

UTAH CONTRACTOR PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. What is the purpose of a "Notice to Owner"?**
 - A. Let the owner know a Mechanic's Lien has been filed against the property
 - B. Let the owner know that the property can be liened
 - C. Inform the owner about his/her rights
 - D. Inform the owner when work will begin and end
- 2. To which employees do federal regulations on overtime apply?**
 - A. Piece work employees
 - B. Hourly employees
 - C. Salaried employees
 - D. All employees
- 3. What is a key factor in determining general liability insurance premiums?**
 - A. Puzzle-solving abilities
 - B. Claims history
 - C. Construction materials used
 - D. Number of employees
- 4. If the direct costs of a job are \$41,000, with overhead at 15% and desired profit at 6%, what is the total bid amount presented to the client?**
 - A. \$51,898.73
 - B. \$52,736.89
 - C. \$50,189.98
 - D. \$53,693.24
- 5. In the context of accounts receivable, what does a secretary typically handle?**
 - A. Labor received and payments due
 - B. Material suppliers paid and services due
 - C. Labor paid and services rendered
 - D. Services rendered and payments due

- 6. In Utah, what is required for a contractor to legally operate?**
- A. A current business license
 - B. A contractor's license specific to their trade
 - C. A partnership agreement with a licensed contractor
 - D. A simple registration with the state
- 7. Which of the following is acceptable proof of eligibility to work when filling out the I-9 form?**
- A. Only a Driver's License
 - B. Only an Alien Registration receipt
 - C. Only a Certificate of U.S. Citizenship
 - D. All of the above
- 8. In a construction project, where are the limits of each prime contract usually established?**
- A. Bidding requirements
 - B. Agreement
 - C. General conditions
 - D. Specifications
- 9. An "aging" report is:**
- A. Used to determine interest on a loan
 - B. A method of tracking inventory
 - C. A type of depreciation schedule
 - D. A way of keeping track of overdue accounts
- 10. A time card includes:**
- A. How much a person earns per hour
 - B. Where the job site is located
 - C. The days and hours the person worked
 - D. The employee's birth date and social security number

Answers

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

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Explanations

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1. What is the purpose of a "Notice to Owner"?

- A. Let the owner know a Mechanic's Lien has been filed against the property
- B. Let the owner know that the property can be liened**
- C. Inform the owner about his/her rights
- D. Inform the owner when work will begin and end

The purpose of a "Notice to Owner" is to inform the property owner that work is being performed on their property and that individuals or entities involved in the work, like subcontractors and suppliers, have the right to file a lien against the property if they are not paid for their services or materials. This notice serves to alert the owner to the possibility of a mechanic's lien being placed on the property, thereby urging them to ensure that all parties involved in the work are compensated in order to protect their ownership interest. This notice is crucial in construction law, as it helps establish communication between property owners and those who provide labor and materials on their property. By understanding that their property is subject to being liened, owners can take proactive measures to prevent potential legal issues related to unpaid debts incurred during the construction process. Thus, this preventative notice plays a significant role in the financial management of property projects.

2. To which employees do federal regulations on overtime apply?

- A. Piece work employees
- B. Hourly employees
- C. Salaried employees
- D. All employees**

Federal regulations on overtime generally apply to all employees, which is why the answer is identified as encompassing everyone in the workforce. The Fair Labor Standards Act (FLSA), which governs overtime pay, includes provisions that are relevant irrespective of the payment structure—whether employees are hourly, salaried, or paid on a piecework basis. However, the application of these regulations can vary depending on certain factors like job duties, salary thresholds, and company size. While there are exceptions, such as for some executive, administrative, and professional roles that may be exempt from overtime pay, the foundational principle of the FLSA extends the protections of overtime pay to a broad range of workers. This ensures that all employees are entitled to certain rights, fostering fair labor practices and compensating them appropriately for hours worked beyond the standard 40 hours in a workweek.

3. What is a key factor in determining general liability insurance premiums?

- A. Puzzle-solving abilities
- B. Claims history**
- C. Construction materials used
- D. Number of employees

One of the primary factors influencing general liability insurance premiums is claims history. Insurers assess the risk associated with a contractor based on past claims. A history of frequent or significant claims can indicate a higher risk profile, leading to increased premiums. Conversely, a clean claims history suggests lower risk, which can result in more favorable premium rates. Insurance companies analyze this data carefully, as it helps them predict future claims and manage their risk exposure effectively. In the context of construction, while other aspects like construction materials used or the number of employees can influence premiums in specific scenarios, they do not directly reflect the likelihood of potential claims in the same way that an established claims history does. Puzzle-solving abilities, although important for a contractor in project management and construction, have no relevance when determining insurance premiums.

4. If the direct costs of a job are \$41,000, with overhead at 15% and desired profit at 6%, what is the total bid amount presented to the client?

