



## HANDYMAN PRE-REGISTRATION CHECKLIST

Complete/obtain the following **BEFORE** you submit your registration form. Further details may apply or be required. This checklist is for your convenience. Incomplete registrations will be denied.

- If the applicant is an entity (corporation, LLC, LLP, partnership, etc.), register the entity with the Utah Division of Corporations.
- If you use a DBA (“doing business as” - such as using a name for your business or adding a description of what you do, e.g. John Doe Handyman Services), register the DBA with the Utah Division of Corporations.
- Obtain a certificate of general liability insurance from your insurance agent. The certificate must include the name and address of the insured (which must match the name and address on the registrant exactly), policy number, expiration date, the insurance company and contact information.
  - The certificate must name The Division of Professional Licensing PO Box 146741, Salt Lake City, Utah 84114 as a certificate holder.
  - The insurance coverage must be at least \$100,000 per incident and \$300,000 aggregate.
  - submit a copy of the liability insurance certificate with your registration form.
- If you will have employees:
  - Obtain a certificate of workers compensation insurance from your worker compensation insurance agent:
    - The certificate must name The Division of Occupational and Professional Licensing PO Box 146741, Salt Lake City, Utah 84114 as a certificate holder.
    - Submit a copy of the worker compensation insurance certificate with your registration form.
  - Obtain an Employer Identification Number from IRS.
  - Obtain a state withholding tax registration number from the Utah State Tax Commission.
  - Obtain an unemployment registration account number from the Utah Department of Workforce Services.
- If you do not have employees, submit a Workers’ Compensation Coverage Waiver issued by the [Utah Labor Commission](#).
- Complete the entire registration form.
- Submit \$35.00 registration fee with your registration form.
- If you have outstanding citations or residence lien recovery fund payouts, they must be paid before a registration can be approved.

Submit the above items with the completed registration form to:

Division of Professional Licensing  
PO Box 146741  
Salt Lake City, Utah 84114