

CONTRACTOR PRE-APPLICATION CHECKLIST

Complete/obtain the following **BEFORE** you submit your application.

Further details may apply or be required. Checklist is for your convenience. Further details may apply or be required. Incomplete applications will be denied.

- Be your own qualifier or locate someone to be your qualifier. (The qualifier is the person who demonstrates the applicant has the knowledge and experience necessary for licensure). The qualifier must own at least a 20 percent of the company or be a W-2 employee and be paid for working at least 10 hours per week.
 - The qualifier must have two years (4,000 hours) of lawful experience in the construction trade completed within the last 10 years. (Lawful experience may be W-2 wages working as an employee for a licensed contractor or working as an owner of a licensed company which has lawfully employed a qualifier while the owner was obtaining their experience. Form 1099 payments are not acceptable.).
 - Obtain affidavits of experience from each employer, see page 6 of application forms. Submit affidavits with application form.
 - Obtain copies of W-2s or tax returns to verify the qualifying experience. Submit copies of W-2s or tax returns with application form.
 - Qualifier must pass the trade examination required for the classification(s) you apply for. Submit a copy of the test results with the application form.
 - Qualifier must pass the Utah Laws and Rules examination - required for all classifications. Submit a copy of the test results with the application form.
 - Qualifier must complete the Utah 20 hour pre-license education course (or alternatively you may submit a transcript showing the qualifier has a Construction Management degree). Submit a copy of the certificate of course completion with the application form.
- 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 to your name, example: John Doe **Construction 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 application exactly), policy number, expiration date, the insurance company and contact information.
 - The certificate must name The Division of Occupational and 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 application form.
- If you will have employees:
 - Obtain an Employer Identification Number from IRS.
 - 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 application form.
- Obtain a state withholding tax registration from the Utah State Tax Commission. You may submit a contract with a licensed PEO company to satisfy this requirement.
- Obtain a unemployment registration from the Utah Department of Workforce Services. You may submit a contract with a licensed PEO company to satisfy this requirement.
- If you (any owner, qualifier or prior companies they have been involved in) have Yes answers to criminal history questions: Obtain copies of court documents, police reports, etc and write an explanation of your criminal history. Provide copies with the application form.
- If you (any owner, qualifier or prior companies they have been involved in) have Yes answers to financial responsibility history questions, such as judgments, tax liens, delinquent child support, bankruptcies etc: Obtain copies of court documents, satisfaction of delinquencies and an explanation of your financial history. Provide copies with the application form.
 - Submit credit report authorization on each owner and the company.
 - Submit a copy of the last tax return for each owner and the company.
 A license bond may be required if delinquencies have not been fully resolved.
- Complete the entire application form.
- Submit application fee with your registration form. (for most applicants the fee is \$405 which is \$210 for the first classification of licensure and \$195 the initial assessment for the residence lien recovery fund). Additional fees may apply. If you have outstanding citations or residence lien recovery fund payouts, they must be paid before a license can be granted.

Submit the above items with the completed application form to the Division of Occupational and Professional Licensing PO Box 146741, Salt Lake City, Utah 84114: