

# Utah Contractor Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

## 1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

## 2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

## 3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

## 4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

## 5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

## 6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

## Questions

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1. If a homeowner wishes to have additional work done after a job is completed, what should the contractor do?
  - A. Get the owner to sign a change order
  - B. Do the additional work for free
  - C. Make an oral agreement with the owner
  - D. Write a new contract and ask the owner to sign it
  
2. Which term describes the act of negotiating a settlement before going to court?
  - A. Mediation
  - B. Arbitration
  - C. Litigation
  - D. Collaboration
  
3. How do you calculate the usage hours per year divided by total yearly cost?
  - A. Estimate number of hours of use per year minus total yearly cost
  - B. Estimate number of hours of use per year plus total yearly cost
  - C. Estimate number of hours of use per year times total yearly cost
  - D. Estimate number of hours of use per year divided by total yearly cost
  
4. If a required fireproof door is not specified in the plans, what should a contractor do?
  - A. Report it to the architect
  - B. Talk to the owner
  - C. Fix it yourself
  - D. Install the door and bill the client
  
5. How do I get workers' compensation insurance?
  - A. Any insurance carrier
  - B. DOPL
  - C. DMV
  - D. IRS

6. What is the first agency to contact when demolishing a three-story structure?
- A. State
  - B. Local building department
  - C. County
  - D. National
7. Which type of job-related injury requires a written report by the employer?
- A. An injury requiring just first aid
  - B. An injury requiring medical attention beyond first aid
  - C. If the employee is required to return to work after the injury
  - D. All of the above
8. Which of the following is typically not included in a performance bond?
- A. Completion of the job
  - B. Payment for materials
  - C. Payment for labor
  - D. Insurance for the contractor's negligence
9. When must licensees notify the division of a change in mailing address?
- A. Within 3 business days
  - B. Within 10 business days
  - C. Within 30 business days
  - D. Within 60 business days
10. What is the deadline for submitting employees' W-2 forms for the previous year?
- A. January 1
  - B. February 28
  - C. July 1
  - D. August 28

## Answers

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1. D
2. A
3. D
4. A
5. A
6. B
7. D
8. D
9. B
10. B

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## Explanations

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1. If a homeowner wishes to have additional work done after a job is completed, what should the contractor do?
  - A. Get the owner to sign a change order
  - B. Do the additional work for free
  - C. Make an oral agreement with the owner
  - D. Write a new contract and ask the owner to sign it

When a homeowner requests additional work after the initial job has been completed, the contractor should ideally write a new contract and ask the owner to sign it. This approach ensures that all parties have a clear understanding of the new scope of work, the associated costs, and the timeline for completion. A written contract protects both the contractor and the homeowner by providing legal documentation of the agreed terms. While change orders can sometimes be suitable for minor alterations to the original contract, when the scope of work has substantially changed, a new contract is often the most appropriate route. It allows for detailed specifications and prevents misunderstandings that could arise from incomplete or vague agreements. This formal process ensures that the contractor is compensated fairly for the additional work, and it minimizes the potential for disputes.

2. Which term describes the act of negotiating a settlement before going to court?
  - A. Mediation
  - B. Arbitration
  - C. Litigation
  - D. Collaboration

The term that describes the act of negotiating a settlement before going to court is mediation. Mediation involves a neutral third party who facilitates discussions between the disputing parties to help them reach a mutually agreeable solution without the need for formal legal proceedings. This process is often more efficient and cost-effective than litigation, as it allows parties to communicate openly and collaboratively in a less adversarial environment. In contrast, arbitration is a more formal process where a neutral third party makes a binding decision after hearing both sides. Litigation refers to the process of taking legal action through the court system, where a judge or jury makes a final ruling. Collaboration is a broader term that can apply to various forms of teamwork and partnership but is not specific to legal disputes. Mediation, with its focus on negotiation and voluntary agreement, provides an opportunity for the parties to maintain control over the outcome of their dispute while avoiding the uncertainties of a trial.

3. How do you calculate the usage hours per year divided by total yearly cost?
- A. Estimate number of hours of use per year minus total yearly cost
  - B. Estimate number of hours of use per year plus total yearly cost
  - C. Estimate number of hours of use per year times total yearly cost
  - D. Estimate number of hours of use per year divided by total yearly cost

The approach to calculating usage hours per year divided by total yearly cost focuses on determining the cost-effectiveness or efficiency of equipment or services based on their usage. By taking the total number of hours used in a year and dividing it by the total yearly cost, you can find a metric that illustrates how much each hour of usage costs. This method is beneficial for budgeting and financial analysis, helping contractors and businesses make informed decisions regarding the allocation of resources, comparing different equipment options, or justifying expenses. The formula allows for straightforward assessment, providing valuable information for operational decisions and financial planning. The other methods, such as subtracting or adding costs, or multiplying the hours of usage by the total cost, do not yield the relevant insight into cost per hour, which is essential for effective financial management in construction and contracting.

4. If a required fireproof door is not specified in the plans, what should a contractor do?
- A. Report it to the architect
  - B. Talk to the owner
  - C. Fix it yourself
  - D. Install the door and bill the client

When a required fireproof door is not specified in the plans, the appropriate course of action is to report it to the architect. This is crucial because the architect is responsible for the design documents and ensuring that all safety codes and regulations are met. A missing specification for a fireproof door could be an oversight that may lead to potential safety hazards or violations of building codes. By reporting this oversight, the contractor helps to maintain the integrity of the project and ensures compliance with fire safety regulations. The architect can then determine the necessary steps to rectify the situation, which may involve issuing a change order to include the fireproof door in the project, thereby protecting the contractor from liability and ensuring that the project adheres to safety standards. Communicating with the owner or attempting to make decisions independently, such as fixing the issue oneself or installing the door and billing the client, could lead to misunderstandings, contractual disputes, or liability for non-compliance. Therefore, involving the architect is the best and most professional approach in this scenario.

