



LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS
Please fill in:	<b>Contractor</b>	<b>\$119.00</b>	<b>November 30<sup>th</sup> of odd years</b>	Additional fees are required after expiration. See reverse for details.

↓ NAME AND ADDRESS OF RECORD ↓

↓ ADDRESS / PHONE CORRECTION ↓

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**Is this a new address?**     Yes     No

This information will be used for all correspondence from DOPL. You may use a business address or PO Box instead of a home address. If your mailing or email address changes, notify DOPL directly. For mail, do not rely on a postal service forwarding order. Submit changes to [doplweb@utah.gov](mailto:doplweb@utah.gov)

**RENEWAL REQUIREMENTS**

Please note that false, misleading, or fraudulent answers may result in loss of licensure and/or criminal prosecution, and are subject to random audit.

- 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 that has not been previously disclosed to the Division?  
 Yes     No    *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.*

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- 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 that has not been previously disclosed to the Division?  
 Yes     No    *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.*

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- Has the **licensee, the qualifier, or any person holding 8% or more ownership**, surrendered or had any disciplinary action taken against a license to practice in a regulated profession that has not been previously disclosed to the Division?  
 Yes     No

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- Are the **licensee, the qualifier, or any person holding 8% or more ownership**, currently under investigation or is any disciplinary, administrative, or criminal action pending now, by any agency?  
 Yes     No

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- Has the **licensee, the qualifier, or any person holding 8% or more ownership**, had any judgments, liens, tax liens, or child support delinquencies entered, that have not yet been disclosed to the Division, or filed for bankruptcy within the last 3 years?  
 Yes     No  
 If Yes, have all judgments, liens, taxes, and child support payments been paid in full?  
 Yes     No

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- Have you completed six hours of **approved continuing education** and posted it to the Division's CE registry?  
 Yes     No    *Note: You are not eligible to renew or reinstate your license until this has been completed.*

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- Is your company a **sole proprietorship**?  
 Yes     No    *Note: If yes, complete the information below. If no, proceed to question 8 on the next page.*  
 Please Select ONE:  
 I am a United States citizen OR a non-citizen of the United States who is lawfully present  
 I am a foreign national not physically present in the United States  
 None of the above (please explain): \_\_\_\_\_  
 Driver's License or State ID card: \_\_\_\_\_  

State of issue
ID/License Number
Expiration date

**NOTE:** If you do not hold a US Driver's license or a US State ID, you must present a legible copy of your current and valid government issued documents(s) showing evidence of lawful presence in the United States.

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- Has the named qualifier continued to be substantially involved in the management of your business as required by Utah Code 58-55-304(4) and Utah Rule R156-55a-304?  
 Yes     No    *Note: If No, please submit a letter of explanation with your renewal application.*



**9. LIABILITY INSURANCE**

With your renewal application, please complete the information below *and* **SUBMIT A COPY OF YOUR UNEXPIRED GENERAL LIABILITY INSURANCE CERTIFICATE** with a \$300,000 coverage minimum. The policy must be active and must name DOPL at 160 E 300 S, P.O. Box 146741, Salt Lake City, Utah 84114, as certificate holder.

Name of Insurance Company: \_\_\_\_\_  
 Phone Number of Insurance Company: \_\_\_\_\_  
 Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Aggregate Liability Coverage Amount: \_\_\_\_\_

**10. Do you have Employees?**

Yes  No

*If "YES" Please submit your Workers Compensation information*

With your renewal application, please **submit a copy of your UNEXPIRED Workers Compensation Insurance Certificate**. The policy must be active and must name DOPL at 160 E 300 S, P.O. Box 146741, Salt Lake City, Utah 84114, as certificate holder.

*If "NO", Please submit a Workers' Compensation Coverage Waiver(s)*

With your renewal application, please **submit copies of all official WORKERS' COMPENSATION COVERAGE WAIVERS**. The official waiver must be obtained from the **Utah Labor Commission**.

**12. If you have employees, have all payroll withholdings, unemployment insurance premiums, and workers compensation insurance premiums been paid and maintained as required by law?**

N/A no employees

Yes  No *Note: If No, please submit a letter of explanation with your renewal application.*

***If you answered "YES" to questions 1, 2, 3, 4, or 5, or "NO" to 8 or 12, see instructions on next page.***

**AFFIDAVIT / SIGNATURE**

Read the following carefully. Sign below or follow the instructions as indicated.

