

# BOARD FOR CONTRACTORS MEETING AGENDA

9960 Mayland Drive  
Board Room 2, 2nd Floor 10:00A.M.  
Tuesday, June 24, 2025

**Our mission** is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

## I. CALL TO ORDER

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

## II. ADMINISTRATIVE MATTERS

- a. Approval of Agenda
- b. Approval of Minutes:
  - i. May 22, 2025, Board for Contractors Meeting draft minutes.

## III. PUBLIC COMMENT PERIOD **\*FIVE MINUTE PUBLIC COMMENT, PER PERSON\***

## IV. CASE FILES

- a. Recovery Fund and Licensing Case files
- b. Disciplinary Case files and the ratification of Consent Orders

## V. EDUCATION

- a. Education Provider Applications

## VI. NEW BUSINESS

- a. Reciprocal Licensure Agreements
- b. Regulatory Update
- c. Change in Examination Fee Provisions Regulatory Action
- d. Review of Guidance Documents
  - i. Guidance Document #2959
  - ii. Withdraw of Document #5724 and Repeal of Guidance Document #6790
- e. PSI Examination Contract
- f. Examination Review
- g. Executive Director Report
- h. Board Member Professional Development
- i. Recovery Fund Statement

## VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

## VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **TUESDAY, AUGUST 19, 2025**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.
- ❖ The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position. DRAFT AGENDA

**RECOVERY FUND / LICENSING / DISCIPLINARY CASES****For June 24, 2025**

#	IFF by	File Number	Type	File Name
				<b>RECOVERY FUND PRIMA FACIE CASE FILES</b>
1	NO IFF	2025-00732	RF PF 1	Swetha Sheela Virginia Builder LLC <b>L2705125138</b>
2	NO IFF	2025-01366	RF PF 2	Amos and Deborah Hallenbeck Red Ladder Remodeling LLC <b>L2705181878</b>
3	NO IFF	2025-01718	RF PF 3	John J. Farrell Shadytree Construction LLC <b>L2705171451</b>
4	NO IFF	2025-02373	RF PF 4	Janice Peck Five Star Construction LLC <b>L2705151142</b>
5	NO IFF	2025-02407	RF PF 5	David Allen Wells Benjamin M. Swisher, dba Alone Mill Construction <b>L2705067520</b>
				<b>RECOVERY FUND CASE FILES NONE</b>
				<b>LICENSING CASE FILES</b>
L1	Jackson-Bailey	2025-00566	LIC 6	Adam Paul Shafer <b>Master Electrical Tradesman License</b>
L2	Jackson-Bailey	2025-00942	LIC 7	Reyes Air Solutions Inc. <b>Class A Contractor License</b>
L3	Jackson-Bailey	2025-00958	LIC 8	Tiburon Construction, LLC <b>Class A Contractor License</b>

L4	Jackson-Bailey	2025-00962	LIC 9	Port Solutions, LLC <b>Class A Contractor License</b>
L5	Jackson-Bailey	2025-00978	LIC 10	Toranzo General Construction Services LLC <b>Class A Contractor License</b>
L6	Jackson-Bailey	2025-01071	LIC 11	Blue Lagoon Pools LLC <b>Class B Contractor License</b>
L7	Jackson-Bailey	2025-01121	LIC 12	Improvements LLC <b>Class B Contractor License</b>
L8	Jackson-Bailey	2025-01124	LIC 13	Tramaine Lamarr Thompson <b>Journeyman Electrical Tradesman License</b>
				<b>DISCIPLINARY CASE FILES</b>
D1	Costen	2024-02549	DISC 14	Joshua Lee Brown <b>L2705151375</b>
D2	Costen Brannan	2023-01352	DISC 15	Lighthouse Construction & Development LLC <b>L2705157899</b>
D3	Trice Brannan	2024-01415	DISC 16	Exquisite Custom Cabinets, Inc. <b>L2705139237</b>
D4	Heinline Brannan	2024-01162	DISC 17	JR General Construction Inc. <b>L2705173955</b>
D5	Heinline	2025-00058	DISC 18	Darold L. Davis Jr., t/a D & D Mason Contractors <b>L2705006690</b>
D6	Heinline	2025-00491	DISC 19	Darold L. Davis Jr., t/a D & D Mason Contractors <b>L2705006690</b>
D7	Heinline	2024-02226	DISC 20	Christian Dean Stanley <b>L2710062008</b>
D8	Spencer Comstock	2024-01525	DISC 21	Hanover Landscapes and Masonry LLC <b>L2705183310</b>
D9	Johnson	2024-00312	DISC 22	Alianza Construction Inc. <b>L2705142532</b>
D10	Johnson	2024-02140	DISC 23	USA Pipe Repair of Virginia Incorporated <b>L2705140622</b>
D11	Trice	2024-01378	DISC 24	Clyde W. Hudgins, Jr., t/a CW Hudgins Landscaping <b>L2705007300</b>
D12	Trice	2024-01861	DISC 25	Thomas Builders of Virginia Inc. <b>L2705110003</b>
D13	Groh	2024-01782	DISC 26	Michael Lewis Finch II, t/a Mike's Quality Painting <b>L2705182062</b>
D14	Groh	2024-01954	DISC 27	United Roofing & Exteriors LLC <b>L2705176707</b>

<b>D15</b>	<b>Groh</b>	<b>2025-00015</b>	<b>DISC 28</b>	Vision Construction & Developers LLC, t/a Metro Flooring Contractors <b>L2705165030</b>
<b>D16</b>	<b>Crider</b>	<b>2025-02002</b>	<b>DISC 29</b>	Green Studio Builders Inc. <b>L2705154243</b>
<b>D17</b>	<b>King</b>	<b>2024-01613</b>	<b>DISC 30</b>	Square One Development Group LLC <b>L2705167584</b>
<b>D18</b>	<b>King</b>	<b>2024-01874</b>	<b>DISC 31</b>	Blessed Be The Name Foundation/Builders Inc. <b>L2705161088</b>
				<b>PRIMA FACIE DISCIPLINARY CASE FILES</b>
<b>PFD 1</b>	<b>NO IFF</b>	<b>2024-01693</b>	<b>PF DISC 32</b>	Charles R. Thacker dba Thackers Roofing & Construction <b>L2705178169</b>
<b>PFD 2</b>	<b>NO IFF</b>	<b>2024-02288</b>	<b>PF DISC 33</b>	Blue Ridge Development LLC <b>L2705079762</b>
<b>PFD 3</b>	<b>NO IFF</b>	<b>2024-02696</b>	<b>PF DISC 34</b>	Brian Brammer Gillispie, t/a Virginia Wood Floors <b>L2705055507</b>
<b>PFD 4</b>	<b>NO IFF</b>	<b>2024-02709</b>	<b>PF DISC 35</b>	Wickline Electrical & HVAC LLC <b>L2705187329</b>
<b>PFD 5</b>	<b>NO IFF</b>	<b>2024-02762</b>	<b>PF DISC 36</b>	Danny C Brinkley, dba 3-D Unlimited Design <b>L2705153719</b>
<b>PFD 6</b>	<b>NO IFF</b>	<b>2025-00021</b>	<b>PF DISC 37</b>	Danny C Brinkley, dba 3-D Unlimited Design <b>L2705153719</b>
<b>PFD 7</b>	<b>NO IFF</b>	<b>2025-00050</b>	<b>PF DISC 38</b>	Brian Brammer Gillispie, t/a Virginia Wood Floors <b>L2705055507</b>
<b>PFD 8</b>	<b>NO IFF</b>	<b>2025-00084</b>	<b>PF DISC 39</b>	Blue Ridge Development LLC <b>L2705079762</b>
<b>PFD 9</b>	<b>NO IFF</b>	<b>2025-00103</b>	<b>PF DISC 40</b>	Graves Design & Remodeling, Inc. <b>L2705132544</b>
<b>PFD 10</b>	<b>NO IFF</b>	<b>2025-00244</b>	<b>PF DISC 41</b>	Spencer Joseph Hayden, t/a Royal Flooring <b>L2705171748</b>

