

Licensed Utah Contractor Request to:  
**Surrender License**

**LICENSEE INFORMATION**

Contractor Business Name: \_\_\_\_\_  
*\*Note: If you are a Sole Proprietor, this is your full legal name.*

Utah Contractor License Number \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

LICENSEE and the DIVISION OF PROFESSIONAL LICENSING (“Division”) of the Utah Department of Commerce, upon acceptance by the Division agree as follows:

1. Licensee hereby tenders this license as a contractor to the Division, informing the Division that it wishes to surrender it to the Division.
2. Licensee acknowledges that the Division is not required to accept this agreement but upon signature on this document by the Licensee, the Division will evaluate its request. If the agreement is not approved by the Division this agreement is null and void and without any force or effect whatsoever.
3. Licensee admits the jurisdiction of the Division over it and over the subject matter of its request.
4. Licensee affirms that it is offering to surrender its license voluntarily of its own free will and choice without any undue inducement, coercion, or threat from any source, and that the only promises or understandings it has obtained from the Division regarding the surrender of its license are those contained in this Agreement.
5. Licensee acknowledges that it has been informed of its right to be represented by counsel, and that it has chosen not to be so represented.
6. Licensee affirms that it is offering to surrender its license because: (CHECK ONE OR MORE)
  - it is discontinuing contracting under this license because the business is now operated in another form of entity that has been licensed by the Division.
  - it is temporarily discontinuing employment in the construction trades.
  - it is discontinuing employment in the construction trades entirely.
  - Other  
(Please explain): \_\_\_\_\_
7. Licensee understands that if its request is granted it will forfeit all right to practice as a contractor in the construction trades in Utah unless and until it applies for reinstatement of licensure and its application is approved by the Division.
8. Licensee understands that if it applies for reinstatement of licensure, it must meet all the requirements for a new license unless those requirements are waived by the Division, in whole or in part, upon a review of the application.
9. Licensee understands that it will not receive any refund of license or renewal fees previously paid to the Division.
10. Licensee acknowledges that no representations regarding a future waiver of licensure requirements have been extended to it except as stated herein.

11. This agreement is not a finding of unprofessional or unlawful conduct nor is it disciplinary action against the Licensee. The Division retains any jurisdiction to subsequently initiate disciplinary proceedings for any conduct the licensee may have engaged in prior to the date of this agreement or may engage in subsequent to the date of this agreement.
12. Licensee acknowledges that it was informed that its request may be withdrawn at any time prior to this agreement being entered into herein by the Director or his designee.
13. Licensee acknowledges that if this request is accepted by the Division, it will be classified as a public document and may be released to the public upon request. In addition, the Division is authorized to inform other state and federal agencies of the action taken herein and of the content of this Stipulation and Order.
14. This document constitutes the entire agreement between the parties and supersedes and cancels any and all prior negotiations, representations, understandings, or agreements between the parties. There are no verbal agreements which modify, interpret, construe, or affect this Agreement. The person signing this agreement hereby certifies that he has authority on behalf of the licensee to sign this document.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Position of the Authorized Signer: \_\_\_\_\_

**Return completed form to:**

**In-person or via express delivery:**

Division of Professional Licensing  
Heber M Wells Building, 1<sup>st</sup> 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

**Via email:**

b4@utah.gov