

**661—235.4(101A,272C) License application process.**

**235.4(1) Application for commercial explosive contractor or commercial explosive blaster license.** Anyone wishing to obtain an application for a commercial explosive contractor license or a commercial explosive blaster license may obtain a copy of the required application by contacting the state fire marshal or visiting the state fire marshal's website. The application shall be filed no later than 30 days prior to the date of beginning work in this state or on which an existing license expires.

NOTE: The website for the commercial explosive licensing program is: [dps.iowa.gov/divisions/state-fire-marshal/licensing/commercial-explosives](https://dps.iowa.gov/divisions/state-fire-marshal/licensing/commercial-explosives).

**235.4(2) Submission of application and required information.** A completed application for a license shall be submitted to the commercial explosive licensing program at the address specified in subrule 235.1(1) or on the state fire marshal's website. All information requested on the application shall be provided prior to the processing of the application. An application shall not be considered complete unless all required information is submitted, including required attachments and fees, and shall not be processed until it is complete.

**235.4(3) License fee.** Each license application shall be accompanied by a \$60 fee for each license for which application is being made, paid electronically or by check or money order made payable to the Iowa State Fire Marshal Division. Draft, check, or money order shall be addressed to the state fire marshal as established in subrule 235.1(1). If the application is being submitted later than January 31 of a given year, then the fee for each license shall be prorated for each month remaining in the period of issue, including the month in which the application is submitted.

The state fire marshal shall waive any fee charged to an applicant for a license if the applicant's household income does not exceed 200 percent of the federal poverty income guidelines and the applicant is applying for the license for the first time in this state.

**235.4(4) License duration.** Licensure shall normally be for three years and shall expire on December 31 of the third year after it is issued, except that a license issued in December of any year shall expire on December 31 after two years have passed from the date on which the license was issued.

**235.4(5) Criminal history.** An applicant shall be subject to a national criminal history check through the Federal Bureau of Investigation. Each applicant for a commercial explosive contractor or blaster shall submit fingerprints and the applicable fee at the time of application for a new or renewal license. The results of a criminal history check conducted pursuant to this subrule shall be considered a confidential record under Iowa Code chapter 22.

**235.4(6) Attachments.** Required attachments to the application for license include, but are not limited to, the following:

- a. Documentation that the applicant has met the applicable licensure requirements.
- b. Documentation of qualifying licensure in another issuing jurisdiction by providing the following:
  - (1) Proof of residency in this state.
  - (2) Proof all conditions are met as established in rule 661—235.7(272C).
    1. Copy of a license from other issuing jurisdiction.
    2. Evidence the applicant met issuing jurisdiction's educational requirements, and if applicable, work experience.
    3. Evidence the applicant passed the issuing jurisdiction's required examination, if applicable.
    4. Evidence the applicant has not had a license revoked or voluntarily surrendered, had discipline imposed, or been under investigation by another issuing jurisdiction.
    5. Evidence the applicant does not have a complaint, allegation, or investigation pending before any regulatory entity related to unprofessional conduct.

**235.4(7) Veterans, military service members, and certain survivor beneficiaries.** Any individual while serving honorably on federal active duty, state active duty, or national guard duty, as defined in Iowa Code section 29A.1, applying for licensure as a commercial explosive contractor or blaster shall apply for licensure following 661—Chapter 278.

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