<b>PFD 11</b>	<b>NO IFF</b>	<b>2025-00481</b>	<b>PF DISC 42</b>	Kempsville Contracting Services, Inc., t/a Dr. House Properties <b>L2705050236</b>
<b>PFD 12</b>	<b>NO IFF</b>	<b>2025-00602</b>	<b>PF DISC 43</b>	Blue Ridge Development LLC <b>L2705079762</b>
<b>PFD 13</b>	<b>NO IFF</b>	<b>2025-01138</b>	<b>PF DISC 44</b>	Kurt Orlando Jones t/a Quick One Response Fire Protection <b>L2705104981</b>
				<b>PF Recovery Fund Cases 5 Recovery Fund Cases 0 License Case 8 Disciplinary Cases 18 Disciplinary PF Cases 13 Consent Orders 29 Total 73</b>
				<b>CONSENT ORDER CASE FILES</b>
<b>C1</b>	<b>NO IFF</b>	<b>2024-01891</b>	<b>CON 45</b>	Rock Water Farm Inc/Landscapes & Hardscapes <b>L2705113695</b>
<b>C2</b>	<b>NO IFF</b>	<b>2024-01964</b>	<b>CON 46</b>	Edward William Weber, t/a Ed Weber Carpentry/Contractor <b>L2705108304</b>
<b>C3</b>	<b>NO IFF</b>	<b>2024-02258</b>	<b>CON 47</b>	Fixitplease LLC <b>L2705165734</b>
<b>C4</b>	<b>NO IFF</b>	<b>2024-02527</b>	<b>CON 48</b>	J R Lloyd Construction LLC <b>L2705113938</b>
<b>C5</b>	<b>NO IFF</b>	<b>2024-02606</b>	<b>CON 49</b>	UrbanX Construction LLC <b>L2705169247</b>
<b>C6</b>	<b>NO IFF</b>	<b>2025-00020</b>	<b>CON 50</b>	Top Tier Solar Solutions LLC <b>L2705186005</b>
<b>C7</b>	<b>NO IFF</b>	<b>2025-00095</b>	<b>CON 51</b>	Lockhart Homes LLC <b>L2705108004</b>
<b>C8</b>	<b>NO IFF</b>	<b>2025-00145</b>	<b>CON 52</b>	DTH Corporation <b>L2705123285</b>
<b>C9</b>	<b>NO IFF</b>	<b>2025-00152</b>	<b>CON 53</b>	KTB Enterprises LLC <b>L2705148899</b>
<b>C10</b>	<b>NO IFF</b>	<b>2025-00212</b>	<b>CON 54</b>	Raven Construction LLC <b>L2705158210</b>
<b>C11</b>	<b>NO IFF</b>	<b>2025-00311</b>	<b>CON 55</b>	LAD of Virginia Inc, t/a Roto Rooter <b>L2705086873</b>
<b>C12</b>	<b>NO IFF</b>	<b>2025-00439</b>	<b>CON 56</b>	Beatty Construction LLC <b>L2705188780</b>

C13	NO IFF	2025-00478	CON 57	Great Falls Septic Service Inc. <b>L2705183816</b>
C14	NO IFF	2025-00492	CON 58	Cutting Edge Total Comfort Inc. <b>L2705117416</b>
C15	NO IFF	2025-00536	CON 59	Trusted Veterans Restoration LLC - <b>PULLED</b> <b>L2705170815</b>
C16	NO IFF	2025-00577	CON 60	Silverpoint Homes LLC <b>L2705111206</b>
C17	NO IFF	2025-00588	CON 61	Tyler Thomas Conner <b>L2710070118</b>
C18	NO IFF	2025-00598	CON 62	Haynes Holdings Inc. <b>L2705184348</b>
C19	NO IFF	2025-00609	CON 63	Complete Comfort LLC <b>L2705170191</b>
C20	NO IFF	2025-00641	CON 64	Van Auken Design and Build Inc. <b>L2705143505</b>
C21	NO IFF	2025-00653	CON 65	Liberty Group LLC <b>L2705147862</b>
C22	NO IFF	2025-00783	CON 66	Thrive Contracting Inc. <b>L2705178957</b>
C23	NO IFF	2025-00803	CON 67	Tidewater Stone & Brick Inc. <b>L2705060664</b>
C24	NO IFF	2025-00857	CON 68	Lucid Construction LLC <b>L2705180751</b>
C25	NO IFF	2025-00858	CON 69	James R. Finlay, t/a Jr Finlay Drywall <b>L2705160071</b>
C26	NO IFF	2025-00863	CON 70	Brent Allen Goldsmith <b>L2710076301</b>
C27	NO IFF	2025-00919	CON 71	Dreamworks Construction VA LLC <b>L2705153969</b>
C28	NO IFF	2025-01082	CON 72	MV Contractors Inc. <b>L2705070554</b>
C29	NO IFF	2025-01183	CON 73	Dominion Strategic Designs LLC <b>L2705179731</b>
				<b>Education Provider Applications</b>
<b>1</b>			<b>A</b>	<b>Complete Electrical Training</b> – Seeking retroactive approval back to 04/30/2025 – Four (4) classroom vocational and continuing education courses for Electrical Tradesmen and one (1) pre-license electrical course for Contractors.

2			<b>B</b>	<b>Workforce Continuing Education &amp; Development, LLC</b> – One (1) online continuing education course for Plumbing Tradesmen.
3			<b>C</b>	<b>Virginia Construction Trades Academy</b> – Two (2) classroom vocational education course for Plumbing and Electrical Tradesmen.

## VIRGINIA BOARD FOR CONTRACTORS MEETING MINUTES

The Board for Contractors met on Thursday, **May 22, 2025**, at the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia.

The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are sixteen (16) members on this board, in which nine (9) constitutes a quorum pursuant to §54.1-1102.

Board members present for the meeting:

Donald Groh, Vice-Chair  
Taylor Brannan  
Basil Crider  
Andrew Comstock  
Jerry Heinline  
Wiley "Bif" Johnson  
Doug Lowe  
Francis "Butch" McGonegal  
James "Lou" Spencer  
Nathan Trice  
Kerry Yoakum

Board members absent from the meeting:

Caitlin King, Chair  
Rudolph Burwell  
Ralph "Tripp" Costen  
James "Pete" Helmandollar Jr.  
Mary Anne Holbrook

Joshua E. Laws, Board Counsel, was present at the meeting.

Fernando Espinoza, Board Liaison, was not present at the meeting.

