

Michigan Department of Consumer & Industry Services
 Office of Commercial Services - Licensing Division
DESIGN BOARDS LICENSING UNIT
 P. O. Box 30018
 Lansing MI 48909
 (517) 241-9253

APPLICATION FOR NONLICENSED PRINCIPAL APPROVAL

INSTRUCTIONS:

A firm may engage in the practice of architecture, professional engineering or professional surveying in Michigan if not less than two-thirds of the principals of the firm are licensed in Michigan. A principal is defined as a sole proprietor, partner, or the president, vice-president, secretary, treasurer or director of a corporation, or a member of a limited liability company. If your firm will include principals that are not licensed, each of them must submit an Application For Non Licensed Principal Approval. Your submittal of the application must include a copy of the filed documents organizing the firm (i.e., Articles of Incorporation, Articles of Organization, etc.) Approval shall be limited to the firm and principals named therein. Should a change occur in the company name, or should there be a change in unlicensed principals a new application must be filed. The information requested on this form is required by PA 299 of 1980, as amended and will be used to provide administrative services to you. Failure to furnish the information may result in denial of this application or disciplinary action against the firm.

SECTION 1 - COMPANY INFORMATION

Name of Firm:			
Main Office Address:		Telephone Number:	
Michigan Address:		Has this firm previously filed an application for NonLicensed Principal Approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of person in responsible charge of MI projects:			
Type of Services Offered by the Firm:	Architectural	Professional Engineering	Professional Surveying

LIST ALL OF THE FIRM'S PRINCIPALS, (INCLUDING NONLICENSED PRINCIPALS) ATTACH ADDITIONAL SHEETS IF NECESSARY.

NAME	OFFICE POSITION	TYPE OF LICENSE	LICENSE NUMBER

SECTION 2 - NONLICENSED PRINCIPAL INFORMATION

Name of NonLicensed Principal		Telephone Number:
Residence Address:		
Date of Birth:	Social Security Number:	Have you ever filed an application with this office? If yes, indicate the type. <input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate professional or vocational licenses or registrations held in Michigan:		Have you ever had a license or registration denied, suspended or revoked? If yes, attach a brief description <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3 - AFFIDAVITS

Affidavit by the Responsible Licensed Principal of the Firm

I, being duly sworn, state that I have read all statements contained in this application and that they are true and correct to the best of my knowledge and belief. I further certify that all nonlicensed principals will be identified as such and will not be represented or allowed to function as a licensee by the firm and that the firm and the non licensee will abide by all of the provisions of act 299 of 1980, as amended and all rules and regulations promulgated thereunder, including rules of professional conduct.

Responsible Licensed Principal:

Signature:

Date:

Subscribed and sworn to before _____ day of _____ 19 _____
mo this

Notary Public in and for

My commission
expires: _____

Affidavit by the Non Licensed Principal

I, being duly sworn, state that I have read all statements contained in this application and that they are true and correct to the best of my knowledge and belief. I further certify that I will be identified as a non licensee, will not represent myself or attempt to function as a licensee, and that I have read and will abide by all of the provisions of Act 299 of 1980, as amended and all rules and regulations promulgated thereunder, including rules of professional conduct.

Non Licensed Principal:

Signature:

Date:

Subscribed and sworn to before _____ day of _____ 19 _____
mo this

Notary Public in and for

My commission
expires: _____

Submit this form to:

Michigan Department of Consumer & Industry Services
DESIGN BOARDS LICENSING UNIT
P.O. Box 30018
Lansing MI 48909

You will receive an acknowledgement of your submittal in approximately 4 to 6 weeks.