Department *of* Commerce
Division *of* Professional Licensing

Licensed Utah Contractor Application to:

☐ **Add or Replace a Qualifier *(same classification)*** **to an existing license** ☐ **Add a New Classification** **to an existing license**

LICENSEE INFORMATION

Contractor Business Name: _____

**Note: If you are a Sole Proprietor, this is your full legal name.*

Utah Contractor License Number: _____

Utah Division of Corporations Registration Number: _____

IRS Employee ID Number (EIN): _____

DBA(s) *if applicable*: _____

DBA Registration Number(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ – _____ Email: _____

Note: All Division notices and communication will be sent to this email.

Contact Person: _____ _____ _____

First *Middle* *Last*

Phone: (_____) _____ – _____ Email: _____

AFFIDAVIT AND RELEASE

I understand that in all areas of this application the words "you", "I" and "applicant" apply to the entity listed above and *all* subsidiaries, owners, officers, managers, qualifiers and prior entities for which these individuals have been involved.

I certify that I am qualified in all respects for the license for which I am applying in this application.

I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.

I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.

I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

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

Authorized Signature: _____ Date: _____

Printed Name: _____ Title/Position: _____

PRIVACY NOTICE

The information you provide on this form will be used to determine your eligibility for a license, registration, or certification in Utah. Failure to provide complete information as requested will result in the denial of your request as incomplete.

Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit commerce.utah.gov/dopl/records/.

To comply with legal and regulatory requirements, we may share limited information about your license, registration, or certification with authorized parties. This may include government agencies, national databases, and contracted vendors. Shared information may include issue date, status, expiration date, disciplinary actions, and your name or other direct identifiers.

We may also share aggregated and de-identified data (e.g., education levels, exam pass rates, length of licensure, etc.) with relevant stakeholders for data analysis and reporting purposes.

Your signature acknowledges receipt of this information.

Authorized Signature: _____ Date: _____

Legal Business Name: _____

THIRD-PARTY DISCLOSURE AUTHORIZATION (Optional)

To authorize DOPL to speak with someone outside your company about this application, complete this authorization.

I hereby authorize the Division to communicate with _____ ("Third Party") concerning this application, any information submitted with or missing from this application and authorize and consent to the disclosure to the Third Party of any of the contents, information, communications, and material in this application or related to this application.

I certify that I am authorized to sign on behalf of the applicant.

Authorized Signer: _____ Date: _____

Printed Name: _____ Title: _____

Knowingly submitting a false statement is a Class B Misdemeanor under Utah Code § 76-8-504.

QUALIFYING QUESTIONNAIRE

Do not leave any question blank.

DOPL may request additional documentation if the information submitted is insufficient.

1. ☐ Yes ☐ No	Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise **disciplined in any way**?
2. ☐ Yes ☐ No	Do you CURRENTLY have **any criminal action active or pending**?
3. ☐ Yes ☐ No	WITHIN THE PAST 10 YEARS, have you pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted** of a **misdemeanor** in any jurisdiction?
4. ☐ Yes ☐ No	Have you EVER pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted** of a felony in any jurisdiction?

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2, 3, or 4 you must submit the following for EACH and EVERY incident:

- **personal account of the incident**
- **police report(s)**
- **court record(s)**
- **probation/parole officer report(s)**

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

Please **DISCLOSE** the following:

- charges that were later held in abeyance (plea in abeyance), diverted, reduced, or dismissed.
- motor vehicle offenses such as driving while impaired or intoxicated.
- if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).

You do **NOT** need to disclose:

- minor traffic offenses such as parking or speeding violations.
- juvenile offenses, unless you were tried as an adult.
- legally expunged or sealed criminal history incidents.

For more information, see DOPL's criminal history FAQs.

FINANCIAL RESPONSIBILITY

☐ Yes ☐ No Within the last eight years, has the: applicant, proposed qualifier, owner, director, governor, officer, manager, member, partner, or any prior entities for which these individuals have been involved, had any judgments, liens, tax liens, or child support delinquencies levied against them?