Staff members present for all or part of the meeting:

Jeb Wilkinson, Chief Deputy Director  
Steve Kirschner, Director of LRPD  
Tom Payne, Director of CID  
Marjorie King, Executive Director  
Stephanie Keuther, Assistant Executive Director  
Joseph Haughwout, Regulatory Affairs Manager  
Cameron Parris, Regulatory Operations Administrator  
Khang Le, Administrative Coordinator

**I. Vice-Chair, Groh** called the May 22, 2025, Board for Contractors Meeting to order at 2:03 P.M.

**Call  
To Order**

**Vice-Chair, Groh** declared a quorum of Board members to be in attendance.

**Determination  
of Quorum**

**Marjorie King, Executive Director** reviewed the emergency egress procedures with the Board and members of the public.

**Emergency  
Egress**

## **II. ADMINISTRATIVE MATTERS**

**Administrative  
Matters**

**Mr. Spencer made a motion, seconded by Mr. Johnson**, to adopt the agenda of the May 22, 2025, Board for Contractors meeting.

**Approval of  
Agenda**

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**Mr. Spencer made a motion, seconded by Mr. McGonegal**, to approve the draft minutes of the April 29, 2025, Board for Contractors meeting as presented.

**Approval of  
Minutes**

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

## **III. PUBLIC COMMENT PERIOD**

**Public  
Comment  
Period**

**Vice-Chair, Groh** opened the public comment period of the meeting.

With no one wishing to come forward, Vice-Chair, Groh closed the public comment period of the meeting.

## **IV. CASE FILES**

**Case Files**

### **Licensing Cases Files**

**Licensing Case  
Files**

**In the matter of License Application, File Number 2025-00953, Artemus Seymour Dixon (Applicant).** The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

**File Number  
2025-00953  
Artemus  
Seymour Dixon**

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

**After discussion, a motion was made by Mr. Johnson, seconded by Mr. Spencer,** to approve the application for a Class A Contractor license.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**In the matter of License Application, File Number 2025-01072, Michael Allen Casey (Applicant).** The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

**File Number**  
**2025-01072**  
**Michael Allen**  
**Casey**

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

**After discussion, a motion was made by Mr. Johnson, seconded by Mr. Spencer,** to approve the application for a Journeyman Plumber license.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

## **V. EDUCATION**

## **Education**

### **Education Provider Applications**

### **Education Provider Applications**

**Stephanie Keuther, Assistant Executive Director, shared that staff recommends approval for:**

**1 Exam Prep LLC** – One (1) online contractor 8-hour pre-license course.

**1 Exam Prep  
LLC**

**A motion was made by Mr. Spencer, seconded by Mr. Johnson,** for approval.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**VI. NEW BUSINESS**

**New Business**

**Regulatory Update**

**Regulatory Update**

18VAC50-22	General Regulatory Reduction	<ul style="list-style-type: none"> <li>Final stage filed April 4, 2025.</li> <li>Executive Branch to complete review followed by 30-day adoption period.</li> </ul>
18VAC50-22	Eligibility Requirement Amendment	<ul style="list-style-type: none"> <li>Final regulation will be published in the Virginia Register on 6/2/2025, followed by a 30-day public comment period.</li> <li>Regulation to become effective 9/1/2025.</li> </ul>
18VAC50-30	Eligibility Requirement Amendment	<ul style="list-style-type: none"> <li>Regulation became effective 4/1/2025.</li> </ul>
18VAC50-30	Temporary Elevator Mechanic Certifications	<ul style="list-style-type: none"> <li>Regulation will become effective 6/1/2025.</li> </ul>
18VAC50-22 18VAC50-30	Fee Adjustment	<ul style="list-style-type: none"> <li>Board to consider adoption of revised fee adjustments at 5/22/2025 meeting.</li> </ul>
18VAC50-22 18VAC50-30	Change in Examination Fees	<ul style="list-style-type: none"> <li>Executive Branch to complete review.</li> </ul>

**Fee Adjustment**

**Fee Adjustment**

**Steve Kirschner, Director of LRPD**, presented the Board with draft proposed amendments pertaining to the Board's fee structure.

**Mr. Kirschner** explained that DPOR has implemented additional measures to ensure proper management of funds and oversight of the budget. Mr. Kirschner further explained that due to the additional measures, DPOR will not require the previously approved fee adjustments.

**After discussion, a motion was made by Mr. Spencer, seconded by Mr. Crider**, to adopt the revised fee amounts and approve the proposed amendments as presented.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER**

**Vice-Chair, Groh** requested the Board members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

**Complete  
Conflict of  
Interest Form  
and Travel  
Voucher**

**IX. ADJOURNMENT**

**Vice-Chair, Groh** thanked the Board for Contractors and adjourned the meeting at 2:44 P.M.

**Adjournment**

The next Board meeting will be **June 24, 2025**.

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**Caitlin King, Chair**

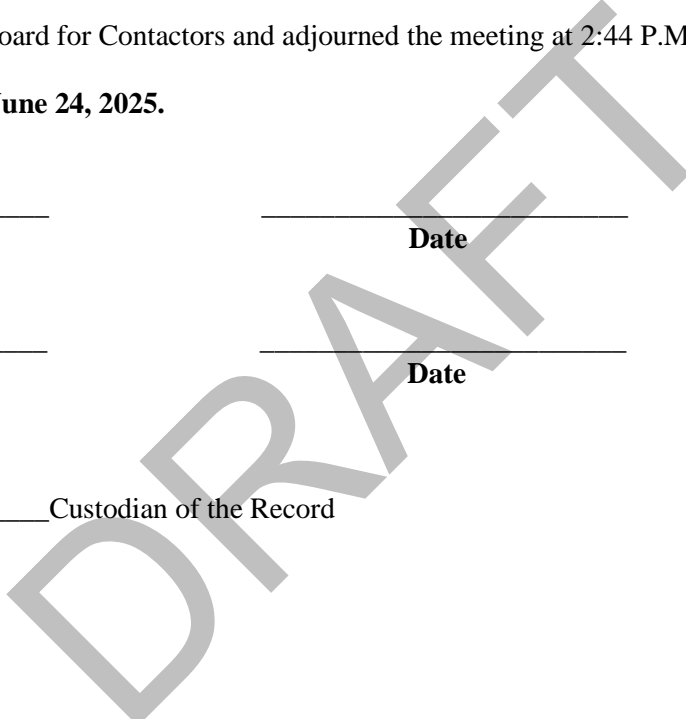
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Brian P. Wolford, Director**

\_\_\_\_\_  
**Date**

**Copy teste:**

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Custodian of the Record





**TO:** BOARD FOR CONTRACTORS  
**FROM:** STEPHANIE KEUTHER, ASSISTANT EXECUTIVE DIRECTOR  
**SUBJECT:** OHIO GENERAL AND ADVANCED BUSINESS EXAMINATION AGREEMENT  
**DATE:** JUNE 24, 2025

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Staff has been working with the Ohio Construction Industry Licensing Board to review and create a reciprocal agreement between the two states. Before the Board for Contractors is a draft General and Advanced Business examination reciprocity agreement, which the Ohio board has reviewed and approved.

This agreement promotes licensure portability by allowing eligible contractors in either state to obtain licensure without retaking the General and Advanced Business examination, provided all other administrative and eligibility requirements are met.

Should the Board wish to approve the reciprocity agreement, a motion and vote are required.

A sample motion is provided below:

“I move that the Board approve the proposed reciprocity agreement between the Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, authorizing the waiver of the General and Advanced Business examination for qualified applicants, contingent upon meeting all outlined eligibility and administrative requirements..”

