Utah: contractor reciprocity & license-transfer checklist

Licensing board: Utah Division of Professional Licensing (DOPL) · https://commerce.utah.gov/dopl/ · Checked November 20, 2026

> **Not legal advice.** General information only, not legal advice. Each fact is our plain-English summary of the linked official source on the date shown, and may be incomplete, out of date or wrong. Licensing rules change. Confirm with the official licensing board and a licensed professional (an attorney, and your CPA or broker for deal terms) before you act.

Moving here: reciprocity and exam waivers

- DOPL: “Utah does not have reciprocity. Instead, Utah allows for licensure by endorsement,” using a map of which states have an equivalent license.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/
- DOPL's endorsement sheet (last updated 9/21/2020) says you must have held the equivalent license type for at least one year, in good standing, and submit an official license verification.
  Endorsement to Utah: Contractor (last updated 9/21/2020), Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/wp-content/uploads/2022/09/endorsement-to-utah-contractor.pdf
- The same sheet says at least 50% of the ownership proposed for the Utah license must be the same as on the license used for endorsement, and no more than 50% of the company's ownership may have changed in the last year.
  Endorsement to Utah: Contractor (last updated 9/21/2020), Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/wp-content/uploads/2022/09/endorsement-to-utah-contractor.pdf
- Applicants from states without an equivalent license may still use a license verification to document some Utah qualifications.
  Endorsement to Utah: Contractor (last updated 9/21/2020), Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/wp-content/uploads/2022/09/endorsement-to-utah-contractor.pdf

Buying or selling a licensed business

- Licenses are issued to entities (corporations, LLCs, partnerships, joint ventures), not to the owner or qualifier. A sole proprietor's license is issued to the individual.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/
- Forming a new entity to replace an existing entity or sole proprietorship means registering the new entity with the Division of Corporations and Commercial Code and filing a new license application with DOPL. The old license can be surrendered when the new one issues.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/
- If the business entity's registration expires, the contractor license expires with it. Expired partnerships, joint ventures and foreign registrations can't be reinstated and need a new entity and a new license.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/
- DOPL says that on an entity change, the qualifier doesn't have to retest if they have qualified in the same classification; you list the prior license number on the application.

Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/

- "Loaning" or "borrowing" a license is a class A misdemeanor for both sides, according to DOPL.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/

When the qualifier leaves

- When a qualifier leaves, both the qualifier and the licensee must tell DOPL in writing within 10 days of the last day of employment. The licensee then has 60 days from that date to replace the qualifier, or the license can be revoked. The license stays with the company.
  Contracting Frequently Asked Questions, Utah Division of Professional Licensing (DOPL): https://commerce.utah.gov/dopl/contracting/frequently-asked-questions/

Deadlines (calendar days from the event date; write in your dates)

Event	Period	What is due	Your date
Qualifier leaves the licensed company	10 days	Qualifier and licensee each notify DOPL in writing	_____
Qualifier leaves the licensed company	60 days	Replacement qualifier needed, or the license can be revoked	_____
Ownership changed (for an endorsement application)	365 days	One year after the change: DOPL's endorsement sheet says no more than 50% of ownership may have changed within the last year	_____

> We found no official deadline for an ownership change on DOPL's FAQ page.

Checklist

☐ Looked up the license on the DOPL site: legal entity, number, classes, status, expiration, qualifier.

☐ Decided deal structure (asset purchase vs. buying the licensed entity) with counsel.

☐ Confirmed whether the qualifier stays after closing; calendared the notice and replacement dates above.

☐ Started the buyer's own license application, if needed, before closing.

☐ Checked exam waivers or endorsement for the buyer's qualifier on both boards' pages.

☐ Arranged bonds and insurance in the licensee's exact legal name.

☐ Confirmed every date with DOPL and a licensed professional.

Notes

date shown, and may be incomplete, out of date or wrong. Licensing rules change. Confirm with the official licensing board and a licensed professional (an attorney, and your CPA or broker for deal terms) before you act. Not affiliated with, endorsed by or sponsored by any state licensing board, government agency or NASCLA. Board names are used only to identify the official sources we cite.