alternative regulatory methods include, at a minimum: 1) establishing less stringent compliance or reporting requirements; 2) establishing less stringent schedules or deadlines for compliance or reporting requirements; 3) consolidation or simplification of compliance or reporting requirements; 4) establishing performance standards for small businesses to replace design or operational standards required in the proposed regulation; and 5) the exemption of small businesses from all or any part of the requirements contained in the regulatory change.

Contractor licenses issued under these regulations are issued to business entities. Many contractor licensees are likely to be business entities that meet the definition of "small business" as defined in § 2.2-4007.1 of the Code of Virginia. Individual licenses and certifications, though not issued to business entities, are issued to individuals who are likely to be owners or employees of business entities that meet the definition of "small business" as defined in § 2.2-4007.1 of the Code of Virginia.

As mandated by the General Assembly, the Board protects the public health, safety, and welfare, in part, by establishing through regulation the minimum qualifications for entry into the profession and minimum standards to assure continued competency.

No alternative regulatory methods were considered. The proposed amendments pertain to agency processes for notifications to regulants regarding renewal of credentials, and do not impose any new or increased requirements on regulated parties. No adverse impact of these changes is anticipated.

These proposed amendments do not pose an unreasonable administrative or financial burden. The enabling statutes establishing the licensing programs covered by this regulation provide no exemption for small businesses; therefore, there are no such exemptions contained in the proposed change.

If this analysis has been reported on the ORM Economic Impact form, indicate the tables on which it was reported. Information provided on that form need not be repeated here.

Public Participation

Indicate how the public should contact the agency to submit comments on this regulation, and whether a public hearing will be held, by completing the text below.

Consistent with § 2.2-4011 of the Code of Virginia, if an objection to the use of the fast-track process is received within the 30-day public comment period from 10 or more persons, any member of the applicable standing committee of either house of the General Assembly or of the Joint Commission on Administrative Rules, the agency shall: 1) file notice of the objections with the Registrar of Regulations for publication in the Virginia Register and 2) proceed with the normal promulgation process with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.

If you are objecting to the use of the fast-track process as the means of promulgating this regulation, please clearly indicate your objection in your comment. Please also indicate the nature of, and reason for, your objection to using this process.

The Board is providing an opportunity for comments on this regulatory proposal, including but not limited to (i) the costs and benefits of the regulatory proposal and any alternative approaches, (ii) the potential impacts of the regulation, and (iii) the agency's regulatory flexibility analysis stated in this background document.

Anyone wishing to submit written comments for the public comment file may do so through the Public Comment Forums feature of the Virginia Regulatory Town Hall web site at: <https://townhall.virginia.gov>.

Comments may also be submitted by mail, email or fax to:

Cameron Parris
 Regulatory Operations Administrator
 9960 Mayland Drive, Suite 400
 Richmond, VA 23233
Contractors@dpor.virginia.gov
 (866) 430-1033 (fax)

In order to be considered, comments must be received by 11:59 pm on the last day of the public comment period.

A public hearing will not be held following publication of this stage.

Detail of Changes

List all regulatory changes and the consequences of the changes. Explain the new requirements and what they mean rather than merely quoting the text of the regulation. For example, describe the intent of the language and the expected impact. Describe the difference between existing requirement(s) and/or agency practice(s) and what is being proposed in this regulatory change. Use all tables that apply, but delete inapplicable tables.

If an existing VAC Chapter(s) is being amended or repealed, use Table 1 to describe the changes between existing VAC Chapter(s) and the proposed regulation. If existing VAC Chapter(s) or sections are being repealed and replaced, ensure Table 1 clearly shows both the current number and the new number for each repealed section and the replacement section.

Table 1: Changes to Existing VAC Chapter(s)

Current chapter-	New chapter-section	Current requirements in VAC	Change, intent, rationale, and likely impact of new requirements
------------------	---------------------	-----------------------------	--

section number	number, if applicable		
22-10	N/A	<p>This section provides for definitions used within the chapter that are necessary to make the regulation clear and understandable. Subsection A provides for definitions that are incorporated by reference from Virginia Code § 54.1-1100. Subsection B provides for other regulatory definitions.</p>	<p>The definition of “address of record” is revised to remove the term “mailing” as a descriptor for the address that will serve as the address of record. As revised, this section requires an applicant to provide an address which will serve as the address of record.</p> <p>This change is made in an effort to streamline efficiency in how the Board communicates and also in anticipation of a paperless system.</p> <p>There is not likely to be any impact as a result of this change.</p>
22-120	N/A	<p>This section provides procedures for renewal of licenses.</p> <p>DPOR will mail a renewal notice to a licensee at the licensee’s last known address of record.</p> <p>A licensee’s failure to receive the renewal notice does not relieve the licensee of the obligation to renew. A licensee that does not receive the renewal notice may submit a copy of the license with the required fee.</p>	<p>Section -120 is revised to provide that the Board will send, instead of mail, a renewal notice to a licensee and to remove unnecessary language regarding instances where a regulant does not receive a renewal notice.</p> <p>This change is made to allow for other forms of delivery of renewal notice, including by email.</p> <p>There is not likely to be any impact as a result of this change.</p>
30-10	N/A	<p>This section includes subsection A, which incorporates relevant definitions from Virginia Code § 54.1-1128, and subsection B, which provides for definitions used within the chapter that are necessary to make the regulation clear and understandable.</p>	<p>The definition of “address of record” is revised to remove the term “mailing” as a descriptor for the address that will serve as the address of record. As revised, this section requires an applicant to provide an address which will serve as the address of record.</p> <p>This change is made in an effort to streamline efficiency in how the Board communicates and also in anticipation of a paperless system.</p> <p>There is not likely to be any impact as a result of this change.</p>
30-120	N/A	<p>This section provides for the renewal of licenses and certifications.</p>	<p>Subsection H of section -120 is revised to provide that the Board will send, instead of mail, a renewal notice to a licensee and to remove unnecessary</p>

		<p>Subsection H establishes that renewal notices will be mailed to regulants. Failure to receive the notice does not relieve the regulant of the obligation to renew. If a regulant does not receive a renewal notice, the regulant may submit a copy of the license or certification in addition to the required fee to serve as an application for renewal within 30 days of the expiration date.</p>	<p>language regarding instances where a regulant does not receive a renewal notice.</p> <p>This change is made to allow for other forms of delivery of renewal notice, including by email.</p> <p>There is not likely to be any impact as a result of this change.</p>
--	--	---	--