



	<input type="checkbox"/>	Submit a copy of your company's last four Department of Workforce Services quarterly employer reports, which lists individuals working for the company and their earnings that are subject to unemployment and a complete copy of your last income tax return which includes all payments, profit distributions, etc to all owners.
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Do you have Employees or did you answer "YES" to question 5? If "YES", complete the following Workers Compensation information: <b>WORKERS COMPENSATION INSURANCE</b> (policy must not be expired)	
	Workers Comp Insurance Company:	
	Phone Number of Insurance Company:	
	Policy Number:	Expiration Date:
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Since the last renewal or issuance of this license has the licensee, the qualifier, or any person holding 8% or more ownership, pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a deferred sentence with respect to any felony or misdemeanor in any jurisdiction? (Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Since the last renewal or issuance of this license has the licensee, the qualifier, or any person holding 8% or more ownership been charged with or arrested for any felony or misdemeanor in any jurisdiction? (Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Since the last renewal or issuance of this license has the licensee, the qualifier, or any person holding 8% or more than 8% ownership surrendered or had any disciplinary action taken against a license to practice in a regulated profession?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Is the licensee, the qualifier, or any person holding 8% or more ownership currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency? (Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	11. Has the named qualifier continued to be substantially involved in the management of your business as required by law? <i>Your qualifier is the person who has the experience and has taken the exams. You may be the qualifier on your company's license.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	12. Has the licensee, the qualifier, or any person holding 8% or more ownership had any judgments, liens, taxes, or child support delinquencies levied against them in the last five years or against companies in which they have been an owner? If "Yes," answer the following:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	12a. Have all judgments, liens, taxes, and child support payments been paid in full? If you answered "No"; you may not qualify for renewal or reinstatement.
<input type="checkbox"/> Yes <input type="checkbox"/> No	13. Has the licensee, the qualifier, or any person holding 8% or more ownership filed for bankruptcy in the last 3 years or, have these persons been an owner of a company that has filed for bankruptcy in the last 3 years? If "Yes," answer the following:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	13a. Have you provided a contractor license bond?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14. Have all payroll withholdings, unemployment insurance premiums, and workers compensation insurance premiums been paid and maintained as required by law? If you answered "No"; you may not qualify for renewal or reinstatement.	

**If you answered "YES" to 7, 8, 9, 10, 12, 13, or "NO" to 11, 12a 13a or 14, see #1B of instructions on additional requirements.**

<b>AFFIDAVIT / SIGNATURE</b>	<b>Read the following carefully.</b> Sign below or follow the instructions as indicated.
<p>I certify that I have completed all renewal requirements. I understand that I may be subject to audit by DOPL to ensure I have met these requirements.</p> <p>I further certify that I am the licensee described and identified in this application for license renewal / reinstatement. I am qualified in all respects for the renewal or reinstatement of this license. To the best of my knowledge, the information contained in this application is complete and correct, and is free of fraud, misrepresentation, or omission of material fact. I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.</p> <p>Signature: _____ Date: ____/____/____ (If unable to sign, see #1C on page 3 for instructions.)</p>	

<p>In accordance with Subsection R156-55a-303(a) and (b), each contractor licensee, the licensee's qualifier, or an officer, director or supervising individual designated by the licensee must have completed 6 hours of continuing education by November 30 of the renewal year (3 hours core and 3 hours professional). If one of the above persons is a plumber or electrician who has completed their CE during this time period, that CE <u>may</u> count towards meeting the CE requirement for both the individual's plumber or electrician license and the contractor license.</p> <p>Each licensee must have completed the CE through an approved CE provider, who must have reported the license's completed CE through DOPL's online CE registry before the licensee will be allowed to renew their license. Before attempting to renew, you may check online to verify if your CE is complete.</p>	<p><b>Unlawful Conduct:</b> Your license will automatically expire unless you renew it prior to its expiration date. If your license expires, you may not practice until a new license is issued. Subsection 58-1-501(1)(a) and Section 58-1-502, U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the expiration of your license.</p>
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## **1. ADDITIONAL REQUIRED DOCUMENTATION:**

- A) If you answered “yes” to question 5, you will also need to complete the required forms for all owners of the company as outlined in question 5.
- B) If you answered “YES” to 7, 8, 9, 10, 12, 13, or “NO” to 11, 12a 13a or 14,, you must submit complete documentation – including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, conviction, judgment, tax lien, or bankruptcy.
- C) If you cannot sign the Affidavit/Signature on the second page of this renewal, you must submit a complete written explanation of why you cannot sign. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

## **2. CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL:**

- Answer all of the certification questions and provide additional documentation, if applicable (#1A & B above).
- Sign the Affidavit on page 2 or submit a complete explanation of why you cannot sign (#1C above).
- Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- Sign your check or money order. **DO NOT SEND CASH.** (Make checks or money orders payable to “DOPL.”)
- Enclose documentation of your legal name change, if applicable. (See #3 below).
- Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**3. LEGAL NAME CHANGE:** If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

**4. ADDRESS CHANGE:** You are responsible to notify DOPL of address changes as they occur. Do not rely on postal service forwarding orders to provide DOPL with this information. Submit changes online at [www.dopl.utah.gov](http://www.dopl.utah.gov). If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of the change: <http://www.corporations.utah.gov/ricf.html>

**5. TIMELY RENEWAL:** You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at [www.dopl.utah.gov](http://www.dopl.utah.gov) where you can immediately print out a confirmation of renewal.

**6. APPLICATION APPROVAL:** Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

**7. NON-REFUNDABLE FEES:** Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

**8. REINSTATEMENT FEES:** If you fail to timely renew your license, you will be subject to the following conditions:

- A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00 for **EACH** license being reinstated.
- B) If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS:**
  - 1. an additional \$100.00 for a **Contractor License WITH LRF** being reinstated.
  - OR
  - 2. additional \$50 for **Contractor License WITHOUT LRF** being reinstated.
- C) Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at [www.dopl.utah.gov](http://www.dopl.utah.gov) if applying for reinstatement more than one year following expiration of your license.
- D) Additional fees are required for each owner-worker.

**NOTICE:** If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified.

**9. ON-LINE RENEWAL INFORMATION:** Most professional licenses can be renewed on-line at [www.dopl.utah.gov](http://www.dopl.utah.gov) by using a credit or debit card and a unique “Renewal ID Number” (similar to a pin number). This timesaving system allows a renewing licensee to immediately print out a confirmation of renewal that is as valid as a license certificate and can be used until a renewed license certificate arrives by mail within two weeks. Contact DOPL if you do not have a renewal ID number.

**10. TAX ID NUMBER:** The Tax ID Number for the Division of Occupational and Professional Licensing is 87-6000545.