

## **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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Meridian, ID 83642  
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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 and 54-5005(2), Idaho Code. (3-31-22)T

**001. SCOPE.**

The rules establish the minimum standards for heating, ventilation, and air conditioning (HVAC) installation practice, certification, registration, and educational programs. (3-31-22)T

**002. ADOPTION AND INCORPORATION BY REFERENCE OF THE INTERNATIONAL MECHANICAL CODE, THE INTERNATIONAL FUEL GAS CODE, AND PART V (MECHANICAL) AND PART VI (FUEL GAS) OF THE INTERNATIONAL RESIDENTIAL CODE FOR ONE (1)- AND TWO (2)- FAMILY DWELLINGS.**

**01. International Mechanical Code.** The 2018 Edition, including appendix “A,” (herein IMC) is adopted and incorporated by reference with the following amendments: (3-31-22)T

- a. Section 109. Delete. (3-31-22)T
- b. Section 202 Definitions. Amend the definitions provided in the code for the terms identified herein this paragraph by the following: (3-31-22)T
  - i. Add “conveyorized pizza” between the words “standard” and “bake” in the definition of Light-duty appliances. (3-31-22)T
  - ii. Remove the following definition of “Medium-duty Cooking Appliance”: electric and gas conveyor pizza ovens. (3-31-22)T

**02. International Fuel Gas Code.** The 2018 Edition, including appendixes “A, B, C, and D,” (herein IFGC) is adopted and incorporated by reference with the following amendments: (3-31-22)T

- a. Section 109. Delete. (3-31-22)T
- 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. (3-31-22)T
- 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. (3-31-22)T
- d. Section 406.4.2. The test duration may not be less than twenty (20) minutes. (3-31-22)T
- e. Add a 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. (3-31-22)T
- f. Section 505.1.1. Addition. An interlock between the cooking appliance and the exhaust hood system is not be required for appliances that are of the manually operated type and are factory equipped with standing pilot burner ignition systems. (3-31-22)T

**03. Part V (Mechanical) and Part VI (Fuel Gas) of the International Residential Code for One (1)- and Two (2)-Family Dwellings.** The 2018 Edition, including appendixes “A, B, C, and D,” (herein IRC) is adopted and incorporated by reference with the following amendments: (3-31-22)T

- a. Add the following as 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. (3-31-22)T
- b. 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. (3-31-22)T

**c.** 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. (3-31-22)T

**d.** 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. (3-31-22)T

**e.** Section G2417.4.2 (406.4.2). The test duration may not be less than twenty (20) minutes. (3-31-22)T

**f.** Add a new section G2427.4.1.2 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. (3-31-22)T

**003. CHANGES IN NAME AND ADDRESS.**

Whenever a change of name or mailing address occurs for a certified contractor, journeyman, specialty journeyman, specialty contractor, registered apprentice, or specialty apprentice, the Board must be notified immediately, in writing, of the change. Documentation confirming the change of name must be provided to the Board on request. (3-31-22)T

**004. DEFINITIONS.**

Terms defined in Section 54-5003, Idaho Code, will have the same meaning when utilized in these rules. (3-31-22)T

**01. Recognized Jurisdiction.** A jurisdiction with an HVAC program that is recognized by the Board as being substantially equivalent to Idaho's HVAC program. (3-31-22)T

**005. CERTIFICATES OF COMPETENCY -- ISSUANCE, RENEWAL, EXPIRATION -- REVIVAL.**

**01. Issuance.** Certificates of competency will be issued in such a manner as to create a renewal date that coincides with the birth month of the individual to whom the certificate is issued and allows for renewals every three (3) years. Certificates of competency are issued for a period of no less than one (1) year and no more than (3) three years. The fee for issuance of certificates of competency will be prorated based on the number of months for which the certificate is issued. (3-31-22)T

**02. Renewal.** Certificates of competency will be renewed using the birth month of the individual to whom the certificate is issued as the expiration date. Certificates of competency are renewed for a period of no less than one (1) year and no more than three (3) years. The fee for renewal of certificates of competency will be prorated based on the number of months for which the certificate is issued. (3-31-22)T

**03. Expiration-Revival.** Revived certificates will be issued in such a manner as to create a renewal date that coincides with the birth month of the applicant so as to create a staggered system of renewal. (3-31-22)T

**006. -- 010. (RESERVED)**

**011. HVAC CONTRACTOR AND SPECIALTY CONTRACTOR CERTIFICATE OF COMPETENCY - REQUIREMENTS.**

**01. Bond.** Applicants must provide a compliance bond in the amount of two thousand dollars (\$2,000). Any such bond is required to be effective for the duration of the contractor licensing period. (3-31-22)T

**02. Qualification.** Applicants must provide proof, satisfactory to the Board, of having legally acted as

an HVAC journeyman or HVAC Specialty for a period of not less than twenty-four (24) months. (3-31-22)T

