

# 2023 CONTRACTOR LICENSE RENEWAL GUIDE

## Common Questions

### Who has to renew?

All contractors in the state of Utah are required to renew their license before November 30<sup>th</sup> 2023. If your license number ends in a '-5501' you are required to renew this year.

### What happens if I don't renew?

Contractors who fail to renew their license by November 30<sup>th</sup> are expected to cease work on any projects until the license is back in good standing with the state. Working on an expired license is considered unlawful conduct by DOPL.

## Step 1: Attend a Continuing Education Class

It's impossible to renew the license without your continuing education credits, so if you have not completed a class yet contact us at 801-274-3551.

### How can I see if I've already done a class?

You can view any hours you've accrued by visiting <https://secure.utah.gov/ce-public>. Enter your license number on the right-hand side of the page. Make sure to include the '-5501' at the end of the license. If there are any hours present it will show you.

## Step 2: What You'll Need

In order to renew the license, you should have the following items on hand:

- Your Social Security Number.
- A valid debit or credit card. (Visa, Mastercard, or American Express)
- A copy of your general liability insurance certificate.
- A copy of your worker's compensation insurance certificate.
- If you do not have worker's compensation you must supply a waiver. ([You can apply for the waiver here](#))

## Step 3: Find Your Email

DOPL has transitioned to all digital communication for this renewal year. That means you will not receive a postcard by mail with renewal instructions. Instead, you should have an email from the state that will explain the new renewal process. Search your inbox for 'DOPL' or 'StateOfUtahCommerceLicensing@utah.gov'.

## What if I don't have the email?

Make sure you check all of your available email accounts. If you cannot find anything you should email DOPL at [b4@utah.gov](mailto:b4@utah.gov) to verify what email address they have on file for you, and make any necessary corrections.

## Step 4: Open the Attachment

The email you receive will have a PDF attachment. Open it. Inside the PDF you will find your license number as well as your registration code, write both of these down for use later. This document will also tell you if there are currently any holds on the license. If any holds are listed, you will need to contact DOPL to resolve them before you are able to renew.

**NOTICE OF PROFESSIONAL LICENSE RENEWAL**

License Type: Contractor With LRF      License Expires 11/30/2023

**LICENSE #:** [REDACTED]      **RENEWAL ID:** [REDACTED]

**Registration Code:** [REDACTED]

Current Hold on License:

## Step 5: Login to The Renewal Website

Visit the renewal website at <https://utahdoc.mylicenseone.com/>. Once here you will be prompted to login with your 'Utah ID'. Most contractors will already have one of these accounts. Enter your email address and what you think the password might be. If nothing works try resetting the password. If none of this works you may have to click the "Create an Account" button and make a new login.

**Utahid**

About      Get Help      Contact

Username or Email

Password

Remember my username

**SIGN IN**

[Forgot password?](#)

[Create an account](#)

## Step 6: Connect Your License to Your Account

Once you login to the website, look for the section that says “Existing License Holders”. You may already see your license here, but if not you’ll need to click where it says “Don’t see your license? Click here to search for it.”.

### Existing License Holders

If you already hold a license with our Divisions of Consumer Protection, Professional Licensing, or Real Estate, you **MUST** use the link in the license section below to add your license to your account. Failing to do so may result in delays in the licensing process.

TIP: You can use the “...” button under the ACTIONS column to interact with and manage your license. Use this option to renew your license or registration (if applicable); to update your name, address, or affiliations; or to view and print your license.

[Don't see your license? Click here to search for it.](#)

If you have any questions during this process, please reach out. You can find contact information for the Department, as well as specific divisions and offices, on our website at [www.commerce.utah.gov](http://www.commerce.utah.gov).

A form will pop up, and you will need to enter the license number, as well as the registration code that you wrote down earlier.

## Step 7: Start the Renewal Process

Now that you can see your license on the page click the three dots next to it and choose 'Renew'.

### Existing License Holders

If you already hold a license with our Divisions of Consumer Protection, Professional Licensing, or Real Estate, you MUST use the link in the license section below to add your license to your account. Failing to do so may result in delays in the licensing process.

TIP: You can use the "..." button under the ACTIONS column to interact with and manage your license. Use this option to renew your license or registration (if applicable); to update your name, address, or affiliations; or to view and print your license.

| Type                              | License Number  | Status     | Expiration | Actions |
|-----------------------------------|-----------------|------------|------------|---------|
| B100 - General Building Qualifier | [REDACTED]-B100 | Associated |            | ...     |

## Step 8: Fill Out the CE Questionnaire

The next page will ask the following questions, here's how you should answer:

### Have you completed the required 6 hours of continuing education from an approved provider?

If you have done one of our classes, select 'yes'. If you still need to enroll in a class, or you're short on your hours, stop here and contact us at 801-274-3551.

