

**641—23.2(105) Duties of all licensees, specialty licensees, and certificate holders.**

**23.2(1)** While conducting business or performing work covered under Iowa Code chapter 105, each licensee will keep a copy of the licensee's board-issued license on the licensee's person or in an easily retrievable area at the work site.

**23.2(2)** Each licensee will maintain a residential or business address on record with the board. In the event the licensee's residential or business address changes, the licensee will so notify the board.

**23.2(3)** Each licensee will apply for and obtain all applicable permits prior to performing any work covered under Iowa Code chapter 105 as may be mandated by any law, ordinance, or regulation of this state, or a political subdivision therein.

**23.2(4)** A licensee will present upon request a copy of the licensee's board-issued license issued under Iowa Code section 105.12(2).

**23.2(5)** A licensee possessing a lapsed license cannot operate as a contractor or work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines or work as a medical gas system installer or work in a specialty license discipline until the license is reinstated and renewed.

**23.2(6)** Each licensee will perform all Iowa Code chapter 105-covered work in conformity with the applicable professional code.

**23.2(7)** A licensee will not perform any Iowa Code chapter 105-covered work for which the licensee does not possess the requisite license.

**23.2(8)** A licensee will conform to the minimum standard of acceptable and prevailing practice and will exercise the degree of workmanlike care that is ordinarily exercised by the average licensee in the applicable trade acting in the same or similar circumstances.

**23.2(9)** A licensee who utilizes the services of an unlicensed person as a helper will be responsible for the work performed by the helper and shall ensure that such work conforms to the minimum standard of acceptable and prevailing practice.

[ARC 7992C, IAB 5/15/24, effective 6/19/24]