

IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

DIVISION OF BUILDING SAFETY – IDAHO HEATING, VENTILATION, AND AIR CONDITIONING BOARD

24.39.70 – Rules Governing Heating, Ventilation, and Air Conditioning Systems

Who does this rule apply to?

This rule applies to those who make HVAC installations, including licensed HVAC and specialty HVAC contractors, and the journeyman and apprentice HVAC technicians employed by such. It also applies to homeowners and facility owners who are authorized to make HVAC installations on their property.

What is the purpose of this rule?

The rule prescribes the requirements for licensing of HVAC and HVAC specialty contractors to perform various types of HVAC installations in Idaho. It also sets forth the requirements and process to obtain a permit and inspection from the Division for such HVAC work. The rules adopt the International Residential, Fuel Gas and Mechanical Codes as the standard to which all HVAC work must be installed, and also provides penalties that may be imposed for violations of the HVAC statutes or rules.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Professions, Vocations, and Businesses -

- [Title 54, Chapter 50, Idaho Code](#) – Installation of Heating, Ventilation and Air Conditioning Systems
- [54-5005, Idaho Code](#) – Powers and Duties of the Board

Who do I contact for more information on this rule?

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**24.39.70 – RULES GOVERNING INSTALLATION OF HEATING, VENTILATION,
AND AIR CONDITIONING SYSTEMS**

000. LEGAL AUTHORITY.

The rules are promulgated pursuant to Sections 54-5001, 54-5004, 54-5005, 54-5006, 54-5007, 54-5010, 54-5016, 67-2604, 67-2614, 67-9406 and 67-9409, Idaho Code. (3-28-23)

001. SCOPE.

The rules establish the minimum standards for heating, ventilation, and air conditioning (HVAC) installation practice, certification, registration, and educational programs. (3-28-23)

002. -- 099. (RESERVED)

100. CERTIFICATES OF COMPETENCY AND REGISTRATION.

01. Apprentice and Specialty Apprentice Registration and Renewal. To register or renew an apprentice or specialty apprentice registration, a person shall comply with Section 54-5012(4), Idaho Code. A specialty apprentice's scope of work is limited as set forth in Rule 100.04.a. (3-28-23)

02. Journeyman Certificate of Competency. An applicant must pass an examination designated by the Board and either (a) submit evidence of a minimum of eight thousand (8,000) hours of work experience as an apprentice making HVAC installations in accordance with the requirements of the jurisdiction in which the applicant obtained the experience and satisfactory completion of 576 hours of a board-approved course of instruction, or (b) submit proof of sixteen thousand (16,000) hours of HVAC experience in accordance with the requirements of the jurisdiction in which the applicant obtained the experience. (3-28-23)

a. Examination. An applicant may sit for the exam after showing proof of completion of either 576 hours of board-approved course of instruction or 16,000 hours of HVAC experience. (3-28-23)

b. Educational Lab Work. Time spent by an applicant performing lab work in a board-approved course of instruction may be credited toward the eight thousand (8,000) hour work experience requirement. (3-28-23)

03. Contractor and Specialty Contractor Certificate of Competency. An applicant must successfully pass an examination designated by the Board and provide a compliance bond in the amount of two thousand dollars (\$2,000) which is effective for the duration of the certificate period. The specialty contractor's scope of work is limited as set forth in Rule 100.04.a. (3-28-23)

04. Specialty Journeyman Certificate of Competency. An applicant must submit evidence of a minimum of two thousand (2,000) hours of specialty-related experience in accordance with the requirements of the jurisdiction in which the applicant obtained the experience, and either (a) pass an examination designated by the Board, or (b) submit evidence of satisfactory completion of a minimum of sixty (60) hours of education in fuel gas code and piping installation methods. (3-28-23)

a. Permitted Scope of Work. Permitted to install hearth appliances, and non-duct connected oil furnaces, the associated fuel gas piping, and venting dedicated exclusively thereto. Does not include any plumbing, electrical or duct work. (3-28-23)

101. -- 299. (RESERVED)

300. CIVIL PENALTIES.

The acts described in this section subject the violator to a civil penalty not to exceed one thousand dollars (\$1,000) for each separate count or offense. (3-28-23)

01. Statute or Rule. Failure to comply with any provision of Chapter 50, Title 54, Idaho Code or Board Rule. (3-28-23)

02. Certification or Registration. Except as provided by Section 54-5002, Idaho Code, performance of HVAC without an active certificate of competency or registration as required by Idaho Code 54-5008. (3-28-23)

03. Performance Outside Scope. Performance of any HVAC installation, alteration, or maintenance by a specialty contractor or specialty journeyman outside the scope of the specialty certificate of competency. (3-28-23)

04. Employees. Knowing employment of a person who does not hold an active certificate of competency or registration as required by Idaho Code 54-5008 and 54-5009 to perform HVAC work. (3-28-23)

05. Supervision. Working as an apprentice or specialty apprentice without the required journeyman supervision or employing an apprentice or specialty apprentice without providing the required journeyman supervision. (3-28-23)