### Were at least 3 of the 6 required hours 'core' hours?

If you did a class with the AGC select 'Yes'. All of our classes have a minimum of 3 core hours.

### Were at least 3 of the 6 required hours 'live' hours?

If you did a class with the AGC select 'Yes'. All of our students have completed 3 'live' hours, either in person, or via a webinar.

### Was at least 1 of the 6 hours related to energy conservation?

If you did a class with the AGC select 'Yes'. We do not offer any courses that are missing energy conservation.

## Do you hold an HVAC (S350) or Landscape / Wastewater license (S330 / S410)?

If you hold either of these licenses, answer yes and continue. If you are missing HVAC hours or need a backflow course you should contact us at 801-274-3551.

## Step 9: Fill Out the Applicant Information

This page will allow you to confirm or correct your contact information for your company. If you wish to change your email, this is where you will need to do it.

If all of your info is current, select "Yes" and move to the next page.

### Applicant Information

Is the contact information listed in your account current?

Yes  
No

Full Name

Please update each field as required.

Street Address Line 1

Street Address Line 2 (Optional)

City  State  Zip/Postal Code

Mail County  Phone Number

Fax Number (Optional)

Email Address

[← CE Requirements](#) [Construction Business Registry →](#)

## Step 10: Choose whether or not to enroll in the Construction Business Registry

On this page you have the option of opting in or out of the Construction Business Registry. If you opt in, the state will display your contact information with your license on their website, so potential clients will be able to contact you. If opting in you can select whether the state shows your phone number, your email address, or both.

### Construction Business Registry

Would you like to provide contact information for the Construction Business Registry (CBR)?

Choose One ▼

**Notice:** It is the responsibility of each licensee to update the Division of any changes relating to their license/certification/registration, including contact information. Licensees can opt-in or opt-out of providing contact information for the CBR at any time. Please visit our [website](#) for more information.

I have read and understand the above.

**Acknowledgement**

I understand if I choose 'Yes' 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. I understand if I choose 'No' above, only my non-protected licensee information will be made public. See Utah Code § 58-55-702.

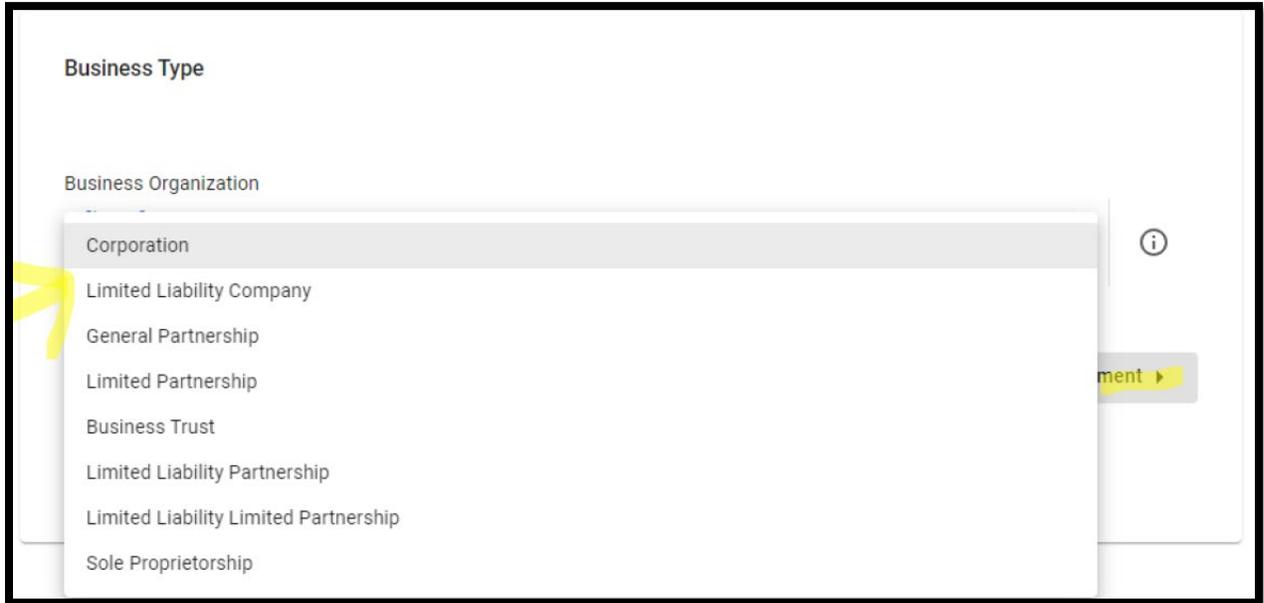
I have read and agree to the above.

[◀ Applicant Information](#) [Business Type ▶](#)

Once you've made your selection, click the "Business Type" button.

