



**FEE DUE \$205.00**

## INDIVIDUAL RESIDENTIAL BUILDER LICENSE APPLICATION INSTRUCTIONS

### IMPORTANT APPLICATION INFORMATION -- READ CAREFULLY

**APPLICANTS: Use this application, if you intend to do business as a RESIDENTIAL BUILDER.** A Residential Builder may build a new home from the ground up or may do any kind of repairs regulated under Article 24 of Act 299 of 1980, as amended. The Residential Builder may contract for the whole job, but will have to subcontract for plumbing, electrical, and mechanical (heating, ventilation, air conditioning) work to licensed plumbing, electrical and mechanical contractors.

**APPLICANTS MUST READ AND COMPLETE THE ATTACHED APPLICATION.** Failure to submit a completed application, license fee, a copy of your driver's license or state personal identification card, a completed preclicensure education reporting form with the official certificate(s) of completion, and all required supporting documents may delay processing your application or result in a license denial. You may not conduct any activity requiring a license until the license is issued; you are not a member of the Homeowner Construction Lien Recovery Fund until the license is issued.

**PRELICENSURE EDUCATION REQUIREMENT:** Pursuant to Public Acts 155 and 157 of 2007, individuals applying for licensure as a Residential Builder or Maintenance & Alteration (M&A) Contractor are required to complete 60 hours of approved preclicensure education courses prior to submitting this license application to the Builders Unit. After the 60 hours are completed, you may download the Residential Builder and Maintenance & Alteration Contractor Preclicensure Education Reporting Form (BCS/LBL-019) from the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under Forms & Publications. You must complete the preclicensure education reporting form and attach a copy of the official certificate(s) of completion given to you by each course provider. The certificate(s) must document 60 hours of approved preclicensure courses. A course will not be accepted without the certificate(s) attached. Each course listed on the form must be on the Department's approved list of course offerings, which is located on the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under "Spotlight". Attach the completed Residential Builder and Maintenance & Alteration Contractor Preclicensure Education Reporting Form (BCS/LBL-019) and the certificate(s) of completion to the license application.

**QUALIFICATION DEADLINE:** All licensing requirements must be completed within one (1) year of filing this application, which includes passing both portions of the examination, or the application will be discarded. You will then have to repeat the application process, including the examination and the fees, in order to become licensed.

**REQUIRED IDENTIFICATION:** Pursuant to Public Act 157 of 2007, all applicants are required to submit a copy of their driver's license or state personal identification card for identification purposes. **Therefore, you must attach a copy of your driver's license or state personal identification card to your application.**

**NONRESIDENT** applicants must file a Consent to Service of Process form with the Builders Unit. Contact the Builders Unit, at 517-373-8376, or refer to the web site at [www.michigan.gov/builders](http://www.michigan.gov/builders), for a copy of the form. **ALL APPLICANTS MUST MAINTAIN A PHYSICAL OFFICE LOCATION IN MICHIGAN WHERE BUSINESS IS CONDUCTED AND BOOKS AND RECORDS ARE KEPT. A POST OFFICE BOX ALONE IS NOT ACCEPTABLE.**

**CERTIFICATE OF ASSUMED NAME:** All applicants who will conduct business as a sole proprietorship, in a name other than their given name, must indicate the business name they will be using in Section 2 of this application. Additionally, you must attach a copy of the Certificate of Assumed Name obtained from the County Clerk's office where your business is located. If more than one (1) person is listed on the certificate, including husband and wife, you are considered a partnership and will have to file a partnership application with the Builders Unit once an Individual Residential Builder license is issued to you (see below). If you are conducting residential or combination residential and commercial activity as a corporation or limited liability company, you must file a corporation or limited liability company license application with the Builders Unit once an Individual Residential Builder license is issued to you (see below).

**CORPORATIONS, LIMITED LIABILITY COMPANIES AND PARTNERSHIPS:** If you plan to conduct residential or combination residential and commercial activity as a corporation, limited liability company (LLC) or partnership, the legal entity must be licensed as a Residential Builder Corporation, LLC or Partnership. After you receive a license as an Individual Residential Builder, you must apply for an additional license with the Builders Unit as the Qualifying Officer for the Corporation, LLC or Partnership (Form BCS/LBL-020). Each legal entity must hold a license in its own name; otherwise, it is considered unlicensed activity. Pursuant to Public Acts 155 and 157 of 2007, you must maintain an ACTIVE Individual Residential Builder license to serve as a Qualifying Officer for a corporation, limited liability company or partnership. Contact the Builders Unit at (517) 373-8376, or visit our website at [www.michigan.gov/builders](http://www.michigan.gov/builders), to obtain an application.