## Advanced and General Business law comparison: Ohio vs. Virginia

### General Exam Information

Category	Ohio	Virginia (General & Advanced)
Total Questions	50 + 5 pretest	50 (General) + 24 (Advanced)
Passing Score	70%	35/50 (General), 17/24 (Advanced)
Time Allowed	2 hours	100 min (General), 60 min (Advanced)

### Content Outline Comparison

Topic Area	Ohio - # of Items	VA General - # of Items	VA Advanced - # of Items
Business Organization	2	2	—
Licensing	3	—	—
Estimating and Bidding	8	10	1
Contract Management	5	10	4
Project Management	4	7	1
Insurance and Bonding / Risk Management	5	3 (Risk Mgmt)	2
OSHA/Safety	5	5	2
Personnel Regulations / Labor Laws	5	3	4
Financial Management	6	5	5
Tax Laws	5	4	4
Lien Laws	2	1	1
Pretest Items	5	—	—

# AN AGREEMENT

*Between*

## **The Virginia Board for Contractors and the Ohio Construction Industry Licensing Board**

### **Re: Waiver of Examination for Eligible Licensees**

The Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, pursuant to statutory and regulatory authority, do hereby enter into the following agreement:

1. The Virginia Board for Contractors agrees to waive the General and Advanced Business Examinations required for a Class A Contractor provided:
  - (a) The applicant did not receive credit for the Class A examination through any agreement between the Ohio Construction Industry Licensing Board and any other state; and
  - (b) The applicant has completed all administrative requirements and paid all required fees as determined by the Virginia Board for Contractors for the issuance of a Class A Contractor license.
  
2. The Virginia Board for Contractors agrees to waive the General Business Examination required for a Class B Contractor, provided:
  - (a) The applicant did not receive credit for the Class B examination through any agreement between the Ohio Construction Industry Licensing Board and any other state; and
  - (b) The applicant has completed all administrative requirements and paid all required fees as determined by the Virginia Board for Contractors for the issuance of a Class B Contractor license.
  
3. The Ohio Construction Industry Licensing Board agrees to waive the required Contractors Business and Law examination, provided:
  - (a) The applicant did not receive credit for the Contractors Business and Law examination through any agreement between the Virginia Board for Contractors and any other state; and
  - (b) The applicant has completed all administrative requirements and paid all required fees as determined by the Ohio Construction Industry Licensing Board for the issuance of a Contractor license.

4. The Ohio Construction Industry Licensing Board agrees to waive the required Contractors Business and Law examination to any applicant, provided:

- (a) The applicant did not receive credit for the Contractors Business and Law examination through any agreement between the Virginia Board for Contractors and any other state; and
- (b) The applicant has completed all administrative requirements and paid all required fees as determined by the Ohio Construction Industry Licensing Board for the issuance of a Contractor license.

ATTESTED:

Virginia Board for Contractors

Ohio Construction Industry

Licensing Board

\_\_\_\_\_, Chairman

 \_\_\_\_\_, Vice Chairman

Caitlin King

Richard Roberts

\_\_\_\_\_, Secretary

 \_\_\_\_\_, Secretary

Brian P. Wolford

Carol Ross



**TO:** BOARD FOR CONTRACTORS  
**FROM:** STEPHANIE KEUTHER, ASSISTANT EXECUTIVE DIRECTOR  
**SUBJECT:** OHIO MASTER ELECTRICAL EXAMINATION AGREEMENT  
**DATE:** JUNE 24, 2025

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Staff has been working with the Ohio Construction Industry Licensing Board to review and create a reciprocal agreement between the two states. Before the Board for Contractors is a draft Master Electrician reciprocity agreement that the Ohio board has reviewed and approved.

This agreement supports licensure portability by allowing eligible Master Electricians in either state to obtain licensure without the need to retake a similar examination, provided all other requirements are met.

Should the Board wish to approve the reciprocity agreement, a motion and a vote is required.

A sample motion is provided below:

“I move that the Board approve the proposed reciprocity agreement between the Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, authorizing the waiver of the Master Electrician examination for qualified applicants, contingent upon meeting all outlined eligibility and administrative requirements..”

## Master Electrician Exam Comparison: Ohio vs. Virginia

### General Exam Information

Category	Ohio	Virginia
Total Questions	100 scored (10 unscored pretest)	90 scored
Passing Score	70%	63 correct answers (approx. 70%)
Time Allowed	4 hours (240 minutes)	4.5 hours (270 minutes)
Pretest Items	10 (not scored)	Not specified

### Exam Content Breakdown

Topic Area	Ohio - # of Items	Virginia - # of Items
General Electrical Knowledge	10	4
Electrical-Electronic Fundamentals	—	5
Transformers and Equipment	12	—
Service Feeders and Branch Circuits	16	9 (J. Services, Feeders, and Branch Circuits)
Service and Feeder Requirements	—	6
Raceways, Boxes, and Panelboards	10	8 (N. Raceways and Boxes)
Conductors and Cables	12	7
Control Devices	8	—
Motors and Generators	12	8 (R. Motors and Controls)
Utilization Equipment	8	6
Special Occupancies and Equipment	12	4 (O. Special Occupancies) + 2 (P. Special Equipment)
Equipment and Appliances	20	
Testing and Inspection	10	
Pretest Items	10	
Grounding and Bonding	—	9
Electrical Signs and Outline Lighting	—	2
Lighting	—	2
General Low Voltage Requirements	—	1
Communication Systems	—	1
Fire Detection and Alarm Systems	—	2
Requirements for Electrical Installations	—	4
Standards of Practice	—	3

Standards of Conduct	—	2
Renewal and Reinstatement	—	2
Definitions	—	1
Qualification for Licensure	—	1
Revocation of Licensure	—	1

# **AN AGREEMENT**

*Between*

## **The Virginia Board for Contractors and the Ohio Construction Industry Licensing Board**

### **Waiver of Examination for Eligible Licensees**

The Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, pursuant to statutory and regulatory authority, do hereby enter into the following agreement:

1. The Virginia Board for Contractors agrees to waive the required master tradesman examination and issue a Master Electrician license, provided:
  - (a) The applicant holds an active Master Electrical license issued by the Ohio Construction Industry Licensing Board; and
  - (b) The applicant did not obtain an Ohio license through any agreement between the Ohio Construction Industry Licensing Board and any other state; and
  - (c) The applicant has completed all administrative requirements and paid all required fees as determined by the Virginia Board for Contractors for the issuance of a Master Electrician license.
  
2. The Ohio Construction Industry Licensing Board agrees to waive the required master tradesman examination and issue a Master Electrician license, provided:
  - (a) The applicant holds an active Master Electrical license issued by the Virginia Board for Contractors; and
  - (b) The applicant did not obtain a Virginia license through any agreement between the Virginia Board for Contractors and any other state; and
  - (c) The applicant has completed all administrative requirements and paid all required fees as determined by the Ohio Construction Industry Licensing Board for the issuance of a Master Electrician license.

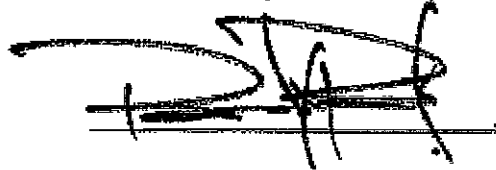
ATTESTED:

Virginia Board for Contractors

Ohio Construction Industry

Licensing Board


\_\_\_\_\_, Chairman

 \_\_\_\_\_, Vice Chairman

Caitlin King

Richard Roberts

\_\_\_\_\_, Secretary

 \_\_\_\_\_, Secretary

Brian P. Wolford

Carol Ross

# Virginia Board for Contractors

## Update on Regulatory Actions – 18VAC50-22

(as of June 3, 2025)

### Action: General Regulatory Reduction

#### Current Stage: Final

- The Board adopted the Final Regulation at its March 11, 2025, meeting.