☐ Yes ☐ No Within the last seven years, has the: applicant, proposed qualifier, owner, director, governor, officer, manager, member, partner, or any prior entities for which these individuals have been involved, filed for bankruptcy?

If you answered YES to any question above, please submit copies of any judgments or tax liens and evidence of payment in full or that you are currently in an approved payment plan.

Note: Prior to issuing the license, a bond may be required. Information about bond criteria and amounts is in the statute and rules available on our website or see Utah Code § 58-55-306 and Utah Admin Rule R156-55a-602

APPLICATION BY ENDORSEMENT

If you are currently licensed as a Contractor in a state, territory, or district of the United States you may qualify for licensure by endorsement. Please visit the DOPL website for additional information and to review approved jurisdictions.

To verify the company's identity, the applicant must demonstrate that at least 50% ownership proposed for the Utah license is the same as the license held in the jurisdiction being used for endorsement. Additionally, no more than 50% of the company ownership may have changed within the last year.

The proposed qualifier for the Utah license must be the same as the qualifier of the license used for endorsement.

☐ Yes ☐ No Have you held a license in a state, district, or territory of the United States (outside of Utah) with a similar scope of practice to the license you are applying for at this time for at least one year?

☐ Yes ☐ No Is your license active and in good standing?

In which state or territory are you licensed? _____

Most states participate in ONLINE verification of licenses issued in their jurisdiction. DOPL will accept an online verification, as long as it: is available on the official state website, shows if a license is active in good standing, and discloses if there is any past disciplinary action. If your state meets DOPL's online verification requirements, please provide the website URL to the verification site: _____

If your state does not meet online verification requirements, you will need to request that your jurisdiction send it by email to b4@utah.gov or mailed to DOPL's mailing address listed below.

CONSTRUCTION BUSINESS REGISTRY (Optional)

The Construction Business Registry (CBR) is a free online database where you can opt in to share contact information to better connect with homeowners looking to hire. If you choose to opt-in, please enter the contact information you would like to provide to the PUBLIC for the CBR. Please make sure all contact information is correct and up to date.

Please ONLY provide the information that you want to be publicly available on the Construction Business Registry:

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ –_____ Email: _____

I understand by providing information above, I opt-in to provide my contact information to the public for the Construction Business Registry (CBR) at my own risk. I certify that the information provided above is true and correct, and I understand that I am responsible to update the Division of any changes relating to my license/certification/registration. 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.

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

BUSINESS ORGANIZATION

Business Name: _____ DBA: _____

EIN: _____ Business Registration Number: _____

Please select entity type:

- ☐ Business Trust
- ☐ Corporation
- ☐ General Partnership
- ☐ Limited Liability Company
- ☐ Limited Partnership
- ☐ Limited Liability Partnership
- ☐ Other _____

☐ Sole Proprietorship
*For Sole Proprietorships, please include **the sole proprietor's** information on page 6.*

☐ Yes ☐ No Is the business entity identified above owned in whole or in part by a business entity (parent company)? If yes, please follow the instructions on page 12.

☐ Yes ☐ No Is the business entity identified above owned in whole or in part by a trust? If yes, please follow the instructions on page 12.

GENERAL LIABILITY INSURANCE

All contractors are required to maintain active general liability insurance with the Utah Division of Professional Licensing listed as the certificate holder. Please provide the following information regarding your current policy.

Policy Number: _____Expiration Date: _____

Policy Amount Each Occurrence: $ _____ Policy Amount Total (Aggregate): $ _____

Insurer Affording Coverage: _____

Insurance Producer Name: _____

Address: _____ City: _____State: _____Zip: _____

Phone: (_____) _____–_____ Email: _____

Please also submit a copy of your current, active General Liability Insurance Certificate. Minimum coverage is $1,000,000 for each incident and $2,000,000 in total and must cover all your scope of work for the license, for the entire duration of active licensure in compliance with Utah Admin. Rule R156-55a-302d.

