Division of Professional Licensing
UTAH DEPARTMENT OF COMMERCE

Owner / Builder Certification Agreement

To Comply with The Construction Trades Licensing Act

☐ **New Residential Construction** ☐ **Remodel or Addition by Owner**

File this with the City or County Building Department where the work is being performed. The City or County Building Department will forward this form to b4@utah.gov.

PROJECT INFORMATION

Owner / Builder Name: _____ _____ _____
First *Middle* *Last*

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

City: _____ State: _____ Zip: _____

Phone: (____) _____– _____ Email: _____
Note: All Division notices and communication will be sent to this email.

LOCATION OF CONSTRUCTION SITE:

Site Address: _____
Physical Address

City: _____ State: _____ Zip: _____

Subdivision: _____ Lot Number: _____

CERTIFICATION

I, _____, certify under penalty of perjury that the following statements are true and correct and are based upon my understanding of the Utah Construction Trades Licensing Act:

For New Residential Construction Only: I am the sole owner of the property and construction project at the above-described location; the project described is the only residential structure I have built this year; I have not built more than three residential structures in the past five years.

For New Residential and Remodel Construction: The improvements being placed on the property are intended to be used and will be used for my personal, non-commercial, non-public use and the work performed on the project must be performed by the following:

- myself as the sole owner of the property; or
- a licensed contractor; or
- my employee(s) on whom I have Workers Compensation Insurance coverage, on whom I withhold and pay all required payroll taxes, and with respect to whom I comply with all other applicable employee/employer laws; or
- any other person working under my supervision as Owner/Builder to whom no compensation or only token compensation is paid; and

I understand that if I retain the services of an unlicensed contractor or compensate an unlicensed person, other than token compensation, or other than as an employee for wages, to perform construction services for which licensure is required, I may be guilty of a Class A Misdemeanor and may be additionally subject to an administrative fine in the maximum of $2,000.00 for each day on which I violate the Utah Construction Trades Licensing Act.

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

Signature of Applicant: _____ Date: _____

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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.

ACKNOWLEDGEMENT:

Your signature acknowledges receipt of this information.

Authorized Signature: _____ Date: _____