#### Next Step: Final Effective

- Final stage filed April 4, 2025.
- Executive Branch to complete review, followed by 30-day adoption period.

### Action: Eligibility Requirement Amendment

#### Current Stage: Final

- The Board adopted the Final Regulation at its March 11, 2025, meeting.

#### Next Step: Final Effective

- Staff to file Final regulation.
- Final regulation will be published in the Virginia Register, followed by a 30-day public comment period.

### Action: HB1707/SB1059 – *Exempt*

#### Current Stage: Exempt – unfiled

- At the April 29, 2025, meeting, the Board authorized staff to file an exempt action to amend its regulations in accordance with legislative changes to Chapter 11 of Title 54.1 of the Code of Virginia.

#### Next Step: Filing of Exempt Action

- Staff to file exempt action.

### Action: Renewal Notifications Amendment – *Fast-Track*

#### Current Stage: Fast-Track – unfiled

- At the April 29, 2025, meeting, the Board authorized staff to file a fast-track action to amend its regulations to address the usage of terms inconsistent with Board practice.

#### Next Step: Filing of Fast-Track Action

- Staff to file fast-track action.

# Virginia Board for Contractors

## Update on Regulatory Fee Actions: 18VAC50-22 & 18VAC50-30

(as of May 27, 2025)

### Action: Fee Adjustment

### Current Stage: Fast-Track

- The Board approved revised fee amounts on May 22, 2025.
- Submitted to the Registrar for publication in the June 16, 2025, edition of the Virginia Register. The 30-day public comment period will conclude on July 16, 2025.

### Next Step: Final Effective

- The new fee amounts will become effective on August 1, 2025.

# Virginia Board for Contractors

## Action: Change in Examination Fees

### Current Stage: Proposed

- Proposed stage filed on March 11, 2025.

### Next Step: Final

- Executive Branch to complete review.

## Update on Regulatory Actions – 18VAC50-30

(as of May 27, 2025)

## Action: Temporary Elevator Mechanic Certifications – *Fast Track*

### Next Step: Final Effective

- Regulation became effective June 1, 2025.

**Project 7338 - Proposed**

**Board For Contractors**

**Change in Examination Fee Provisions**

**18VAC50-22-80. ~~Examinations~~ Examination fees.**

~~All examinations required for licensure shall be approved by the board and provided by the board or a testing service acting on behalf of the board, or another governmental agency or organization. The examination fee shall consist of the administration expenses of the Department of Professional and Occupational Regulation ensuing from the board's examination procedures and contract charges. Exam service contracts shall be established through competitive negotiation.~~ The fee for examination is subject to contracted charges to the board by an outside vendor based on a contract entered into in compliance with the Virginia Public Procurement Act (§ 11-35 et seq. of the Code of Virginia) (§ 2.2-4300 et seq. of the Code of Virginia). [ The current examination shall not exceed a cost of \$100 \$200 per element to the candidate. ] Fees may be adjusted and charged to the candidate in accordance with this contract.

**18VAC50-22-100. Fees.**

Each check or money order shall be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus an additional processing charge set by the department:

Fee Type	When Due	Amount Due
Class C Initial License	with license application	\$210
Class B Initial License	with license application	\$345

Class A Initial License	with license application	\$360
Temporary License	with license application and applicable initial license fee	\$50
Residential Building Energy Analyst Firm License	with license application	\$210
Qualified Individual Exam Fee	with exam application	\$20
Class B Exam Fee	with exam application (\$20 per section)	\$40
Class A Exam Fee	with exam application (\$20 per section)	\$60

Note: A \$25 Recovery Fund assessment is also required with each initial license application, except for the residential building energy analyst firm license. If the applicant does not meet all requirements and does not become licensed, this assessment will be refunded. ~~The examination fees approved by the board but administered by another governmental agency or organization shall be determined by that agency or organization.~~

**18VAC50-30-100. ~~Fees for examinations~~ Examination fees.**

The fee for examination fee shall consist of the administration expenses of the department resulting from the board's examination procedures and contract charges. Exam service contracts shall be established through competitive negotiation, is subject to contracted charges to the board by an outside vendor based on a contract entered into in compliance with the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia). [ The current examination shall not exceed a cost of \$100 \$200 for the journeyman exam, \$125 \$225 for the master exam for any of the trades, or \$100 \$200 for the backflow prevention device worker, elevator mechanic, accessibility mechanic, or water well systems provider exams. ] Fees may be adjusted and charged to the candidate in accordance with this contract.

**~~In accordance with § 2.2-4002.1 of the Code of Virginia, this proposed guidance document conforms to the definition of a guidance document in § 2.2-4101.~~**



## Board for Contractors

**AMENDED** Guidance Document Revisions Effective  
12/24/2020

### INTERPRETATIONS AND POLICIES:

\*The date in parentheses is the date the interpretation/policy was adopted

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#### **§ 54.1-1100. Definitions.**

##### **Contractor**

(12/14)

A licensed contractor may not bid on work where the primary scope of the contract is outside the definition of the specialties/classifications permitted for his the contractor's license, even if there is incidental work contained within the bid or contract that is within the scope of his the contractor's license. A licensed contractor may bid on work, or enter into a contract for work, which is outside the scope of his the contractor's license classification(s) or specialty services provided that he the contractor subcontracts that work, to properly licensed contractors, and the work of the subcontractors is incidental to the contract. A contractor may not bid on work where the primary scope of the contract is outside the definition of the specialties/classifications permitted for his license, even if there is incidental work contained within the bid or contract that is within the scope of his license. For purposes of this guidance, "primary scope of the contract" means the main activities and deliverables expected from a contract. Any contracted work that is ancillary to accomplish the primary scope of the contract, but is outside the scope of the contractor's license, is considered to be incidental.

#### **§ 54.1-1101 Exemptions**

(09/20)

"For own use" means that the person performing or supervising the construction of a residential building must live in the residential building upon completion, unless they can be exempted based on the familial relationship as outlined in § 54.1-1101.8, and the person performing or supervising repair or improvements to a commercial building must first occupy all or part of the building and operate their business from that occupancy. The Board stated that there should be no misunderstanding that a person who performs or supervises the construction of or improvements to any building with the intent to sell it must have a contractor's license.

#### **§ 54.1-1141 Certification required; exemption.**

Page 1 of

~~(09/07) Temporary construction elevators and hoists do not meet the criteria for requiring installation, maintenance and repair work as having to be completed by a licensed elevator contractor with certified elevator mechanics as these are temporary in nature and monitored by OSHA for onsite safety compliance.~~

**Commented [CP1]:** This is being removed from this section as it is contained in a different section below.

~~18 VAC 50-22-10. Definitions~~ **General Definitions of Undefined Terms**

**Commented [CP2]:** Tagline changed for clarification as these terms are not defined 18VAC50-22-10.

**New Construction**

"General Definitions" section relocated here from below.

(07/97) Any construction activity that occurs outside the original building perimeter is considered "NEW" construction.

