



UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

Qualifier Disassociation or Qualifier Resignation

DISASSOCIATION INFORMATION

As required by Utah Code 58-55-304(6) and (7), a licensed contractor shall notify the Division, in writing, within 10 days after cessation of association or employment of the qualifier. If notice is given, the license shall remain in force for 60 days after the date of cessation of association or employment. The licensee shall replace the original qualifier with another individual qualifier within the 60-day period or the license may be automatically suspended.

Name of Business Entity or Licensee : _____

DBA (if applicable): _____

Utah Contractor License Number: _____

Email: _____ Phone Number: _____

The Qualifier listed below is no longer associated with this licensee:

Name of Qualifier: _____ Trade Classification: _____

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

Qualifier Phone Number: _____ Qualifier Email: _____

Date of Disassociation or Resignation: _____

Signature of Authorized Signer: _____ Date: _____

Printed Name and Position of the Authorized Signer: _____

NOTE: Contractor licenses are issued to the business entity that applied for the license. The qualifier for the business entity is **NOT** the owner of the contractor license **UNLESS** the qualifier was also the owner of the business entity to whom the contractor license was issued. The disassociated qualifier is prohibited from engaging in the construction trades until they either apply for and receive a license for their own business entity, or they again become a W-2 employee or officer of a licensed contractor.

Submit your completed request in person or by mail to:

In-person or express delivery:
Division of Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

U.S. Postal Service:
Division of Professional Licensing
P.O. Box 146741
Salt Lake City, UT 84114-6741