A. \$51,898.73

B. \$52,736.89

C. \$50,189.98

D. \$53,693.24

To determine the total bid amount presented to the client, you need to factor in both overhead and profit based on the direct costs. Start with the direct costs, which are \$41,000. Calculate the overhead, which is 15% of the direct costs. This is done by multiplying the direct costs by 0.15: $\text{Overhead} = \text{Direct Costs} \times \text{Overhead Rate} = 41,000 \times 0.15 = 6,150$ Next, add the overhead to the direct costs to get the total costs before profit: $\text{Total Cost Before Profit} = \text{Direct Costs} + \text{Overhead} = 41,000 + 6,150 = 47,150$ Now you can calculate the desired profit, which is 6% of the total costs before profit. To find this, multiply the total costs before profit by 0.06: $\text{Profit} = \text{Total Cost Before Profit} \times \text{Profit Rate} = 47,150 \times 0.06 = 2,829$ Finally, add the desired profit to the total costs before profit to find the total bid amount: $\text{Total Bid Amount} = \text{Total Cost Before Profit} + \text{Profit} = 47,150 + 2,829 = 51,898.73$

5. In the context of accounts receivable, what does a secretary typically handle?

A. Labor received and payments due

B. Material suppliers paid and services due

C. Labor paid and services rendered

D. Services rendered and payments due

In the context of accounts receivable, a secretary typically handles services rendered and payments due. This responsibility involves tracking and documenting the services that the company has provided to clients and ensuring that the corresponding payments are collected on time. The role requires the secretary to maintain accurate records of what has been delivered to clients, which is essential for invoicing and follow-up on outstanding balances. By managing this aspect efficiently, the secretary plays a critical role in maintaining cash flow for the business. The other options focus on different elements of accounting or operational duties not specifically aligned with accounts receivable management. For instance, tracking labor received or payments due generally pertains to payroll or project management rather than accounts receivable. Similarly, dealing with material suppliers relates more to accounts payable and purchasing functions, rather than the accounts receivable responsibilities typically held by a secretary.

6. In Utah, what is required for a contractor to legally operate?

- A. A current business license
- B. A contractor's license specific to their trade**
- C. A partnership agreement with a licensed contractor
- D. A simple registration with the state

In Utah, a contractor must possess a contractor's license that is specific to their trade in order to operate legally. This licensing process ensures that the contractor has the necessary knowledge, skills, and qualifications to perform work in their specific area of construction, whether it be general contracting, electrical work, plumbing, or other specialized trades. The licensing requirements are established to protect consumers by ensuring that contractors adhere to certain standards of practice and safety regulations. While having a current business license, engaging in partnership agreements, or having a simple registration with the state may be beneficial or required for various businesses, they do not replace the need for a specific contractor's license. This distinction is crucial because the contractor's license is tied directly to the legal authority to carry out construction work in Utah. Operating without the appropriate contractor's license could result in penalties, such as fines or other legal repercussions.

7. Which of the following is acceptable proof of eligibility to work when filling out the I-9 form?

- A. Only a Driver's License
- B. Only an Alien Registration receipt
- C. Only a Certificate of U.S. Citizenship
- D. All of the above**

The I-9 form is used by employers to verify the identity and employment authorization of individuals hired for employment in the United States. Acceptable proof of eligibility to work can come from a variety of documents that establish an individual's identity and legal right to work in the country. A Driver's License serves as a form of identification that can confirm a person's identity and, when presented alongside additional documentation showing work eligibility, can be part of the proof required. An Alien Registration receipt, often known as a Green Card, provides evidence that an individual is legally permitted to reside and work in the U.S. Finally, a Certificate of U.S. Citizenship proves that an individual is a citizen of the United States and thus eligible to work without limitations. Since the I-9 form allows for a combination of documents to prove both identity and work authorization, it is indeed acceptable for each of these individual documents to serve as valid proof of eligibility, whether presented alone or in combination with other documents. Thus, stating that all of these documents are acceptable reflects the requirements and flexibility provided under the law when completing the I-9.

8. In a construction project, where are the limits of each prime contract usually established?

- A. Bidding requirements
- B. Agreement
- C. General conditions
- D. Specifications**

The limits of each prime contract in a construction project are typically established in the specifications. Specifications provide detailed descriptions of the materials, standards, and quality required for the project, as well as the work involved. They delineate the scope and responsibilities of each party, helping to define the deliverables and ensuring that all aspects of the project align with the contractual obligations. Specifications serve as essential documents that set the parameters for performance and quality, which directly relate to the contractual obligations of the parties involved. This clarity is vital for preventing disputes and misunderstandings about what is included or excluded from each contract. While bidding requirements outline the process for contractors to submit proposals and the criteria for selection, and general conditions provide the overarching framework for the contract's legal and administrative aspects, it is the specifications that specifically detail the exact limits and conditions associated with each prime contract.

9. An "aging" report is:

- A. Used to determine interest on a loan
- B. A method of tracking inventory
- C. A type of depreciation schedule
- D. A way of keeping track of overdue accounts**

An "aging" report is primarily used as a way of keeping track of overdue accounts. This financial document categorizes accounts receivable based on the length of time an invoice has remained unpaid. Businesses use aging reports to identify which customers have outstanding balances and how long those balances have been overdue. This information is crucial for the company's cash flow management and collection processes, as it highlights accounts that may require follow-up action. By monitoring overdue accounts, businesses can implement strategies to improve their collections and reduce the amount of capital tied up in unpaid invoices.

10. A time card includes:

- A. How much a person earns per hour
- B. Where the job site is located
- C. The days and hours the person worked**
- D. The employee's birth date and social security number

A time card is primarily used to track and record the hours an employee works during a specific pay period. It typically includes details about the days worked and the hours spent on the job, allowing for accurate payroll processing and ensuring that employees are compensated based on their time worked. This documentation is crucial for both employers and employees to maintain clarity regarding work hours and pay. While elements such as the hourly wage, job location, and personal identification details like birth dates and social security numbers may be relevant in broader employment contexts, a time card's main function focuses specifically on capturing the actual working hours of an employee. This aspect allows for streamlined payroll management and compliance with labor regulations regarding work hours.

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.

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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