**KEEP** a completed copy of the application for your records. It is the applicant's responsibility to be aware of and comply with all regulations pertinent to the application process, licensure and practice. **The Department will obtain credit reports for all Individual applications filed with our office. Allow approximately six (6) weeks to process a properly submitted application.** Licenses will be issued to expire on May 31 in the calendar year indicated on the license.

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**I-RB**

**INDIVIDUAL RESIDENTIAL BUILDER LICENSE APPLICATION**

AUTHORITY: P.A. 299 of 1980, as amended.  
COMPLETION: Mandatory  
PENALTY: Failure to complete may result in denial of your application

**This application is valid  
between 6-1-08 and 5-31-09**

TYPE OR PRINT IN BLACK INK.						OFFICE USE ONLY		
1 <b>APPLICANT INFORMATION</b>			2 <b>BUSINESS INFORMATION</b>			ID NUMBER <b>2101</b>		
NAME (First, Middle, Last)			BUSINESS NAME (Attach a copy of Certificate of Assumed Name)			REVIEWER:		
HOME ADDRESS (Number & Street) NOT POST OFFICE BOX #			BUSINESS ADDRESS (Number & Street) NOT POST OFFICE BOX #			DATE REVIEWED:		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE	DATE ISSUED:		
SOCIAL SECURITY NUMBER		DATE OF BIRTH		BUSINESS TELEPHONE NUMBER			FEE: OK NO	
HOME TELEPHONE NUMBER		COUNTY		COUNTY			DUE \$:	
E-MAIL ADDRESS			E-MAIL ADDRESS			REFUND \$		
3 Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail? <input type="checkbox"/> Yes - If yes, please download the "Request for Conviction History" form under Applicant Information at the web address: <a href="http://www.michigan.gov/builders">www.michigan.gov/builders</a> . Complete and attach the form to your application. Your application will not be processed until the Department receives the completed form. <input type="checkbox"/> No								
4 Have you or any firm or company in which you were a member, partner, officer or employee ever had disciplinary action taken against any license, registration or permit now held or have ever held? (Includes, but is not limited to final orders, suspension, revocation, denial, etc.) <input type="checkbox"/> Yes - If yes, please download the "Request for Disciplinary Action Information" form under Applicant Information at the web address: <a href="http://www.michigan.gov/builders">www.michigan.gov/builders</a> . Complete and attach the form to your application. Your application will not be processed until the Department receives the completed form. <input type="checkbox"/> No								
5 Have you ever had any disciplinary action taken against you for practicing an occupation without a license or registration? <input type="checkbox"/> Yes - Provide type of license, name of state, action and date of action on a separate sheet of paper. <input type="checkbox"/> No								
6 Have you ever filed bankruptcy or had a State or Federal tax lien or judgment filed against you? <input type="checkbox"/> Yes - Provide details on a separate sheet of paper (i.e., docket number, date filed, name of court item filed with, amount, current status, reason item occurred). <input type="checkbox"/> No								
7 List the license numbers of all residential builder, maintenance and alteration contractor, or construction salesperson licenses currently or previously held by you.  _____								
8 Are you or will you be conducting business as a corporation, limited liability company, or partnership? <input type="checkbox"/> Yes - If yes, please download the "Corporation, Limited Liability Company or Partnership Residential Builder and Maintenance & Alteration Contractor License Application" form at the web address: <a href="http://www.michigan.gov/builders">www.michigan.gov/builders</a> . Complete and attach the form to this application, along with the application fee for <u>each</u> application. <input type="checkbox"/> No								
9 <b>YOU MUST SIGN AND DATE THE APPLICATION BELOW.</b>						UN LIC DISC ACT:		
I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law. I hereby authorize the Department of Energy, Labor & Economic Growth and its agents to investigate any statements made by me in this application, including checking criminal, civil, and administrative records. I authorize the Department and its agents to examine my books and records at the Department's discretion. I understand that I will not become a member of the Construction Lien Recovery Fund or be eligible to engage in activity requiring licensure until a license is approved and issued.						OK NO		
						PRELICENSURE/ EXAM:		
						OK NO		
Signature of Applicant _____						SIGNATURE:		
Date _____						OK NO		
						APP HOLD		

