

# CONTRACTOR EXAM

Registration and payment for testing due one week prior to your exam date.  
The City of Waterloo offers three classifications of testing, as follows:

## **RESIDENTIAL BUILDER**

Required to build new dwellings, additions, garages, sheds, decks. This tests all areas of the code for construction including footings, foundation, framing, roof assembly, remodeling, repair and roofing of single or double residential dwellings. 45 questions.

## **RESIDENTIAL REMODELER**

Required to remodel and repair existing dwellings. This tests areas of the code for residential remodeling and framing for interior remodels, roofing, siding, windows, and solar install for single or double residential dwellings. 40 questions.

## **RESIDENTIAL ROOFER**

This tests a candidate's knowledge of repair and replacement of roof coverings, including the fabrication and installation of all roofing aspects. 35 questions.

## **Examination Outline**

- Open Book
- 2 ½ hour limit beginning at 8:00 am
- 70% Correct is required for to pass

**References** *The following code book is required for you to take your exam:*

*2021 International Residential Code for One and Two Family Dwellings*

---

<b>Identification</b>	<b>A copy of your state issued ID will be required.</b> We can make a copy in the office. This copy will be retained by the Building Department.
<b>Testing Regulations</b>	<b>Report to the Building Department by 8:00am with your 2021 IRC.</b> To ensure that all applicants are tested under equally favorable conditions, the following regulations and policies will be enforced. Failure to follow any of these procedures may result in disqualification of your examination. The City of Waterloo reserves the right to audiotape and videotape any exam session and to investigate each incident of misconduct or irregularity.
<b>References</b>	The intent of this exam is ensure that contractors have access to and can reference and interpret the locally adopted code as it applies to all residential construction projects within the City. <u>You must provide your own copy of a 2021 IRC.</u> They can be ordered from <a href="http://iccsafe.org">iccsafe.org</a> , or you can try any online sales site or you can contact any local bookstore or library.

No handwritten or additional notes (letters, words, diagrams, etc.) are allowed. Highlighting and permanent tabbing added before your arrival is acceptable.

No other reference materials, papers or study materials are allowed. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

**Calculators**

You may bring a silent, handheld, non- programmable calculator (without printing capabilities or alphabetic keypads). You may not use a calculator function on a cell phone.

**Personal Items**

Personal items will not be allowed in the testing room. Items such as:

- Lap top, cell phone, camera, tape recorder, briefcase, backpack, purse etc.

**Breaks**

If you leave the testing room while an exam is in progress, you may not make up lost exam time. You are not allowed to use any electronic devices or phones during breaks.

**Misconduct or Disruptive Behavior**

Testers who engage in any kind of misconduct, disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

**Exam Results**

Your exam can be corrected while you wait. You may review the questions you missed. You are not permitted to take the exam with you.

**Passing Score.** 70% is required to pass. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Upon passing you may then apply for a contractor's license by providing a license application, State Contractors Registration, and proof of liability insurance CERT with INRCOG named as the additional insured and a \$110 fee (\$75 City of Waterloo, \$35 INRCOG) to:

**INRCOG**  
229 E Park Ave  
Waterloo IA 50703

*Haley – 319-235-0311*



City of Waterloo  
 Building Inspection Department  
**2024 Exam Registration Form**  
**For Residential Builder, Remodeler, Roofer**  
 Return Completed Form with the \$50 check or cash to:  
 Building Department, 715 Mulberry Street, Waterloo IA 50703

**Licensee Information**

First, MI, Last Name \_\_\_\_\_ DL# \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Exam Type and Fee** (cash or check only - payable to the City of Waterloo)

*Select One*

**Residential Builder (\$50)**

**Residential Remodeler (\$50)**

**Residential Roofer (\$50)**

**Available Exam Dates**

Please select a day of the week that works best for you and verify availability upon submittal.

**Exam Time: 8:00 AM**

**Location: 2<sup>nd</sup> Floor – City Hall**

<u>Week Jan. 8-12</u> M T W T F	<u>Week Feb. 5-9</u> M T W T F	<u>Week Mar. 4-8</u> M T W T F
<u>Week Apr. 1-5</u> M T W T F	<u>Week May 6-10</u> M T W T F	<u>Week Jun. 3-7</u> M T W T F
<u>Week Jul. 8-12</u> M T W T F	<u>Week Aug. 5-9</u> M T W T F	<u>Week Sep. 9-13</u> M T W T F
<u>Week Oct. 7-11</u> M T W T F	<u>Week Nov. 4-8</u> M T W T F	<u>Week Dec. 2-6</u> M T W T F

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_