**Practical Experience in a Trade**

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(03/05) Activity regulated by the USBC and applicable referenced model code.

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**Supervision of Helpers and Laborers**

(12/05) ~~—The definition of "supervision" states that a licensed tradesman must "periodically" observe and evaluate the performance of helpers and laborers performing trade related tasks. That definition does not mean that a licensed tradesman is not required to be on the job site at all times, but that the helpers and laborers should be observed and evaluated periodically at a reasonable time frame for the qualifications of the person completing the work and the risk associated with the work being performed.~~

**Change Orders**

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(03/06) The term "change order," as used in 18VAC50-22-260 B.31, means any modification in the original contract including, but not limited to: 1) Time to complete the job; 2) Change in materials; 3) Change in cost; or, 4) Change in the scope of work.

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**Routine Maintenance**

(10/15) The ~~definition of term~~ "routine maintenance," as used in 18VAC50-22-260 B.8 of the Board for Contractors Regulations means: ~~Recurring~~ recurring, preventative, and on-going activity necessary to delay or prevent the failure of a building, equipment, machinery, plant, or system, against normal wear and tear and is generally set by the manufacturer, the USBC, or by generally accepted practices within the industry."

**18 VAC 50-22-20. Definitions of license classifications.**

**Commercial Building (CBC) and Residential Building (RBC)**

(12/14) A contractor with the Commercial Building (CBC) or Residential Building (RBC) classification may perform foundation work.

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(12/14) Pilings are included as foundation work that may be performed by contractors with the Commercial Building (CBC) or Residential Building (RBC) classifications.

~~(12/14) A contractor with the Commercial Building (CBC) or Residential Building (RBC) classification may perform foundation work.~~

(12/14) A contractor holding the Commercial Building (CBC) or Residential Building (RBC) classification may complete paving and concrete work which is incidental to the primary scope of the contract and adjacent to the structure being constructed (i.e., sidewalks, walkways, and driveways).

**Highway/Heavy Contractors (H/H)**

(12/14) Contractors holding the Highway/Heavy classification are permitted to ~~may~~ install, maintain, or dismantle water, gas, and sewer connections and ~~remove,~~ or repair water and sewer lines from the street to the structure and may complete the plumbing connection. For sewer lines this would be to the house or building clean-out. ~~and for~~ For water lines this would be to the stub out or connection point to the structure.

**18 VAC 50-22-30. Definitions of specialty services.**

**Billboard/Sign Contracting (BSC)**

(12/14) Contractors who erect billboards for their own use on another's property are exempt from licensing requirements.

**Electronic/Communication Service Contracting (ESC)**

(07/93) Attaching telecommunications equipment to existing systems does not fall within the definition of contractor.

**Elevator/Escalator Contracting (EEC)**

(09/07) Temporary construction elevators and hoists do not ~~meeting~~meet the criteria for requiring installation, maintenance and repair work as having to be completed by a licensed elevator contractor with certified elevator mechanics as these are temporary in nature and monitored by OSHA for onsite safety compliance.

**Commented [CP3]:** Consider revising

**Home Improvement Contracting (HIC)**

(07/05) HIC contractors are not permitted to do framing work that is outside the footprint (horizontal and vertical) and boundaries of the original structure. ~~\_\_\_\_\_~~They may not add roofing to decks, patios, or other portions of a structure that does not already have an existing roof.

(06/18) ~~The term Utility-"utility out building," is defined means as a one story, detached building, less than 256 square feet, that does not require a permit to construct (i.e., shed, playhouse, gazebo), that is not attached to the main structure (this includes gazebos).~~

**Commented [CP4]:** The USBC does not define "utility out building," but does make reference to certain structures, under 256 square feet, that are exempt from permitting. The definition of "HIC" in the regs references the USBC, so it does all tie together.

**Landscape Service Contracting (LSC)**

(12/07) A landscape service contractor may install decorative fountains but must sub-contract ~~er~~ trade-related work to an appropriately licensed contractor. They may also construct steps that are part of a landscape project but not those that serve as ingress or egress to a structure.

(12/14) General landscape services, such as mowing, trimming, placement of plant material, and tree removal, do not require license issued by the Board for Contractors.

(07/16) A contractor holding the landscape services specialty may install fencing that is not required by statute or regulation (such as swimming pool barrier, fencing around hazardous material storage, etc.)

(06/19) The construction, removal, repair, or improvement of residential retaining walls may be performed by a contractor holding the RBC, HIC, or H/H classifications ~~or the LSC specialty~~. The construction, removal, repair, or improvement of commercial retaining walls may be performed by a contractor holding the CBC, CIC, or H/H specialty.

**Commented [CP5]:** The LSC definition is not specific to residential retaining walls or commercial retaining walls. Consider the limitation this guidance places on contractors qualified to construct, remove, repair, or improve retaining walls.

**Manufactured Home Contracting (MHC)**

(12/14) The cost of the manufactured home must be included in the contract when determining what Class of license is required by the contractor, unless the contractor separately delineates the cost of the manufactured home and the cost of the installation, in which case the Class of license of the contractor can be based solely on the cost of installation.

**Onsite Sewage System Contracting (ADS & CDS) - Incorporates Guidance Document #6790**

(10/19) For onsite sewage system work only, the Board will consider the definition of “maintenance” in 18VAC160-40-10 and § 32.1-163 of the Code of Virginia as it pertains to the type of work that would not require a contractor’s license with the ADS or CDS specialty. However, any other regulated work (i.e., contracting, installations and repairs, or operations and maintenance) performed by the individual or contractor must be done in compliance with Chapters 11 and 23 of Title 54.1 of the Code of Virginia as applicable.

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**18 VAC 50-22-40. Requirements for a Class C license**

**None**

**18 VAC 50-22-50 and 18 VAC 50-22-60. Requirements for a Class B and Class A license**

**E. Reporting of financial history**

**Commented [CP6]:** Consider lumping all “financial guidance” together rather than repeating - also appears the guidance can be consolidated.

(04/94) The value of land used in the determination of net assets may be done with either the assessed tax value or the appraised value from a certified appraiser, and, in either case, the applicant must furnish documents to establish the chosen value.

(04/98) Assets used to determine whether a Class A Contractor Business meets the \$45,000.00 net worth requirement must be in the name of the business entity applying for the license. If a CPA reviewed balance sheet is used to document the business’ net worth, it

**Amended** Guidance Document  
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must have been completed within twelve months of the date of application. There may be no jointly owned property or assets for Sole Proprietors.

- (07/16) If the assets of an applicant contain more than 25% undocumented value (accounts receivable, "other," etc.) then the applicant must provide a \$50,000 surety bond, a CPA audited financial statement **or** not count more than 25% of that value when calculating the net worth.
- (06/19) Assets used to determine whether a Class B Contractor Business meets the \$15,000 net worth requirement must be in the name of the business entity applying for the license. If a CPA reviewed balance sheet is used to document the business' net worth, it must have been completed within twelve months of the date of application. There may be no jointly owned property or assets for Sole Proprietors.