EMPLOYEES

Select *ONE* of the following and provide the appropriate documentation:

☐ The applicant **DOES NOT HAVE EMPLOYEES** and **DOES NOT INTEND TO HIRE EMPLOYEES***.
Submit *Workers' Compensation Coverage Waiver* from the Utah Labor Commission.
* *If the applicant later hires employees, the applicant must notify the Division in writing with the above information, BEFORE work is performed.*

☐ The applicant **HAS EMPLOYEES or OWNER-WORKERS HOLDING LESS THAN 8% OWNERSHIP.**
YOU MUST SUBMIT the following:

- ○ Workers' Compensation Certificate.
- ○ Workforce Services Unemployment Insurance Registration No.: _____
  ~AND~
- ○ *Utah State Tax Commission Withholding Tax Account No.: _____
  * *If exempt from Utah withholdings by doing business in Utah for 60 days or less, submit your Employer Withholding Exemption from the Utah Tax Commission and provide the state tax withholding registration number from the state where your company is located. If that state does not have withholding tax, please submit a letter of explanation.*
  ~OR~
- ○ Signed contract with an approved Professional Employer Organization (PEO).

BUSINESS OWNERSHIP AND CONTROL

Provide information for the one or more individuals who hold an ownership interest in the applicant, the business entity identified in this application. ***You must identify ALL owners.*** *Duplicate this page as needed to provide full ownership information.*

**If the applicant is owned by a parent entity, please provide the parent entity's EIN on the SSN line.*

Business Name: _____ DBA: *(if applicable)* _____

Full Legal Name
or Parent Entity (if applicable): _____ _____ _____
First *Middle* *Last*

SSN:* _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

** If you don't have a Social Security Number, please follow the instructions on page 12.*

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ – _____ Email: _____

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 License or State ID Card: _____ _____ _____
State of Issue *License Number* *Expiration Date*

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

Will this owner work in the construction trade? ☐ Yes ☐ No	**Percent of Ownership:** _____%

List all other licenses, registrations or certification issued by any state which this owner now holds or has ever held in any profession. *(Use additional sheets if necessary.)*

Profession: _____ License Number: _____
Issuing State: _____ License Status: _____ Issue Date: _____

Full Legal Name
or Parent Entity (if applicable): _____ _____ _____
First *Middle* *Last*

SSN:* _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

** If you don't have a Social Security Number, please follow the instructions on page 12.*

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ – _____ Email: _____

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 License or State ID Card: _____ _____ _____
State of Issue *License Number* *Expiration Date*

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

Will this owner work in the construction trade? ☐ Yes ☐ No	**Percent of Ownership:** _____%

List all other licenses, registrations or certification issued by any state which this owner now holds or has ever held in any profession. *(Use additional sheets if necessary.)*

Profession: _____ License Number: _____
Issuing State: _____ License Status: _____ Issue Date: _____

You must identify ALL owners. *Duplicate this page as needed to provide full ownership information.*

ASSOCIATED CLASSIFICATIONS

Utah licenses contractors by "classification", which identifies the work you can do. The Scope of Practice for each Trade Classification can be found in Utah Admin Rule R156-55a-301c through 301al. Some classifications require exams, experience, certifications, or that the qualifier hold specific individual licenses. All qualifications must be met before applying.

GENERAL CLASSIFICATIONS
(select all that apply)

- ☐ E-100: General Engineering
- ☐ B-100: General Building
- ☐ R-100: Residential & Small Commercial
- ☐ H-100: HVAC [1]
- ☐ E-200: General Electrical [2]
- ☐ E-201: Residential Electrical [3]
- ☐ P-200: General Plumbing [4]
- ☐ P-201: Residential Plumbing [5]

Some classifications have additional requirements. Provide the following if you are applying for the classification(s) identified. These requirements cannot be waived when applying by endorsement.