06. Fees, Permits, and Inspections. Failure to obtain a required permit, pay applicable fees, properly post a permit, or request an inspection of any installation, alteration, improvement, or extension of any piping, venting, ductwork, appliances and appurtenances in connection with any HVAC system or subsystem of such. (3-28-23)

07. Corrections. Failure to make corrections in the time allotted in the notice on any HVAC installation. (3-28-23)

08. Misrepresentation of Fees. Misrepresentation of the permit or inspection fees to the customer. (3-28-23)

09. Advertising. Advertising to engage in the business, trade, practice, or work of a HVAC contractor as defined in Section 54-5009, Idaho Code, without holding a current and valid HVAC contractor certificate of competency issued by the Division or advertising without including the contractor certificate of competency number in the advertisement. Advertising includes, but is not limited to: newspaper, telephone directory, community flier ads or notices; telephone, television, radio, internet, or door-to-door solicitations. (3-28-23)

10. Order. Failure to comply with any lawful order of the Board or Division administrator. (3-28-23)

301. -- 499. (RESERVED)

500. PERMITS AND INSPECTIONS.

01. Permits. (3-28-23)

a. Permits will be furnished to a HVAC contractor upon submission of a complete application and proper permit fee. For commercial or industrial HVAC work, a verified copy of bid acceptance must be submitted with the application. Permit serial numbers must be registered in the name of the HVAC contractor and are transferable only as provided herein these rules. (3-28-23)

b. Homeowners making HVAC installations on their own premises under the provisions of Section 54-5002(1)(a), Idaho Code, must secure a HVAC permit by making application to the Division as provided by Section 54-5016, Idaho Code. (3-28-23)

c. Expiration. Every permit issued shall expire and become null and void after three hundred sixty-five (365) days from the purchase date or last inspection. A permit may be renewed for an additional year upon receipt of Division approval and payment of a sixty-five dollar (\$65) renewal fee. (3-28-23)

d. Transferring a Permit. A HVAC permit may be transferred to another eligible party if such party provides to the Division written authorization signed and notarized by the original permit holder consenting to the transfer itself and assigning all responsibilities and conditions incorporated into the original permit issuance. A permit may be transferred to the owner of the property on which the HVAC work is to be performed and for which the permit was issued, or such owner's designated legal agent in cases where the property owner has terminated his legal relationship with the HVAC contractor who originally obtained the permit. An administrative fee in the amount of forty-five dollars (\$45) for the transfer of a permit must be paid to the Division. (3-28-23)

02. Permit Fee Schedule.

a. Residential. Includes all buildings with HVAC systems being installed on each property. The following permit fees apply to all residential single and duplex installations:

| Type | Fee |
|--|---|
| Base permit | \$100 |
| Furnace, furnace-air conditioner combination, heat pump, air conditioner, evaporative cooler, unit heater, space heater, decorative gas-fired appliance, incinerator, boiler, pool heater, mini-split system, free-standing solid-fuel stove, factory-built gas fireplace, or similar fixture or appliance, including ducts, vents, and flues attached thereto | Plus \$30 per first fixture or appliance Plus \$15 per additional fixture or appliance |
| Exhaust duct or ventilation duct, including dryer vents, range hood vents, cook stove vents, bath fan vents, and similar exhaust ducts or ventilation ducts | Plus \$15 per first duct Plus \$5 per additional duct |
| Fuel gas piping system | Plus \$5 per appliance outlet |
| Hydronic systems | Plus \$5 per zone |

(3-28-23)

b. Miscellaneous. The following permit fees apply for the types of permits listed:

| Type | Fee |
|---------------------------------|--|
| Requested inspection | \$65 per hour or portion thereof plus costs of out-of-state travel |
| Mobile or manufactured home | \$65 per inspection |
| Modular building | |
| Plan check or technical service | \$65 per hour or portion thereof |

(3-28-23)

c. Other Installations Including Multifamily, Industrial and Commercial. The following fees shall apply to multifamily, industrial, and commercial installations and installations not specifically mentioned elsewhere in this Fee Schedule. The HVAC system cost is the cost to the owner of labor charges and other costs incurred to complete the installation of equipment and materials installed as part of the HVAC system. All permit fees calculated under this Subsection are based on the total HVAC system cost, which must be listed on the permit:

| HVAC System Cost | Fee |
|-----------------------|---|
| Up to \$10,000 | \$60 plus 2% of HVAC system cost |
| \$10,000 to \$100,000 | \$260 plus 1% of HVAC system cost exceeding \$10,000 |
| Over \$100,000 | \$1,160 plus 5% of HVAC system cost exceeding \$100,000 |

(3-28-23)

d. Additional Fees. A fee of sixty-five dollars (\$65) per hour or portion thereof shall apply to trips to inspect when the permit holder has given notice to Division that the work is ready for inspection and it is not; if the permit holder has not accurately identified the work location; if the inspector cannot gain access to make the inspection; if corrections are required by the inspector as a result of the permit holder improperly responding to a corrective notice; or when corrections have not been made in the prescribed time, unless an extension has been requested and granted. (3-28-23)