## Step 11: Choose Your Business Type

Here you'll select your business entity type. If you don't know what you're registered as you can search for the business by [clicking here](#).



The screenshot shows a web interface for selecting a business type. The main heading is "Business Type". Below it, the category "Business Organization" is displayed. A dropdown menu is open, listing several options: Corporation, Limited Liability Company, General Partnership, Limited Partnership, Business Trust, Limited Liability Partnership, Limited Liability Limited Partnership, and Sole Proprietorship. A yellow arrow points to the "Limited Liability Company" option. To the right of the dropdown, there is an information icon (i) and a partially visible button labeled "ment ▶".

Business Type

Business Organization

- Corporation
- Limited Liability Company
- General Partnership
- Limited Partnership
- Business Trust
- Limited Liability Partnership
- Limited Liability Limited Partnership
- Sole Proprietorship

ment ▶

## Step 12: Fill out the Qualifier Questionnaire

The next page will ask questions about yourself as well as anyone who holds an ownership position in the company. The questions are only referring to new criminal charges that have not been previously disclosed to the state since your last renewal or when you obtained the license. Answer truthfully.

Please DISCLOSE the following:

- charges that were later held 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](#).

### Questions:

1. Have you 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 you have not previously disclosed to the Division?

Please Choose

2. Have you been charged with or arrested for any felony or misdemeanor in any jurisdiction that you have not previously disclosed to the Division?

Please Choose

## Step 13: Fill Out Ownership Status

On this page you need to answer whether or not the qualifier is still working for the company, and also mention if there are any changes to the company's ownership status.

**Management/Ownership**

Is your Qualifier still substantially involved in the management of your business? See Utah Code 58-55-304(4) and Utah Rule R156-55a-304

Choose One:

To see who your current qualifier is, please use the online verification website at <https://secure.utah.gov/llv/search/index.html>

Has the ownership of your business changed since the initial application or the last renewal?

Choose One

[← Qualifying Questionnaire](#) [Financial Questionnaire →](#)

[Return to Dashboard](#)

## Step 14: Fill out the Financial Questionnaire

On the following page you will need to disclose any financial issues that may have occurred since your last license renewal.

### Financial Questionnaire

Have you had any judgments, liens, tax liens, or child support delinquencies entered against you, that you have not yet disclosed to the Division, or have you filed for bankruptcy within the last 3 years?

Choose One

No

Do you have employees?

Choose One

No

Do you have owners, working in the construction trades, that hold less than 8%?

Choose One

No

Provide a copy of your current, active **Worker's Compensation Insurance Certificate with DOPL's name and address as the certificate holder: DOPL, 160 E 300 S, P.O. Box 146741, Salt Lake City, Utah 84114**

OR

A **Worker's Compensation Waiver** from the Utah Labor Commission, listing all owner-workers.  
<https://webaccess.laborcommission.utah.gov/wccoveragewaivers/>

Drag 'n' drop files here, or click to select files.

Management/Ownership      General Liability Insurance

- If you have employees this is where you will upload a copy of your worker's compensation certificate.
- If you do not have employees, and you have waived worker's comp, this is where you will upload your waiver form.

Make sure that DOPL is listed under the "Certificate Holder" section of the policy. It should read as: DOPL, 160 E 300 S, PO BOX 146741, Salt Lake City, UT 84114. If your policy doesn't say this you will need to contact your insurance company and have this changed for both worker's comp and general liability.

## Step 15: Provide Your General Liability Information

On this next page you will see your general liability policy. If the policy listed is no longer valid, click the delete button next to it and upload your current policy. If the policy is unchanged you should just be able to update expiration dates etc.

**All contractors are required to maintain active general liability insurance. Please provide the following information regarding your current policy.**

**Alert**  
Review the information below and delete any outdated policy information. To provide current policy information, please click "Add".

Auto-Owners Insurance 

**ADD**

**Alert**  
Please maintain only one bond and/or insurance. Please click on each one you plan on retaining, answer 'Yes' that you plan on keeping it, and delete all the other ones.

Provide a copy of your current, active General Liability Insurance Certificate with DOPL's name and address as the certificate holder: DOPL, 160 E 300 S, P.O. Box 146741, Salt Lake City, Utah 84114. Minimum coverage is \$100,000 for each incident and \$300,000 in total and must cover all your scope of work for the license, for the entire duration of active licensure.

Drag 'n' drop files here, or click to select files.

◀ Financial Questionnaire Affidavit ▶

## Step 16: Sign and Pay

The following two pages will ask you to type out your name as a form of signature, and then pay the state renewal fee. The fee this year is \$119 and can be paid by credit card.

## Step 17: Wait

The state will review your renewal application and if everything looks alright they will issue you the renewed license. You can access/download a copy by logging back into <https://utahdoc.mylicenseone.com/>. Head for the same spot where you clicked "Renew" and instead you should be able to download your license info.