**a.** An applicant for a contractor or specialty contractor certificate of competency shall first obtain an Idaho journeyman or specialty journeyman certificate of competency in accordance with these rules. (3-31-22)T

**b.** An applicant for a contractor certificate of competency who has never been previously licensed as a journeyman or specialty journeyman in a Recognized Jurisdiction shall provide proof of four (4) years of experience performing HVAC work of a nature equivalent to that which an HVAC journeyman or specialty journeyman in Idaho must demonstrate to qualify for a contractor certificate of competency. Proof of such work experience may be provided by the submission of three (3) sworn affidavits from individuals attesting that the applicant has had at least four (4) years' experience performing such work. (3-31-22)T

**03. Examination.** Applicants for certification as HVAC contractors must successfully complete the examination designated by the Board. (3-31-22)T

**012. HVAC JOURNEYMAN CERTIFICATES OF COMPETENCY AND EXAMINATION REQUIREMENTS.**

**01. Certificate of Competency Requirements.** To obtain a journeyman certificate of competency, an applicant shall submit to the Division sufficient evidence demonstrating the applicant has successfully completed the journeyman examination and four (4) years, defined as a minimum of eight thousand (8,000) hours of work experience as a registered apprentice making installations on the job under the supervision of a qualified journeyman. Notwithstanding the requirement that an apprentice demonstrate four (4) years of on-the-job work experience under the supervision of a qualified journeyman, any apprentice who successfully completes a Board-approved, full-time, one (1)-academic-year training course may receive credit for up to one (1) year of on-the-job work experience. (3-31-22)T

**02. Examination Requirement.** To take the journeyman examination, an applicant must submit to the Division sufficient evidence demonstrating the applicant has successfully completed a Board-approved training course. (3-31-22)T

**a.** An applicant may provide proof of eight (8) years, defined as a minimum of sixteen thousand (16,000) hours of HVAC work experience in lieu of successfully completed a Board-approved training course. (3-31-22)T

**013. HVAC HEARTH SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.**

Certification as a hearth specialty journeyman entitles the holder to install hearth appliances and the associated gas lines. Hearth Specialty Journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency. (3-31-22)T

**01. Experience.** Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice or registered HVAC specialty apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman or qualified HVAC specialty journeyman. (3-31-22)T

**02. Education.** Successfully complete a board approved training course(s), such as the National Fireplace Institute program and a minimum of sixty (60) hours of education in fuel gas code and piping installation methods. (3-31-22)T

**03. Examination.** Successfully complete an examination designated by the board. (3-31-22)T

**014. HVAC APPRENTICE AND SPECIALTY APPRENTICE REQUIREMENTS FOR REGISTRATION.**

**01. Registration.** To become an apprentice, a person shall comply with Section 54-5012, Idaho Code. (3-31-22)T

**02. Supervision.** Each apprentice or specialty apprentice must work under the supervision of a certified HVAC journeyman or HVAC Specialty Journeyman. (3-31-22)T

**03. Renewal.** An apprentice shall show proof of enrollment in a Board-approved training course or completion of eight (8) hours of Board-approved continuing education for each year of the prior registration period. (3-31-22)T

**015. HVAC WASTE OIL HEATING SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.**

Certification as a waste oil heating specialty journeyman entitles the holder to install non-duct connected waste oil heaters. Waste oil heating specialty journeymen are limited to the maintenance, installation, and repair of the equipment, controls, and piping directly associated with the waste oil heater, tank, and burner only. Any plumbing, electrical, ducting, venting, or associated equipment beyond the waste oil heater, tank, and burner must be installed by others. Applicants for the waste oil heating specialty journeyman certificate of competency must: (3-31-22)T

**01. Experience.** Demonstrate to the satisfaction of the board, a minimum of one (1) year experience making waste oil heating installations under the supervision of a qualified HVAC journeyman or HVAC Waste Oil Heating specialty journeyman. (3-31-22)T

**02. Examination.** Successfully complete a waste oil burner manufacturers certification or examination as approved by the board. (3-31-22)T

**016. HVAC FUEL GAS PIPING SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.**

Certification as fuel gas piping specialty journeyman entitles the holder to install fuel gas piping only and does not make the final termination. Appliances and the associated gas piping, chimney, and vents must be installed by others. Fuel gas specialty journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency. (3-31-22)T

**01. Experience.** Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice or registered HVAC specialty apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman or qualified HVAC specialty journeyman. (3-31-22)T

**02. Education.** Successfully complete a board approved training course(s), of a minimum of sixty (60) hours of education in fuel gas code and piping installation methods. (3-31-22)T