03. Required Inspections. (3-28-23)

a. Inspection Tags. Inspectors certify to the permit holder that an inspection was completed by

securely attaching the inspection tag in a prominent location. (3-28-23)

b. Final Inspection Tags. An inspection tag indicating a final inspection was performed is attached when the HVAC installation as specified on the permit is complete and conforms to the requirements of the code and rules. (3-28-23)

c. Inspection Tags for Unacceptable HVAC Installations. “Notice of Correction” inspection tags are attached to indicate that the HVAC installation is not acceptable and corrections are required. A reinspection and reinspection fee for such installations shall be required. (3-28-23)

d. Work-in-Progress Tag. An inspection tag indicating a work-in-progress inspection was performed is attached following inspection of groundwork, rough-in work, or any portion of the installation that is to be covered or otherwise concealed before completion of the entire HVAC installation as specified on the permit. (3-28-23)

501. -- 599. (RESERVED)

600. IDAHO MECHANICAL CODE.

Pursuant to Section 54-5001, Idaho Code, the Board adopts, as the Idaho Mechanical Code, the following international codes with identified amendments: (3-28-23)

01. International Mechanical Code. The 2018 Edition, including appendix A, with the following amendments: (3-28-23)

a. Section 109. Delete. (3-28-23)

b. Section 202 Definitions. Amend the definitions provided in the code for the terms identified herein this paragraph by the following: (3-28-23)

i. Add “conveyorized pizza” between the terms “standard” and “bake” in the definition of Light-duty appliances. (3-28-23)

ii. Remove the following definition of “Medium-duty Cooking Appliance”: electric and gas conveyor pizza ovens. (3-28-23)

02. International Fuel Gas Code. The 2018 Edition, including appendices A, B, C, and D, with the following amendments: (3-28-23)

a. Section 109. Delete. (3-28-23)

b. Section 406.4. Change the last sentence to: Mechanical gauges used to measure test pressure must have a range such that the highest end of the scale is not greater than two (2) times the test pressure nor lower than one and one-half (1.5) times the test pressure. (3-28-23)

c. Section 406.4.1. Test Pressure. Not less than twenty (20) psig (140kPa gauge) test pressure is required for systems with a maximum working pressure up to ten (10) inches water column. For systems with a maximum working pressure between ten (10) inches water column and ten (10) psig (70kPa gauge); not less than sixty (60) psig (420kPa gauge) test pressure is required. For systems over ten (10) psig (70kPa gauge) working pressure, minimum test pressure may be no less than six (6) times working pressure. (3-28-23)

d. Section 406.4.2. The test duration may not be less than twenty (20) minutes. (3-28-23)

e. Add new section 503.4.1.2 as follows: Testing. All plastic pipe within a dwelling used for venting flue gases must be tested at five (5) psi for fifteen (15) minutes. (3-28-23)

f. Section 505.1.1. Addition. An interlock between the cooking appliance and the exhaust hood system is not required for appliances that are of the manually operated type and are factory equipped with standing pilot burner ignition systems. (3-28-23)

03. International Residential Code. The 2018 Edition, Part V (Mechanical) and Part VI (Fuel Gas) and appendices A, B, C, and D, for one (1)- and two (2)- family dwellings with the following amendments: (3-28-23)

a. Add new section M1203.1. Carbon monoxide alarms. Where work requiring a permit occurs in existing dwellings, an approved carbon monoxide alarm must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units where a fuel fired appliance is installed. (3-28-23)

b. Section M1401.3. Add “in new, one- and two-family dwellings” between “appliances” and “shall”. (3-28-23)

c. Delete Section M1502.4.2 Duct Installation and replace with the following: Exhaust ducts must be supported at four (4) foot (1,219 mm) intervals and secured in place. The insert end of the duct must extend into the adjoining duct or fitting in the direction of airflow. Ducts must not be joined with screws or similar fasteners that protrude into the inside of the duct. (3-28-23)

d. Section M1601.1. Add “in new, one- and two-family dwellings” between “equipment” and “shall”. (3-28-23)

e. Section G2417.4 (406.4). Change the last sentence to: Mechanical gauges used to measure test pressure must have a range such that the highest end of the scale is not greater than two (2) times the test pressure nor lower than one and one-half (1.5) times the test pressure. (3-28-23)

f. Section G2417.4.1 (406.4.1). Test Pressure. Not less than twenty (20) psig (one hundred forty (140) kPa gauge) test pressure is required for systems with a maximum working pressure up to ten (10) inches water column. For systems with a maximum working pressure between ten (10) inches water column and ten (10) psig (seventy (70) kPa gauge), not less than sixty (60) psig (four hundred twenty (420) kPa gauge) test pressure is required. For systems over ten (10) psig (seventy (70) kPa gauge) working pressure, minimum test pressure may be no less than six (6) times working pressure. (3-28-23)

g. Section G2417.4.2 (406.4.2). The test duration may not be less than twenty (20) minutes. (3-28-23)

h. Add new section G2427.4.1.2. Testing. All plastic pipe within a dwelling used for venting flue gases must be tested at five (5) psi for fifteen (15) minutes. (3-28-23)

601. -- 999. (RESERVED)