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 (18 VAC 50-22) Individual License and Certification Regulations (18 VAC 50-30)
Action title	Amendment of Board for Contractors Guidance Document 2959: Board for Contractors Policies and Interpretations
Date this document prepared	September 17, 2025
Regulatory Stage (including Issuance of Guidance Documents)	Guidance Document (amendment)

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)

<table>
<tr><td>(1) Direct & Indirect Costs & Benefits (Monetized)</td><td colspan="2">The Board for Contractors (the Board) has reviewed and voted to amend Guidance Document 2959: Board for Contractors Policies and Interpretations.

The guidance document provides (i) various statutory and regulatory interpretations adopted by the Board; and (ii) guidance regarding implementation of its licensure and certification programs.

The following changes are made to the document:
1. Organizational and stylistic changes were made throughout the document.
2. Removal of guidance that is outdated, redundant, or no longer applicable, including guidance that has been incorporated into the Board’s regulations.
3. Clarified guidance regarding a contractor (i) bidding for work that is outside of the contractor’s license classifications or specialty services; and (ii) when such work is considered “incidental” the primary scope of the contract.
4. Clarified guidance regarding supervision of helpers and laborers by a licensed tradesman.
5. Added a new policy regarding highway/heavy classification allowing installation/maintenance of oil/water separators and grease interceptors.
6. Revised guidance on construction elevators distinguishing between permanent elevators and personal hoists/employee elevators.
7. Revised guidance on electronic transactions to cover change orders.
8. Added a consolidated policy regarding retaining wall construction.
9. Various clarifying changes are made.

Costs: There are no new monetizable direct or indirect costs resulting from the amendment of this guidance document.

Benefits: There are no new monetizable direct or indirect benefits resulting from the amendment of this guidance document.</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td>(2) Present Monetized Values</td><td>Direct & Indirect Costs</td><td>Direct & Indirect Benefits</td></tr>
</table>

	(a) $0	(b) $0
(3) Net Monetized Benefit	$0	
(4) Other Costs & Benefits (Non-Monetized)	There are no new non-monetizable costs or benefits resulting from the amendment of this guidance document.	
(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)	Costs: There are no new monetizable direct or indirect costs resulting from maintaining the status quo. Benefits: There are no new monetizable direct or indirect benefits resulting from maintaining the status quo.	
(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)	There are no new non-monetizable costs or benefits resulting from maintaining the status quo.	
(5) Information Sources	Agency staff.	

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

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #3.	
(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 viable alternatives to amending this guidance document have been identified.
(5) Information Sources	Agency staff.

<u>Impact on Local Partners</u>

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)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to local partners resulting from the amendment of this guidance document.	
(4) Assistance	N/A	
(5) Information Sources	Agency staff.	

<u>Impacts on Families</u>

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 &	See Box #3.

Benefits (Monetized)		
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to families resulting from the amendment of this guidance document.	
(4) Information Sources		

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 & Benefits (Monetized)	See Box #3.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated costs or benefits to small businesses resulting from amending this guidance document.	
(4) Alternatives	N/A	
(5) Information Sources	Agency staff.	

<u>Changes to Number of Regulatory Requirements</u>

The documents that are proposed to be updated were not included in DPOR's regulatory baseline as they pertain to DPOR and its operations generally and are not regulatory in nature.

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
Guidance Document 2959[1]	**(M/A):**	0	0	0	0
	(D/A):	4	0	1	-1
	(M/R):	0	0	0	0
	(D/R):	33	0	10	-10

1 – July 2023 Re-Baseline Count should reflect a total of 4 D/A requirements, and 33 D/R requirements for Guidance Document 2959.

Grand Total of Changes in Requirements:	**(M/A): 0**
	(D/A): -1
	(M/R): 0
	(D/R): -10

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**
Guidance Document 2959. Board for Contractors Policies & Interpretations	2,658 words.	2,349 words.	-309 words.

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