

CHAPTER 27  
PLUMBING AND MECHANICAL SYSTEMS BOARD—ADMINISTRATIVE AND  
REGULATORY AUTHORITY

**641—27.1(17A,105) Definitions.** The definitions set forth in Iowa Code section 105.2 are incorporated herein by reference. For purposes of this chapter, the following definitions also apply:

“*Board office*” means the office of the administrative staff.

“*Disciplinary proceeding*” means any proceeding under the authority of the board pursuant to which licensee discipline may be imposed.

“*License*” means a license to operate as a contractor or work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines or work as a certified medical gas system installer or work in the specialty license disciplines developed by the board.

“*Licensee*” means a person or entity licensed to operate as a contractor or work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines or work as a certified medical gas system installer or work in the specialty license disciplines developed by the board.

[ARC 7993C, IAB 5/15/24, effective 6/19/24]

**641—27.2(17A,105) Purpose of board.** The purpose of the board is to administer and enforce the provisions of Iowa Code chapters 17A and 105 with regard to the licensing and regulation of plumbers, mechanical professionals, and contractors. The mission of the board is to protect the public health, safety and welfare by licensing qualified individuals who provide services to consumers and by fair and consistent enforcement of the statutes and regulations of the licensure board. Responsibilities include, but are not limited to:

**27.2(1)** Licensing of qualified applicants to operate as a contractor or work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines or work as a certified medical gas system installer or work in the specialty license disciplines developed by the board by examination, renewal, endorsement, and reciprocity.

**27.2(2)** Developing and administering a program of continuing education to ensure the continued competency of individuals licensed by the board.

**27.2(3)** Imposing discipline on licensees as provided by statute or rule.

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**641—27.3(17A,105) Organization of board and proceedings.**

**27.3(1)** Membership of the board is as provided in Iowa Code section 105.3.

**27.3(2)** The board will elect a chairperson, vice chairperson, and secretary from its membership at the first meeting after April 30 of each year.

**27.3(3)** The board will hold at least four meetings annually.

**27.3(4)** A majority of the members of the board shall constitute a quorum.

**27.3(5)** Board meetings shall be governed in accordance with Iowa Code chapter 21, and the board’s proceedings will be conducted in accordance with Robert’s Rules of Order, Revised.

**27.3(6)** The department will furnish the board with the necessary facilities and employees to perform the duties mandated by this chapter but shall be reimbursed for all costs incurred from funds appropriated to the board and subsequent fees from licensing activities.

**27.3(7)** The board has the authority to:

a. Develop and implement a program of continuing education to ensure the continued competency of individuals licensed by the board.

b. Establish fees.

c. Establish committees of the board, the members of which are appointed by the board chairperson and do not constitute a quorum of the board. The board chairperson appoints committee chairpersons.

d. Hold a closed session pursuant to Iowa Code section 21.5.

e. Investigate alleged violations of statutes or rules that relate to operation as a contractor; work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines; work as a certified

medical gas system installer; or work in the specialty license disciplines developed by the board upon receipt of a complaint or upon the board's own initiation. The investigation will be based on information or evidence received by the board.

*f.* Initiate and impose licensee discipline.

*g.* Monitor licensees that are limited by a board order.

*h.* Perform any other functions authorized by a provision of law.

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**641—27.4(17A,105) Official communications.**

**27.4(1)** All official communications, including submissions and requests, should be addressed to the Plumbing and Mechanical Systems Board at its current address.

**27.4(2)** Notice of change of name or address. Each licensee and licensed entity shall notify the board in writing of a change of name or change of current mailing address within 30 days after the occurrence.

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**641—27.5(21) Public meetings.** Members of the public may be present during board meetings unless the board votes to hold a closed session. Dates and location of board meetings may be obtained through the board's website or directly from the board office.

**27.5(1)** At every regularly scheduled board meeting, time will be designated for public comment. During the public comment period, any person may speak for up to two minutes. Any additional time allowances will be at the discretion of the chairperson or acting chairperson.

**27.5(2)** Persons who have not asked to address the board during the public comment period may raise their hands to be recognized by the chairperson. Acknowledgment and an opportunity to speak will be at the discretion of the chairperson.

**27.5(3)** The person presiding at a meeting of the board may exclude a person from an open meeting for behavior that obstructs the meeting.

**27.5(4)** Cameras and recording devices may be used at open meetings, provided the cameras or recording devices do not obstruct the meeting. If the user of a camera or recording device obstructs the meeting by the use of such device, the person presiding at the meeting may request the user to discontinue use of the camera or device.

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These rules are intended to implement Iowa Code chapters 17A, 21, and 105.

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