**Commented [CP7]:** Consider striking as the change in regulation requires supporting documentation so this guidance may not be necessary

~~18-VAC 50-22-60. Requirements for a Class A license~~

~~E. Reporting of financial history~~

- ~~(04/94) The value of land used in the determination of net assets may be done with either the assessed tax value or the appraised value from a certified appraiser, and, in either case, the applicant must furnish documents to establish the chosen value.~~
- ~~(04/98) Assets used to determine whether a Class A Contractor Business meets the \$45,000.00 net worth requirement must be in the name of the business entity applying for the license. If a CPA reviewed balance sheet is used to document the business' net worth, it~~

~~must have been completed within twelve months of the date of application. There may be no jointly owned property or assets for Sole Proprietors.~~

~~(07/16) If the assets of an applicant contain more than 25% undocumented value (accounts receivable, "other," etc.) then the applicant must provide a \$50,000 surety bond, a CPA audited financial statement or not count more than 25% of that value when calculating the net worth.~~

**Commented [CP8]:** Relocated above

~~(07/16) If the assets of an applicant contain more than 25% undocumented value (accounts receivable, "other," etc.) then the applicant must provide an audited financial statement or not count more than 25% of that value when calculating the net worth.~~

**Commented [CP9]:** Established above.

**18 VAC 50-22-260. Filing of charges; prohibited acts.**

**B.8 Failure to use residential contract**

(12/07) In situations involving houses built on speculation. If the house is purchased or if a contract to purchase the home is made prior to the issuance of the final certificate of occupancy, then the contractor must use a contract that contains all of the provisions set forth in 18 VAC 50-22-260 B 9 of the regulations. If the house is purchased after a final certificate of occupancy is issued, then it becomes a real estate transaction and no residential construction contract is required.

**B.9 Contract Elements**

(06/18) A contractor may use electronic documents, electronic signatures, and electronic authorizations (as set forth in the Uniform Electronic Transaction Act - § 59.1-480 et seq. of the Code of Virginia) ~~provided that the intended use of the electronic documents is outlined in the contract.~~

**Commented [CP10]:** Consider striking as this establishes a rule that is not regulation.

**Service Contracts**

(04/16) ~~"Work done that is included in a service contract shall does not require an additional contract and will be considered to have met the requirements of the regulations. Work that is not included in the service contract must meet the contract requirements set forth in the regulations. Additionally, repair or replacement work, above the diagnostic service or work done to stabilize an emergency condition, must also meet the contract requirements."~~

The Board may wish to consider additional guidance related to 'written and signed' change orders as this is an issue that arises often as a violated prohibited act.

**18 VAC 50-30-10. Definitions.**

**Incidental**

(12/14) Gas fitting is not incidental and must be done by a licensed gas fitter.

**18-VAC-50-30-4018VAC 50-30-39. Evidence of ability and proficiency.**

(10/07) Certified trade-related building inspectors may count a single year of ~~full-time~~full-time inspection experience, and the related training, as fulfilling the ~~240-hour~~240-hour education requirement for licensure set forth in 18VAC50-30-40-39 of the regulations, but that inspection experience does not meet the definition of practical experience in that same section.

(3/09) Individuals licensed as elevator mechanics in Florida and Georgia other than by reciprocity may qualify by substantial equivalency to take the Virginia's Elevator Mechanics examination.

**Commented [CP11]:** Remove this from guidance and add to Equivalency document.

**18 VAC 50-30-120. Renewal. (individual licenses/certifications)**

(10/07) ~~Approved instructors~~Instructors of approved continuing education training courses of required education courses may receive credit for courses they teach.

**General Policies**

(03/05) ~~A Master or Journeyman Tradesmen, whose license is past reinstatement, must meet all current entry requirements, including passing the examination.~~

**Commented [CP12]:** Consider removing as this is clearly stated within the regulation.

(03/05) ~~The license expiration date for a Master Tradesman who upgrades from a Journeyman Tradesman license in the same trade, and who is only licensed in that one trade, shall occur on the last day of the month two years after the date the Master Tradesman license is issued by the Board.~~

**Commented [CP13]:** Consider removing as this is no longer applicable.

(09/05) The business name of a licensed contractor cannot reflect work that the contractor is not licensed to perform.

Tradesmen licenses are good for three years and EAGLES automatically establishes expiration dates based on issuance.

(03/06) ~~A Home Improvement Contracting (HIC) specialty license is needed to install an unvented gas prefabricated fireplace. An HVAC contracting or tradesman license is needed to install or modify a venting system. A contractor licensed to perform masonry work is authorized to install brick, concrete, block, stone, marble, slate or other types of masonry chimneys.~~

**Commented [CP14]:** Guidance below may cover this - consider striking.

**Commented [CP15]:** Consider striking as this is established in regulation.

(06/07) General Complaint Processing - In order to more efficiently utilize agency and board resources, any pending or future complaints received ~~on-against revoked~~ licensees whose license has been revoked, shall will be closed administratively.

(08/09) The Board will not provide extensions to the due dates of provisions of Final and Consent Orders.

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- (12/09) Tradesman examination approvals are valid for one year. Extensions will not be granted.
- ~~(01/11) All Qualified Individuals of Sewage Disposal System Contractors are required to hold the individual license issued by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals.~~
- ~~(01/12) The Board includes pilings as foundation work that may be performed by contractors with the Commercial Building (CBC) or Residential Building (RBC) classifications.~~
- (10/12) Contractors with the Highway/Heavy, HVAC and Plumbing classification may install/drill horizontal geothermal trenches and piping 10 feet below grade that is associated with horizontal loop geothermal system.
- (12/14) Contractors holding the CBC, RBC or HVAC classifications or the HIC or CIC specialties may install factory engineered fireplaces, fireplace inserts, or wood stoves. Venting for any of these or similar appliances must be completed by a contractor holding the HVAC classification.
- ~~(12/14) Contractors holding the HIC, CIC, or BRK specialties may construct, remove, or repair masonry chimneys.~~
- (12/14) Tradesmen are permitted to perform work that is within the scope of the applicable section of the USBC for their trade. Work experience used by applicants for tradesman licenses must be for work that is within the scope of the applicable section of the USBC for their trade.
- ~~(10/15) Effective immediately, or at such time as the EAGLES licensing system can be modified to facilitate the change, all Qualified Individuals that, as part of an application, are required to complete a technical examination, must be approved by the Board for Contractors to sit for that examination. As part of the application process the Qualified Individual candidate will provide documentation of experience in the specialty in which they will serve as the Qualified Individual.~~
- (07/16) In order for an applicant to qualify for an “umbrella” specialty (HIC or CIC) ~~then~~ they must have experience in at least three of the “breakout” specialties. For example, an applicant with experience in flooring, painting, and roofing, would be eligible for the applicable improvement specialty. However, an applicant with only flooring and painting experience, would be required to hold both the PTC and FLR specialties. The “breakout” specialties are: DRY, FIN, FLR, GLZ, INS, BRK, PTC, ROC, TMC, and FRM.
- ~~(04/18) In lieu of having their application reviewed by the Board for Contractors in accordance with the provisions of the APA, an applicant with an adverse financial history, may provide~~

**Commented [CP16]:** Consider removing as this requirement has been incorporated into amended regulation.

**Commented [CP17]:** This is included above under definitions for license classifications.

**Commented [CP18]:** Consider striking as this is established in regulation.

**Commented [CP19]:** Relocated below under “examination policies.”

**Amended** Guidance Document  
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~~a \$50,000 surety bond with the Board, using the bonding form and procedures that are currently in use as outlined in § 54.1-1106 and § 54.1-1108 of the Code of Virginia.~~

**Commented [CP20]:** Consider striking as this is a requirement included in regulation.

~~(06/19) Examination candidates are allowed to use a language glossary for word-to-word translations during the examination however, foreign language interpreters are not allowed at examination sites.~~

(06/19) Contractors that install residential emergency generators must hold a license with the Electrical Contractor (ELE) license classification. The installation of commercial generators may be completed by contractors holding a license with the CBC license classification or CIC license specialty, with the exception that all trade-related work must be completed by a properly licensed contractor with the applicable trade-related classification or specialty.