[1] **H100: HVAC:**

- ☐ The qualifier must pass the H100 written Trade Exam. See the exam section on the contractor page of our website for additional information. Date exam taken: _____.

~AND~

- ☐ The qualifier must be a Certified Natural Gas Technician. Please provide your RMGA (Rocky Mountain Gas Association) or equivalent certificate.

~OR~

- ☐ The qualifier holds an active Master Plumber or Residential Master Plumber license and is applying for, or already holds, a P200 – General Plumbing classification or P201 – Residential Plumbing classification.

~AND~

- ☐ Provide the qualifier's recent W-2's, K-1's, or tax returns showing qualified HVAC employment (4,000 hours within the past 5 years).

~OR~

- ☐ The qualifier holds an **active Utah Journeyman Plumber, Master Plumber, Residential Journeyman Plumber, or Residential Master Plumber license**.
  Utah license number: _____.

[2] **E200: General Electrical:**

- ☐ The qualifier holds an **active Utah Master Electrician license**.
  Utah license number: _____.

[3] **E201: Residential Electrical:**

- ☐ The qualifier holds an **active Utah Residential Master Electrician license**.
  Utah license number: _____.

[4] **P200: General Plumbing:**

- ☐ The qualifier holds an **active Utah Master Plumber license**.
  Utah license number: _____.

[5] **P201: Residential Plumbing:**

- ☐ The qualifier holds an **active Utah Residential Master Plumber license**.
  Utah license number: _____.

ASSOCIATED CLASSIFICATIONS

Utah licenses contractors by "classification", which identifies the work you can do. The Scope of Practice for each Trade Classification can be found in Utah Admin Rule R156-55a-301c through 301al. Some classifications require exams, experience, certifications, or that the qualifier hold specific individual licenses. All qualifications must be met before applying.

SPECIALTY TRADE CLASSIFICATIONS

You may select up to three (3) from the list below.

1. _____

2. _____

3. _____

R-101 Residential/Small Commercial Non-Structural Remodel/Repair may NOT have any other specialty classification.

SPECIALTY TRADE CLASSIFICATIONS	
B200 Modular Unit Installation Contractor	S280 Roofing Contractor
R101 Residential/Small Commercial Non-Structural Remodel/Repair (Stand-alone classification - may not be held with any other)	S310 Foundation, Excavation, and Demolition Contractor
	S330 Landscape & Recreation Contractor
R200 Factory Built Housing Contractor	S354 Radon Mitigation
S202 Solar Photovoltaic Contractor	S370 Fire Suppression Systems Contractor [6]
S220 Carpentry & Flooring Contractor	S410 Boiler, Pipeline, Wastewater, and Water Conditioner Contractor
S230 Masonry, Siding, Stucco, Glass, and Rain Gutter Contractor	S440 Sign Installation Contractor
S260 Asphalt & Concrete Contractor	S510 Elevator Contractor [7]
S270 Drywall, Paint, and Plastering Contractor	S700 Limited Scope Contractor [8]

Some classifications have additional requirements. Provide the following if you are applying for the classification(s) identified. These requirements cannot be waived when applying by endorsement.

[6] **S370: Fire Suppression Systems:**

- ☐ Applicant may apply for a B100 - General Building Contractor license.

~OR~

- ☐ Complete a Department of Labor federally approved apprentice training program or demonstrate two years of experience under the immediate supervision of a licensee who has obtained a certification in fire sprinkler fitting; *and* pass the STAR Fire Sprinkler fitting Mastery examination offered by the National Inspection Testing and Certification Corporation (NITC) or an equivalent examination approved by the Division.

[7] **S510: Elevator Contractor:** Provide qualifier's active **Utah Elevator Mechanic license number**.
Utah license number: _____.