## 5. How do I get workers' compensation insurance?

A. Any insurance carrier

B. DOPL

C. DMV

D. IRS

To obtain workers' compensation insurance, the correct approach is to acquire it from any licensed insurance carrier. These insurance providers are specifically authorized to sell workers' compensation policies, ensuring that businesses comply with state requirements to cover their employees for work-related injuries or illnesses. In Utah, like in many states, employers are mandated to carry this type of insurance to protect both employees and the employer from potential legal and financial repercussions associated with workplace incidents. The other options do not provide a direct pathway to obtaining workers' compensation insurance. The Department of Professional and Occupational Licensing (DOPL) regulates various professions and businesses but does not issue insurance itself. The Department of Motor Vehicles (DMV) primarily deals with vehicle registration and driver licensing, while the Internal Revenue Service (IRS) is concerned with tax collection and enforcement of tax laws, having no role in the provision of workers' compensation insurance. Therefore, seeking coverage from any licensed insurance carrier is the most appropriate and effective way to fulfill the workers' compensation insurance requirement.

## 6. What is the first agency to contact when demolishing a three-story structure?

A. State

B. Local building department

C. County

D. National

When planning to demolish a three-story structure, the first agency you should contact is the local building department. This department is primarily responsible for overseeing construction and demolition permits within its jurisdiction. They ensure that all projects comply with local codes and regulations, which is crucial for safety, environmental considerations, and adherence to zoning laws. The local building department will provide information on necessary permits, required inspections, and any specific local regulations that must be adhered to during the demolition process. This initial contact is vital as it lays the groundwork for a safe and lawful demolition project. While state and county agencies may also play a role in the demolition process, typically focusing on broader regulations or health and safety standards, the local building department is the key point of entry for obtaining direct permission and instructions at the local level. National agencies would generally not be involved in local demolition permit processes.

7. Which type of job-related injury requires a written report by the employer?

- A. An injury requiring just first aid
- B. An injury requiring medical attention beyond first aid
- C. If the employee is required to return to work after the injury
- D. All of the above

The necessity for a written report by the employer generally applies to injuries that extend beyond minimal first aid, as well as to situations where the employee must return to work following an injury. When an employee suffers an injury that requires medical attention beyond first aid, it reflects a severity that necessitates documentation for both compliance and potential insurance purposes. These reports contribute to accurate record-keeping and can help in addressing any follow-up care or reassessment of workplace safety protocols. Injuries requiring only first aid typically do not require a formal report because they are considered minor, but if there's a return to work involved, especially after any level of injury treatment, documentation is prudent and often required to verify that the employee is fit to resume their duties. Thus, when considering all scenarios, a written report is warranted in each case laid out – beyond just those requiring mere first aid, but also those that necessitate additional medical attention and the subsequent return to work protocol.

8. Which of the following is typically not included in a performance bond?

- A. Completion of the job
- B. Payment for materials
- C. Payment for labor
- D. Insurance for the contractor's negligence

A performance bond is a type of surety bond that ensures a contractor completes their project according to the contract terms and conditions. It is primarily designed to protect the project owner from financial loss in the event that the contractor fails to fulfill their obligations. Typically, a performance bond covers the completion of the job and guarantees that the contractor will pay for materials and labor necessary to complete the project. This means that if the contractor defaults, the surety company will step in to fulfill those obligations, ensuring that the project is finished and that suppliers and laborers are compensated. On the other hand, insurance for the contractor's negligence is not covered by a performance bond. This aspect falls under liability or negligence insurance, which protects the contractor from claims resulting from accidents or errors made during the performance of their work. Thus, the contractor's negligence or any liabilities arising from it are addressed through separate insurance policies, not through the performance bond itself.

9. When must licensees notify the division of a change in mailing address?

- A. Within 3 business days
- B. Within 10 business days
- C. Within 30 business days
- D. Within 60 business days

Licensees are required to notify the division of any change in their mailing address within 10 business days. This regulation is in place to ensure that the division can consistently reach the contractor for important communications, such as renewals, compliance issues, or any educational requirements. By establishing a clear timeframe of 10 business days, the regulatory authority maintains effective communication and administrative accuracy, ensuring that all licensees receive crucial notifications without unnecessary delays. Timely updates of contact information are vital for maintaining the integrity of the licensing process and ensuring compliance with state regulations.

10. What is the deadline for submitting employees' W-2 forms for the previous year?

- A. January 1
- B. February 28
- C. July 1
- D. August 28

The deadline for submitting employees' W-2 forms for the previous year is February 28. This date is important as it allows employers to report wage and tax information accurately and on time to the Internal Revenue Service (IRS). Submitting W-2 forms by this deadline ensures compliance with federal regulations and provides employees with necessary tax information to complete their individual tax returns. Having the forms submitted properly by this date helps to avoid potential penalties that can arise from late filings. For employers who file electronically, the deadline is extended to March 31. However, for paper submissions, February 28 remains the key date. Understanding this timeline is crucial for contractors and employers to maintain proper recordkeeping and avoid issues with tax authorities.

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## Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).

Or visit your dedicated course page for more study tools and resources:

<https://utahcontractor.examzify.com>

We wish you the very best on your exam journey. You've got this!

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