

## 5 Steps to Obtaining Your Iowa General Contractor's License

### Step 1. Sign up for the exam.

Iowa requires Contractor registration at the state level, however some cities/counties may require additional testing. Contact the city/county board to determine testing requirements.

This license covers construction work including new construction, additions, alterations, demolition, reconstruction or repair of structures may require state registration. All work performed for the state or a state agency requires registration.

All applications are reviewed to determine eligibility for the exams. Approved candidates will receive an exam registration packet. Candidates must complete & mail the Registration Form to Experior.

#### ***Request a license application package from:***

State of Iowa  
Iowa Workforce Development  
Labor Services Division  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Contractor Registration: (515) 242-5871  
Fax (515) 242-5076

***Exam and License fees:*** The fee for the trade exam is \$60 and the mandatory Business & Law exam is an additional \$60. The application & renewal fee for two-year registration period is \$25.00. Registrations are renewed every two years.

***Scheduling:*** Candidates test at the time/place indicated on their admission letter.

***Financials:*** Before a registration is issued, contractors shall show proof of compliance with the workers' compensation law and obtain an employer account number from the Department of Workforce Development.

Out-of-state contractors must file, with the Division of Labor, a surety bond equal to 5% of the contract price, or \$1000.00, whichever is greater, before starting a contract in excess of \$5000.00. A \$50,000.00, two-year bond blanket may be provided to cover any number of contracts. Certain federally funded projects are exempt from the bonding requirement. Bond forms issued by Division of Labor must be used.

### Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Louisiana requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/iowa/index.asp>. You must purchase these documents and books in preparation for the exam and, if applicable, bring them with you on testing day for the open book portions of the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

### **Step 4. Follow the rules.**

The following security procedures will apply during the exam:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Only approved reference books will be permitted into the examination site for the open book portion of the exam.

### **Step 5. Good luck on the exam!**

It is best that you arrive at the examination site at least 15 minutes prior to your scheduled exam time on the day of testing. Be sure to bring at least two forms of valid picture identification that has been issued by a state or federal authority.

This exam tests a candidate's knowledge of the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of any building or structure including related improvements to real estate EXCLUDING electrical, plumbing, mechanical, and liquefied petroleum gas work related thereto.

The trade exam is open-book, consists of 100 multiple-choice questions, and there is a four-hour time limit. Candidates are required to answer 70% to 75% correct to pass (based on exam catalog number).

The Business & Law exam is also required.