[8] **S700: Limited Scope:** Submit a detailed written explanation of the requested scope of practice.
*Please review the existing scopes of practice in Utah Code R156-55a-301 to determine if the scope of practice you are requesting is already covered under an existing classification or is exempt from licensure

Department *of* Commerce
Division *of* Professional Licensing

Qualifier Affidavit

Please have each Qualifier complete a separate affidavit. Duplicate pages 8, 9, & 10 as necessary

CONTRACTOR BUSINESS INFORMATION

Contractor Business Name: _____

Contractor EIN: _____

Contractor License Number: (*if available*) _____

QUALIFIER INFORMATION

Full Legal Name: _____ _____ _____
First *Middle* *Last*

All Previous Legal Names: _____

SSN:* _____ Date of Birth: _____ Gender: ☐ Male ☐ Female
** If you don't have a Social Security Number, please follow the instructions on page 12.*

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: _____ State: _____ Zip: _____

Phone: (_____) _____ –_____ Email: _____

If required for classification, DOPL Professional License* number: _____
**Electrical and plumbing classifications require the qualifier to hold the trade's Master License. Elevator classification requires the qualifier to hold an Elevator Mechanic License.*

Select Qualifier's Business Entity Position:
☐ **Owner of at least 20%** *OR* ☐ **W-2 Employee in Management Position**

*If you selected Owner of at least 20% above and the ownership of your company has changed, you must also submit the Change Ownership form.

NOTE: It is the responsibility of the licensee to notify DOPL of any changes in ownership of the company.

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 *Driver 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 document(s) showing evidence of lawful presence in the United States. Please upload a legible copy (back and front) of **ONE** of the following documents:*

- Unexpired United States Passport
- I I-94 (Arrival/Departure Record)
- I-551 (Permanent Resident Card, a.k.a. Green Card)
- I-766 (Employment Authorization Card)
- I-327 (Reentry Permit)
- I-571 (Refugee Travel Document)
- Certificate of Citizenship Naturalization Certificate
- Machine Readable Immigrant Visa (with Temporary I-551 Language)
- Temporary I-551 Stamp (on passport or I-94)
- Unexpired Foreign Passport with SEVIS ID (either an I-20 or DS2019)
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

If you do not have any of these documents, please contact the United States Citizenship and Immigration Services (USCIS) at their website: www.uscis.gov or by phone 1-800-375-5283. Walk-Ins are not accepted.

Qualifier Affidavit

QUALIFIER ACCEPTANCE & CERTIFICATION

To be completed by the proposed qualifier:

Initial *each* numbered line and sign to accept appointment as Qualifier for the applicant contractor and to certify, acknowledge, and agree that:

_____1. I have read and understand my responsibilities as a contractor's qualifier, in Utah Code § 58-55, and Utah Administrative Code R156-55a. As required by Utah Code § 58-55-304 (4), I will always exercise material authority in the conduct of the contracting business.

_____2. As qualifier, it is my responsibility to make sure both myself and the contractor comply with all contractor laws and rules. Violation may result in civil, administrative, or criminal sanctions against me, the contractor's owners, and the contractor.

_____3. I am qualified to serve as the contractor's qualifier, for the license(s) applied for.

_____4. The applicant has general liability insurance as required by Utah law, which covers ALL contracting scope of work. While I am the qualifier:

_____a. I will make sure our required general liability insurance is in effect for the entire duration of active licensure;

_____b. I will always keep a copy of all general liability insurance certificates, which show the name and address of the insurance company, name and address of the insured, policy number, expiration date, and policy limits.

_____5. If the contractor ever has employees, or owner-workers with less than 8% ownership, I will make sure the contractor has workers' compensation insurance as required by Utah law, and always keep a copy of this information.

_____6. I understand the Division may request records and information anytime to determine compliance.

_____7. I am responsible to update the Division of any changes related to the applicant's contractor's license and my qualifications as a qualifier, including but not limited to: my status as an employee or owner, and notifying the Division if I cease association with the contractor.

I declare under criminal penalty under the law of Utah that the information in this form, including in any additional pages and attachments, is true and correct.