- I certify under penalty of perjury that I am a United States citizen or a qualified alien who is lawfully able to work in the United States.
- I also certify that I have completed or will complete all renewal requirements, if applicable, before the expiration or reinstatement of my license.
- I understand that I may be subject to audit by DOPL of having met these requirements.
- 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *(If unable to sign, see #C on page 3 for instructions.)*

**RENEWAL REQUIREMENTS**

*Specific to your license:*

Utah Code § 58-55-302.5 and U.A.C. R156-55a-303b: during each two-year renewal cycle, you must complete 6 hours of approved continuing education, of which at least 1 hour must be in energy conservation.

Additionally, the Division requires a **copy of the contractor's UNEXPIRED General Liability Insurance Certificate**, and either the **UNEXPIRED Workers' Compensation Insurance Certificate or Workers' Compensation Coverage Waiver(s)** with each renewal, under U.A.C. R156-55a-501(5).

**Unlawful Conduct:** 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.

Utah Code § 58-1-501(1)(a) and Section 58-1-502, make it unlawful and punishable as a criminal offense to practice your profession beyond the expiration of your license.



**ADDITIONAL REQUIRED DOCUMENTATION:**

- A. If you answered "YES" to questions 1, 2, 3, 4, or 5, submit, with your renewal application, complete documentation – including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each arrest, charge, conviction, judgment, tax lien, or bankruptcy. Also submit written narrative of what led up to the event, what happened, and the outcome.
- B. If you answered "NO" to questions 8 or 12, submit a letter explaining your "No" answer(s), with your renewal application.
- C. If you cannot sign the Affidavit on the previous page of this renewal, submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. You may be requested to provide additional information if the documentation submitted is insufficient.

**CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL**

- Answer all of the certification questions on pages 1 & 2, and provide additional documentation, if applicable (#A & B above).
- Sign the Affidavit on page 2 or submit a complete explanation of why you cannot sign (#C 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.
- Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**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.

**ADDRESS OR EMAIL CHANGE:** You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. 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](http://www.dopl.utah.gov) of any change: (801) 530-4849.)

**TIMELY RENEWAL:** You are responsible to comply with all renewal / reinstatement requirements in statute and rule, and your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to 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.

**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. 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.

**NON-REFUNDABLE FEES:** Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Simply paying the fees does not mean that your license will be automatically renewed.

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

- 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.
- 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** an additional \$50.00 for **EACH** license being reinstated. (Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)
- 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.

**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 in subsection R156-1-308g (3). Contact DOPL for assistance if reinstating after two years of expiration.**

**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 for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

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

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## CONSTRUCTION BUSINESS REGISTRY (CBR)

This form will add, remove, or update information on the CBR ONLY. To update your licensing record, please contact the Division for instructions specific to your license, certification, or registration type.

### FACILITY LICENSEE INFORMATION FORM

Please indicate License/Registration type:

Burglar Alarm Company     Contractor     Handyman

License/Registration Number: \_\_\_\_\_ - \_\_\_\_\_

Business Legal Name: \_\_\_\_\_  
*Note: If you are a Sole Proprietor, this is your full legal name.*

DBA (if applicable): \_\_\_\_\_

Would you like to provide contact information for your business for the Construction Business Registry?

**Note:** Making your contact information available will allow the public to easily locate you for various business opportunities and purposes. You can opt-in or opt-out of providing contact information and can make updates to contact information for the CBR at any time. <https://dopl.utah.gov/construction-business-registry/>

Yes     No

If you chose "Yes", please indicate what contact information for your business you would like to provide to the PUBLIC for the CBR:

**Note:** Non-protected license/registration information will automatically be included on DOPL's online verification website.

Mailing Address     Phone Number     Email Address

Please complete all fields below for which you selected above:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_



**UTAH DEPARTMENT  
OF COMMERCE**

Division of Professional Licensing

**AFFIDAVIT**

I understand if I selected 'Yes' above, I opt-in to provide my contact information to the public for the Construction Business Registry (CBR) at my own risk. I understand if I selected 'No' above, only my non-protected Licensee/Registration information will be made public. I understand that I can opt-in or opt-out of providing my contact information for the CBR at any time, and I can update my contact information at any time. See Utah Code § [58-55-702](#).

I understand that I am responsible to update the Division of any changes relating to my license/certification/registration. See Utah Code § [58-1-301.7](#)

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title/Position**

**Submit in person or via express delivery:**

Division of Professional Licensing  
Heber M Wells Building, 1st Floor Lobby  
160 E 300 S  
Salt Lake City, UT 84111

**Submit via US Postal Service:**

Division of Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741

*This form is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.*