

## RENEWAL/REINSTATEMENT FORM

Division of P	Professional Licensing				
LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEB	EXPIRATION DATE	REINSTATEMENTS	
Please fill in:	Building Inspector	\$64.00	November 30 <sup>th</sup> of odd years	Additional fees are required after expiration. See reverse for details.	
<b>↓ NAME AND A</b> I	DDRESS OF RECORD \	↓ AD	DRESS / PHONE	CORRECTION \	
ame:	·	le th	nis a new address	? □ Yes □ No	
			ns a new address	. 103 110	
		This i	nformation will be used	d for all correspondence	
ty:	State: Zip:	from	DOPL. You may use a	business address or Po	
none: ()		chan		tly. Do not rely on a pos	
		servi	ce forwarding order. Suveb@utah.gov	ıbmit changes to	
	STIONNAIRE Answer "YES" or "				
or questions 1 - 4 below, motor vehic	eading, or fraudulent answers may result in los le offenses such as driving while impaired or intoxicated must	be disclosed, but minor traffic	offenses such as parking or speed	ling violations do not need to be liste	
☐ Yes ☐ No ☐ 1. Sin	ce the last renewal or issuance of this license lea in abeyance to, or entered into a deferred se	have you pled guilty	to, pled no contest to, becany felony or misdemeano	en convicted of, made	
2. Sin	ce the last renewal or issuance of this license ha				
Пу <sub>т</sub> П N 3. Sin	ce the last renewal or issuance of this license has nse to practice in a regulated profession?	ave you surrendered o	r had any disciplinary action	n taken against a	
Dyag DNa 4. Are	you currently under investigation or is any disc	plinary, administrative,	or criminal action pending	against you now by	
ally	agency? To Question 1, 2, 3 or 4 above, see #1	A ON PAGE TWO FO	R INSTRUCTIONS ON AD	DITIONAL REQUIREMENTS	
□ None of the abov Driver's License of  NOTE: If you do not he	State of issue old a US Driver's license or a US State ID, y	ID/License Numbe	r Exegible copy of your curre	piration date	
AFFIDAVIT / SIGN	ATURE Read the following ca			uctions as indicated	
<u> </u>	perjury that I am a United States citizen or a				
<ul> <li>I also certify that I have or reinstatement of my li</li> <li>I further certify that I am for the renewal or reinstate correct, and is free of fra and will be available for</li> </ul>	completed or will complete all renewal required in the subject to the licensee described and identified in this catement of this license. To the best of my known in the many many materials are mented by the public, except with regard the ternment Records Access and Management	ements, if applicable, audit by DOPL of have application for license by whedge, the informate al fact. I understand to the release of informates.	including those specified ving met these requirement renewal / reinstatement ion contained in this application will be mation which is classified	below before the expirationts.  I am qualified in all respectication is complete and eclassified as a public reco	
Social Security Number	er	_			
Signatura		Date:	(If unable to sign, see	#1B on page 2 for instructions.)	
Signature:					

## ADDITIONAL REQUIRED DOCUMENTATION

- A. If you answered "yes" to question 1, 2, 3, and/or 4 on the first page of this renewal, you must submit complete documentation – including a personal narrative and any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.
- B. If you cannot sign the Affidavit on the first of this renewal, you must submit a complete written explanation of why you cannot sign. If applicable, this explanation must include the reasons you have not or will not complete the continuing education requirements before the expiration or reinstatement of your license. DOPL personnel will reach a renewal decision on a case-by-case basis after a thorough review of your explanation. Additionally, you may be requested to provide additional information if the documentation submitted is insufficient.

## CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL

Answer all four of the certification questions on page 1 and provide additional documentation, if applicable (#A above).
Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#B above).
Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
Sign your check or money order. <b>DO NOT SEND CASH.</b> (Make checks or money orders payable to "DOPL.")
Enclose documentation of your legal name change, if applicable.
Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**LEGAL NAME CHANGE**: If your legal name has changed, you must verify the change by submitting a copy of a marriage certificate, divorce decree, court order, social security card, or contractor name change form. If your name change represents a new business entity, you must submit a new application for licensure before beginning practice as the new entity.

ADDRESS OR EMAIL CHANGE: You must keep your address current with DOPL, including your email address. You cannot rely on postal service forwarding. Submit changes online at www.dopl.utah.gov. (If licensed as an entity, including sole proprietor, you must also notify the Utah Division of Corporations of any change: (801) 530-4849.)

TIMELY RENEWAL: You are responsible to comply with all renewal / reinstatement requirements stated in statute and rule. Your license will automatically expire unless you renew it prior to its expiration date. Therefore, you are encouraged to immediately submit a completed Application for License Renewal / Reinstatement. You can save time by renewing online at www.dopl.utah.gov where you can immediately print out a confirmation of renewal.

**APPLICATION APPROVAL**: Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

NON-REFUNDABLE FEES: Renewal fees paid with this application are for processing your request for renewal of licensure and are non-refundable. Please be aware that simply paying the fees does not mean that your license will be automatically renewed unless you meet the current renewal requirements and thereby qualify for a renewed license.

**REINSTATEMENT FEES:** If you fail to timely renew your license, you will be subject to the following conditions:

- If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee PLUS an additional \$20.00 for EACH license being reinstated.
- If you are reinstating your license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee PLUS an additional \$50.00 for EACH license being reinstated. (Reinstating Lien Recovery Fund members must also submit another \$50.00 in addition to any special LRF assessments.)
- Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at www.dopl.utah.gov if applying for reinstatement more than one year following expiration of your license.

NOTICE: If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g (3). Contact DOPL for assistance if reinstating after two years of expiration.

**ON-LINE RENEWAL INFORMATION:** Most professional licenses can be renewed on-line at www.dopl.utah.gov by using a credit or debit card and a unique "Renewal ID Number" (similar to a pin number). This timesaving system allows for convenient license renewal. The updated license should be emailed to the email in your record on the next business day. Contact DOPL if you do not have a renewal ID number.

TAX ID NUMBER: The Tax ID Number for the Division of Professional Licensing is 87-6000545.