Signature of Qualifier: _____ Date: _____

Printed Name: _____

***If this application is being used to replace an existing Qualifier, you must also submit the Disassociation form.**

NOTE: It is the responsibility of the licensed business entity to notify DOPL, in writing, within 10 days after cessation of association or employment of the qualifier.

Qualifier Affidavit

For each section below, select the option that meets your specific circumstances.

PRE-LICENSE COURSE – ALL CLASSIFICATIONS

Approved Pre-Licensure Course providers are listed at https://dopl.utah.gov/contracting/websites. **Select *ONE* of the following** and provide the appropriate documentation.

- ☐ **Pre-licensure Course** (25-hour pre-licensure course minimum plus 5-hour Business and Law Course if applying for General Classification)
- ☐ Current qualifier on an **active and unrestricted Utah contractor license**— license number_____.
- ☐ Qualifier holds **accredited 2 or 4-year degree in Construction Management**. Submit official school transcripts.
- ☐ Qualifier holds an **active and unrestricted Utah professional engineer license**— license number_____.
- ☐ **Within the last 5 years** the qualifier is or has been a qualifier on an active and unrestricted Utah contractor license. Utah contractor license number: _____.
- ☐ **Applying by Endorsement** (endorsement requirements) See Page 4 for additional information.

EXAM – GENERAL CLASSIFICATIONS ONLY

General Classification qualifiers must have passed the required exam. *If you are only applying for Specialty Classifications, you do not need to complete this section.* **Select *ONE* of the following** and provide the appropriate documentation.

- ☐ Pass the **Utah Contractor Business and Law exam**. See the exam section on the contractor page of our website for additional information. Date exam taken: _____.
- ☐ **Previously identified as a qualifier** on any Utah contractor license PRIOR TO May 9, 2017. Utah license number: _____.
- ☐ **Previously identified as a General Classification Qualifier** on a Utah contractor license at any time. Utah license number: _____.
- ☐ **Applying by Endorsement** (endorsement requirements) See Page 4 for additional information.

EXPERIENCE – GENERAL CLASSIFICATIONS ONLY

General Classification qualifiers must have at least TWO years of paid experience in the construction industry. *If you are only applying for Specialty Classifications, you do not need to complete this section.* **Select ONE of the following** and provide the appropriate documentation.

- ☐ **Self-certification of experience:** By selecting this option and signing below, I certify I have at least 4,000 hours of paid work experience in the construction industry AND have knowledge of the principles of the conduct of business as a contractor reasonably necessary for the protection of the public health, safety, and welfare.

  *Signature of Qualifier:*_____ *Date:*_____
- ☐ **Previously identified as a qualifier**, for at least TWO years, on any Utah contractor license at any time. Utah license number: _____.
- ☐ Qualifier holds an **accredited 2 or 4-year degree in Construction Management**. Submit official school transcripts.
- ☐ Qualifier holds an **active and unrestricted Utah professional engineer license**. Utah professional engineer license number: _____.
- ☐ Qualifier has passed the **NASCLA Examination** for Commercial General Building Contractors. Date of exam: _____.
- ☐ **Applying by Endorsement** (endorsement requirements) See Page 4 for additional information.

APPLICATION CHECKLIST AND INSTRUCTIONS

***NOTE:** Incomplete applications will be denied.*

Your application 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.

If you do not have a valid Social Security number, you must submit your Individual Taxpayer Identification Number (ITIN), Alien Registration Number (A-number), or a copy of an unexpired government issued passport from your country of residence and an intent-to-hire letter from a Utah based employer (Utah Admin. Code R156-1-301). Submission of the above documents may require additional documents to demonstrate lawful presence (Utah Code § 63G-12-402 (3)(k)).

Qualifier Changes to Existing Classification:
There is a $50.00 fee for each additional qualifier added to an existing license classification. If you are already an existing qualifier on this license, and wish to be added to additional classification, there is no fee.

There is NO FEE to remove a qualifier if no replacement qualifier is required.