(09/20) The replacement of dryer vent covers does not ~~meet-fall within~~ the definition of “contractor” and no license is required to perform this task. This is restricted to the replacement ~~only~~ of existing dryer vent covers only.

**Tradesman Apprentice Exam Exemption**

~~(06/13) The Board added clarification to the journeyman exam exemption in 18 VAC 50-30-50 B 1 for applicants that successfully complete an apprenticeship program which is approved by the Virginia Apprenticeship Council. The exemption is limited to being used twice, once upon initial application, and once again the first time an individual allowed his license to lapse. After the second use, the individual would be required to complete the examination requirements.~~

**Commented [CP21]:** Consider eliminating guidance as this may conflict with statutory exemption.

**Subsequent Examination Requests Examination Policies**

(07/15) Individuals are prohibited from registering for or taking an examination that they have already successfully completed, when there is no requirement for the individual to complete the examination a subsequent time.

~~(10/15) All Qualified Individuals that, as part of an application, are required to complete a technical examination, must be approved by the Board for Contractors to sit for that examination. As part of the application process the Qualified Individual candidate will provide documentation of experience in the specialty in which they will serve as the Qualified Individual.~~

**Commented [CP22]:** Consider removing as this is a requirement incorporated into regulation.

~~(06/19) Examination candidates are allowed to use a language glossary for word-to-word translations during the examination however, foreign language interpreters are not allowed at examination sites.~~

**Amended** Guidance Document  
Board for Contractors

General Definitions

~~{03/06} "Change Order" Any modification in the original contract including, but not limited to: 1) Time to complete the job; 2) Change in materials; 3) Change in cost; or, 4) Change in the scope of work. The Change Order must be signed by all contracting parties.~~

~~{07/97} "New Construction" Any construction activity that occurs outside the original building perimeter shall be designated as "NEW" construction.~~

~~{03/05} "Practical Experience in a Trade" Activity regulated by the USBC and applicable referenced model code.~~

**Commented [CP23]:** Section relocated to beginning of document under "General Definitions of Undefined Terms."

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<b>Title</b>	PSI Examination Equivalency
<b>Document ID</b>	5724
<b>Summary</b>	Out of state examinations deemed equivalent to the Virginia examination administered by PSI
<b>Effective Date</b>	4/15/2015

<b>Title</b>	Contractor License Requirement for Onsite Sewage System Maintenance
<b>Document ID</b>	6790
<b>Summary</b>	Board for Contractors guidance on the contractor license requirements for performing maintenance on onsite sewage systems. Specifically, work defined as "maintenance" by the WWWOSSP Board does not require a license from the Board for Contractors.
<b>Effective Date</b>	12/26/2019



## Board for Contractors

Guidance Document:  
Contractor License Requirement for Onsite Sewage System Maintenance

*Adopted October 29, 2019*  
*Effective December 26, 2019*

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### I. Background

Prior to July 1, 2018, an onsite sewage system installer license from the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (WWWOSSP Board), along with a construction permit from the Virginia Department of Health, was required to perform certain repairs<sup>1</sup> to an onsite sewage system, including replacement of sewer lines, conveyance lines, distribution boxes, and header lines. While work considered repairs are limited to licensed installers working under a contractor's license with the SDS specialty, licensed onsite sewage system operators perform maintenance on onsite sewage systems and are not required to work under a contractor's license.

During the 2018 General Assembly Session, § 32.1-163 of the Health Code was amended to define "maintenance" as follows:

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<sup>1</sup> Section 12VAC5-620-10 of the regulations under VDH defines "repair" as "the construction or replacement of all or parts of a sewage disposal system or private well to correct a failing, damaged, or improperly functioning system or well when such construction or replacement is required by the board's regulations".

"Maintenance" means, *unless otherwise provided in local ordinance, (i) performing adjustments to equipment and controls and or (ii) in-kind replacement of normal wear and tear parts that do not require a construction permit for adjustment or replacement of the component* such as light bulbs, fuses, filters, pumps, motors, *sewer lines, conveyance lines, distribution boxes, header lines,* or other like components. "Maintenance" includes pumping the tanks or cleaning the building sewer on a periodic basis. ~~Maintenance~~ *Notwithstanding any local ordinance, "maintenance" shall* does not include replacement of tanks, drainfield piping, ~~distribution boxes~~ *subsurface drainfields,* or work requiring a construction permit and installer. *Unless otherwise prohibited by local ordinance, a conventional onsite sewage system installer or an alternative onsite sewage system installer may perform maintenance work limited to in-kind replacement of light bulbs, fuses, filters, pumps, sewer lines, conveyance lines, distribution boxes, and header lines.*

The definition of "maintenance" in the WWOSSP Board's Regulations tracks to conform to the definition of "maintenance" in the Health Code. Therefore, 18VAC160-40-10 of the WWOSSP Board's regulations was amended effective September 19, 2018, to reflect the above definition of "maintenance".

## **II. Issue**

With the change in definition, an operator is now permitted to perform replacement of sewer lines, conveyance lines, distribution boxes, and header lines, and a construction permit for repair is no longer required. Keeping in mind an onsite sewage system operator whose work experience is solely performing maintenance on onsite sewage systems would not qualify for a contractor's license, there has been confusion regarding whether the work still requires a contractor's license. Section 54.1-1100 of the Code of Virginia includes the following definition:

"Contractor means any person, that for a fixed price, commission, fee, or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the *construction, removal, repair or improvement [emphasis added]* of any building or structure

permanently annexed to real property owned, controlled, or leased by him or another person or any other improvements to such real property. For purposes of this chapter, "improvement" shall include (i) remediation, cleanup, or containment of premises to remove contaminants or (ii) site work necessary to make certain real property usable for human occupancy according to the guidelines established pursuant to § 32.1-11.7."

### **III. Board Guidance**

As a result of the above changes to the WWOSSP Board regulations and Code of Virginia, the Board for Contractors adopts the following guidance:

For onsite sewage system work only, the Board will consider the definition of "maintenance" in 18VAC160-40-10 and § 32.1-163 of the Code of Virginia as it pertains to the type of work that would not require a contractor's license with the SDS specialty. However, any other regulated work (i.e., contracting, installations and repairs, or operations and maintenance) performed by the individual or contractor must be done in compliance with Chapters 11 and 23 of Title 54.1 of the Code of Virginia as applicable.

**Exam Equivalency**  
Board for Contractors



<b>State</b>	<b>Exam</b>	<b>Equivalent to Virginia Exam</b>	<b>Board Approval Date</b>
<b>Arizona</b>	AZ C-37 (CR-37) Plumbing (Commercial)  **PSI Exam	Journeyman and Master Plumbing Exam	April 14, 2015
<b>Tennessee</b>	Business and Law Management Examination  **PSI Exam	General and Advanced Business Exams  **The Virginia portion is not included.	March 3, 2015
<b>Tennessee</b>	BC-B – Commercial Contractor  **PSI Exam	Building Technical Exam	March 3, 2015