

5 Steps to Obtaining Your Utah General Building Contractor's License

Step 1. Sign up for the exam.

Qualifications: To be eligible to take the Utah General Builder's License exam, candidates must have a minimum of four years of full-time experience, two years of which shall be in a supervisory or managerial position. To obtain a license application, contact:

Division of Occupational & Professional Licensing
160 East 300 South, 4th floor
P. O. Box 146741
Salt Lake City, UT 84145-6741
(801) 530-6628
Fax: (801) 530-6511
<http://www.commerce.state.ut.us>

Registration: The exams are administered by Thomson Prometric (f/k/a Experior). For information on your exam, contact:

Thomson Prometric, f/k/a Experior
ATTN: UT Contractor Program
1260 Energy Lane
St. Paul, MN 55108
(800) 882-3981
<http://www.experioronline.com>

Exam and License Fees: There is a \$200 nonrefundable fee to file an application for a primary classification license. The supplemental classification application fee is \$100. The fee for the business and law exam (required) is \$79. Each trade exam costs \$79. There is no fee to obtain the license and it is valid for two years, expiring July 31 of odd-numbered years.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Utah requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/utah/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

Step 3. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 4. Follow the rules.

Candidates should bring the following items to the examination:

- Current, valid, government-issued photo ID, such as a driver's license or passport;

- Silent, battery powered or solar powered calculator. No tape-producing calculators are allowed;
- Approved reference materials.

Step 5. Good luck on the exam!

It is best that you arrive at the examination site at least 30 minutes prior to your scheduled exam time on the day of testing.

The exam has two parts -- Part One is the Business and Law and Part Two concerns the specific trade you want to be licensed in. The **Business and Law** part consists of 50 multiple-choice questions with a two-hour time limit. Candidates must achieve a score of at least 70 percent in order to pass. The exam covers the following subject areas:

| <u>Subject</u> | <u>% of Questions</u> |
|------------------------|-----------------------|
| Business organizations | 6 |
| Estimating & bidding | 10 |
| Licensing | 18 |
| Contract management | 10 |
| Risk management | 7 |
| Project management | 8 |
| Financial management | 10 |
| Safety | 6 |
| Labor laws | 7 |
| Tax laws | 9 |
| Lien law | 6 |

Part two trade specific exams may contain questions on reading and interpreting construction codes and regulations, knowledge of building codes, trade materials, tools, equipment and methods.