Additional Classifications:
There is a $175.00 fee for each additional classification added to an existing license. If the classification requires the addition of a qualifier not already associated with the license, you must also pay the $50.00 qualifier fee.

There is NO FEE to remove a classification.

ALL APPLICANTS

The following items are required to complete your application:

☐ Non-refundable application processing fee made payable to "DOPL".
Please use the following table to determine the fees based on your application:

Total Number of **New Qualifiers** _____ x $50.00 = $ _____

Total Number of **New Classifications** _____ x $175.00 = $ _____

Total* Application Processing Fee : $ _____

*Add amounts for **Qualifier and Classification**, to determine total required fees to submit with the application.*

☐ Supporting documentation for any "yes" answers provided on the Qualifying Questionnaire (page 3), or the Financial Responsibility Questionnaire (page 3).
☐ If the replacement qualifier holds an ownership position in the business entity as identified on page 3 of this application and the ownership of the company has changed, you must also complete the Change Ownership form which can be found here.
☐ If this application is being used to replace an existing Qualifier, you must also submit the Disassociation form for the previous qualifier, which can be found here.
☐ Documentation of meeting the **Prelicensure Course** requirement (page 11).
☐ If the applicant entity is owned in whole or in part by a **trust**, submit a copy of the trust agreement.
☐ If the applicant entity is owned in whole or in part by a **parent company**, provide documentation showing the ownership, including a diagram, if ownership is layered.
☐ A complete list of all Owners, Officers, & Directors for this company, any parent companies, and any subsidiary companies.
☐ Supporting documentation for the **Employee** section (page 5).
☐ **General Liability** insurance certificate (page 5).
☐ If the applicant entity is unincorporated, ***and*** you have one or more owners owning less than 8%, complete Appendix F available on the contractor page of DOPL's website under "Additional Forms". **Submit an additional $20 registration fee** for each owner owning less than 8% (in addition to the fees above).

Applicants with *foreign education* can find details at: https://commerce.utah.gov/dopl/internationally-trained-applicant-information/

Some classifications have additional requirements. Please see special instructions for these classifications on the next page.

GENERAL CLASSIFICATION APPLICANTS

In addition to the items required for all applicants, submit:

☐ Documentation of meeting the Utah Business and Law exam requirement.

H100 HVAC APPLICANTS

In addition to the items required for all general classification applicants, submit:

☐ Documentation of meeting the H100 written Trade exam requirement
☐ Certified Natural Gas Technician certificate (RMGA or equivalent)
☐ W-2, K-1, or tax returns showing qualified HVAC employment (4,000 hours within the past 5 years) or applicable trade license number.

S370 FIRE SUPRRESSION APPLICANTS

In addition to the items required for all applicants *and* if not applying for the B100 General Building classification, submit:

☐ Documentation of completion of a Department of Labor federally approved apprentice training program or demonstrate two years of experience under the immediate supervision of a licensee who has obtained a certification in fire sprinkler fitting;
☐ Passing STAR Fire Sprinkler fitting Mastery examination results offered by the National Inspection Testing and Certification Corporation (NITC) or an equivalent examination approved by the Division.

APPLICANTS APPLYING BY ENDORSEMENT

If you are currently licensed as a Contractor in a jurisdiction determined equivalent to Utah, and you have a minimum of ONE year of experience with that license, you may apply for licensure by endorsement

In addition to the items required for all applicants, submit: Official Verification of your out-of-state license(s) that includes ownership and qualifier information. At least 50% of the ownership proposed for the Utah license must be the same as the ownership of the license used for endorsement. Additionally, no more than 50% of the ownership may have changed within the last year. The proposed qualifier for the Utah license must be the same as the qualifier of the license used for endorsement.

Submit completed application with applicable fees to:

In person or via express delivery:
Division of Professional Licensing
160 E 300 S
Salt Lake City, UT 84111

US Postal Service:
Division of Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741

If you have questions, please send them to our email address, b4@utah.gov or via the phone number listed below.

Applications are not accepted by email.