**03. Examination.** Successfully complete an examination designated by the board. (3-31-22)T

**017. -- 049. (RESERVED)**

**050. HVAC PERMITS.**

**01. HVAC Contractors and HVAC Specialty Contractors.** The Division will furnish permits to certified HVAC contractors and HVAC specialty contractors upon request. The serial numbers of such permits must be registered in the name of the HVAC contractor or HVAC specialty contractor to whom they are issued. (3-31-22)T

**02. Home Owners.** Home owners or a contract purchaser of residential property, making HVAC installations on their own residences, coming under the provisions of Section 54-5002, Idaho Code, must secure an HVAC permit by making application to the Division as provided in Section 54-5016, Idaho Code. (3-31-22)T

**03. 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 as well as assignment of all the 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 for such owners' designated legal agent, in cases where the property owner has

terminated their 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 will be assessed by the Division. (3-31-22)T

**051. HVAC PERMIT FEE SCHEDULE.**

Permit fees are to cover the cost of inspections as provided by Section 54-5017, Idaho Code. Any person, partnership, company, firm, association, or corporation making an installation must pay to the Division a permit fee as provided in the following schedule: (3-31-22)T

**01. Residential.** Includes all buildings with HVAC systems being installed on each property. The following permit fees apply to all residential 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

(3-31-22)T

**02. 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

(3-31-22)T

**03. Other Installations Including Industrial and Commercial.** The permit fees listed in this Subsection apply to installations not specifically mentioned elsewhere in this 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

(3-31-22)T

**052. REQUIRED INSPECTIONS.**

**01. Inspection Tags.** Inspectors certify to the permit holder that an inspection has been done by securely attaching the inspection tag in a prominent location. (3-31-22)T

**a.** Final Inspection Tags. An inspection tag indicating that a final inspection has been performed is attached when the HVAC installation as specified on the permit is complete and conforms to the requirements of the code and rules. (3-31-22)T

**b.** Inspection Tags for Unacceptable HVAC Installations. “Notice of Correction” inspection tags are attached to indicate that the HVAC installation is not acceptable and that corrections are required. (3-31-22)T

**c.** Work-in-Progress Tag. An inspection tag indicating that a work-in-progress inspection has been performed is attached following inspection of ground work, 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. (3-31-22)T

**053. CIVIL PENALTIES.**

Except for the acts described in Subsections 053.01 and 053.08 of these rules, the acts described in this section subject the violator to a civil penalty of not more than two hundred dollars (\$200) for the first offense and not more than one thousand dollars (\$1,000) for each offense that occurs thereafter within one (1) year of an earlier violation. (3-31-22)T

**01. Heating, Ventilation, and Air Conditioning Contractor or Specialty Contractor.** Except as provided by Section 54-5001, Idaho Code, any person who acts, or purports to act, as an HVAC contractor or specialty contractor as defined by Section 54-5003(3) and 54-5003(6), Idaho Code, without a valid Idaho state HVAC contractor or specialty contractor certification is subject to a civil penalty of not more than five hundred dollars (\$500) for the first offense and not more than one thousand dollars (\$1,000) for each offense that occurs thereafter within one (1) year of an earlier violation. (3-31-22)T

**02. Knowingly Employing.** Knowingly employing a person who does not hold a valid Idaho HVAC certification or apprentice registration, as required by Section 54-5008, Idaho Code, to perform HVAC installations. (3-31-22)T

**03. Certification or Registration.** Except as provided by Section 54-5001, Idaho Code, performing HVAC work as an HVAC journeyman as defined by Section 54-5003(4), Idaho Code; specialty journeyman as defined by Section 54-5003(7), Idaho Code; apprentice as defined by Section 54-5003(2), Idaho Code; or specialty apprentice as defined by Section 54-5003(5), Idaho Code, without a valid certification or registration. (3-31-22)T

**04. Supervision.** Working as an HVAC apprentice or specialty apprentice without the required journeyman supervision or employing an apprentice without providing the required journeyman supervision. (3-31-22)T

**05. Performance Outside Scope of Specialty License.** Performance of any HVAC installation, alteration, or maintenance by an HVAC specialty contractor or specialty journeyman outside the scope of the specialty certification. (3-31-22)T

**06. Fees and Permits.** Failing to pay applicable fees or properly post an HVAC permit for, or to 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 subsystems of such. (3-31-22)T

**07. Corrections.** Failure to make corrections in the time allotted in the notice on any HVAC installation as set forth in Section 54-5019, Idaho Code. (3-31-22)T

**08. Gross Violation.** In the case of continued, repeated, or gross violation of Title 54, Chapter 50, Idaho Code, or these rules, a certification revocation will be initiated for certificated individuals under this chapter

and non-certificated individuals is subject to prosecution by the appropriate jurisdiction under Idaho law. (3-31-22)T

**054. -- 999. (RESERVED)**