

Office of Regulatory Management
Economic Review Form

Agency name	Board for Contractors
Virginia Administrative Code (VAC) Chapter citation(s)	18 VAC 50-22 18 VAC 50-30
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	February 27, 2026
Regulatory Stage (including Issuance of Guidance Documents)	Fast-Track Regulation (Action 6979 / Stage 11128)

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

<p>(1) Direct & Indirect Costs & Benefits (Monetized)</p>	<p>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.</p> <p>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.</p> <p>These changes are made to both sets of regulations under the Board for Contractors to help facilitate a paperless licensing system.</p> <p>Direct Costs: There are no anticipated monetizable direct costs associated with this regulatory change.</p> <p>Indirect Costs: There are no anticipated monetizable indirect costs associated with this regulatory change.</p> <p>Direct Benefits: There are no anticipated monetizable direct benefits associated with this regulatory change.</p> <p>Indirect Benefits: There are no anticipated monetizable indirect benefits associated with this regulatory change.</p>	
<p>(2) Present Monetized Values</p>	<p>Direct & Indirect Costs</p>	<p>Direct & Indirect Benefits</p>
	<p>(a) \$0</p>	<p>(b) \$0</p>
<p>(3) Net Monetized Benefit</p>	<p>\$0</p>	
<p>(4) Other Costs & Benefits (Non-Monetized)</p>	<p>Costs: There are no anticipated non-monetizable costs associated with this regulatory change.</p> <p>Benefits:</p> <ul style="list-style-type: none"> Agency staff can deliver renewal notices to regulants in a cheaper and timelier manner by utilizing electronic communication methods, such as an email address, rather than mailing a 	

	document to a mailing address or physical address. This change will save money and time for the agency and regulants.
(5) Information Sources	Agency Staff

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>Direct Costs: There are no new monetizable direct costs associated with maintaining the status quo.</p> <p>Indirect Costs: There are no new monetizable indirect costs associated with maintaining the status quo.</p> <p>Direct Benefits: There are no new monetizable direct benefits associated with maintaining the status quo.</p> <p>Indirect Benefits: There are no new monetizable indirect benefits associated with maintaining the status quo.</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Net Monetized Benefit	\$0	
(4) Other Costs & Benefits (Non-Monetized)	<p>Costs: There are no new non-monetizable costs associated with maintaining the status quo.</p> <p>Benefits: There are no new non-monetizable benefits associated with maintaining the status quo.</p>	
(5) Information Sources	N/A	

Table 1c: Costs and Benefits under Alternative Approach(es)

(1) Direct & Indirect Costs & Benefits (Monetized)	Refer to Box #4	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits

	(a) N/A	(b) N/A
(3) Net Monetized Benefit	N/A	
(4) Other Costs & Benefits (Non-Monetized)	No less intrusive or less costly alternatives to achieve the purpose of the regulatory change were identified.	
(5) Information Sources	N/A	

Impact on Local Partners

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>Direct Costs: There are no anticipated monetizable direct costs to local partners associated with this regulatory change.</p> <p>Indirect Costs: There are no anticipated monetizable indirect costs to local partners associated with this regulatory change.</p> <p>Direct Benefits: There are no anticipated monetizable direct benefits to local partners associated with this regulatory change.</p> <p>Indirect Benefits: There are no anticipated monetizable indirect benefits to local partners associated with this regulatory change.</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Other Costs & Benefits (Non-Monetized)	<p>Costs: There are no anticipated non-monetizable costs to local partners associated with this regulatory change.</p> <p>Benefits: There are no anticipated non-monetizable benefits to local partners associated with this regulatory change.</p>	
(4) Assistance	N/A	

(5) Information Sources	N/A
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Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

(1) Direct & Indirect Costs & Benefits (Monetized)	<p>Direct Costs: There are no anticipated direct costs to families associated with this regulatory change.</p> <p>Indirect Costs: There are no anticipated indirect costs to families associated with this regulatory change.</p> <p>Direct Benefits: There are no anticipated direct benefits to families associated with this regulatory change.</p> <p>Indirect Benefits: There are no anticipated indirect benefits to families associated with this regulatory change.</p>	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Other Costs & Benefits (Non-Monetized)	<p>Costs: There are no anticipated non-monetizable costs to families associated with this regulatory change.</p> <p>Benefits: There are no anticipated non-monetizable benefits to families associated with this regulatory change.</p>	
(4) Information Sources	N/A	

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

(1) Direct & Indirect Costs &	See Box #3.
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Benefits (Monetized)		
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0	(b) \$0
(3) Other Costs & Benefits (Non- Monetized)	<p>Licenses issued to contractors are issued to business entities. Many licensees are likely business entities that meet the definition of "small business" in § 2.2-4007.1 of the Code of Virginia. Other licenses and certifications issued by the Board are issued to individuals. Many these individuals are likely owners or employees of business entities that meet the definition of "small business" in § 2.2-4007.1 of the Code of Virginia.</p> <p>The costs and benefits of this proposal are described in Table 1(a) above. To the extent that these costs and benefits affect business entities that may be small businesses, this action will impact small businesses.</p>	
(4) Alternatives	No less intrusive or less costly alternatives to achieve the purpose of the regulatory change were identified.	
(5) Information Sources	N/A	

Changes to Number of Regulatory Requirements

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

Change in Regulatory Requirements

VAC Section(s) Involved*	Authority of Change	Initial Count	Additions	Subtractions	Total Net Change in Requirements
N/A	(M/A):	N/A	N/A	N/A	N/A
	(D/A):	N/A	N/A	N/A	N/A
	(M/R):	N/A	N/A	N/A	N/A
	(D/R):	N/A	N/A	N/A	N/A
				Grand Total of Changes in Requirements:	(M/A): N/A (D/A): N/A (M/R): N/A (D/R): N/A

Key:

Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:

(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself

(D/A): Discretionary requirements affecting agency itself

(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

VAC Section(s) Involved*	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases
N/A	N/A	N/A	N/A	N/A

Other Decreases or Increases in Regulatory Stringency (if applicable)

VAC Section(s) Involved*	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory Burden
N/A	N/A	N/A

Length of Guidance Documents (only applicable if guidance document is being revised)

Title of Guidance Document	Original Word Count	New Word Count	Net Change in Word Count
N/A	N/A	N/A	N/A

*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).