



**PRELICENSURE EDUCATION REQUIREMENT:** Individuals applying for licensure as a Residential Builder or Maintenance & Alteration Contractor (M&A) Contractor are required to complete 60 hours of approved prelicensure education courses prior to submitting this license application. The list of approved courses may be found at [www.michigan.gov/builders](http://www.michigan.gov/builders) under the "Spotlight" section. Applicants must submit a copy of the official certificate(s) of completion from the course provider.

I certify that I have completed:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) 6 hours of courses in business management, estimating, and job costing.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) 6 hours of courses in design and building science.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) 6 hours of courses in contracts, liability, and risk management.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) 6 hours of courses in marketing and sales.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) 6 hours of courses in project management and scheduling.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f) 6 hours of courses in the current Michigan residential code.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g) 6 hours of courses in construction safety standards promulgated under the Michigan occupational safety and health act. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h) A total of 60 hours of approved courses.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answer, "yes", to any of the following, download the form BCS/LBL-500 "Request for Financial Stability Information". The form can be downloaded and completed to accompany this application. See [www.michigan.gov/builders](http://www.michigan.gov/builders) and select Forms & Publications. The form must be included to avoid delays in processing your application.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) Are you currently involved in a bankruptcy action?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Do you have any unsatisfied judgments?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Do you have any unsatisfied tax liens?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Do you have any business-related obligations in delinquent or collection status? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) Are you currently in arrears with any court-ordered child/spousal support?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

List the license numbers of all residential builder, maintenance and alteration contractor, or construction salesperson licenses currently or previously held by you.

\_\_\_\_\_

**YOU MUST SIGN AND DATE THE APPLICATION BELOW.**

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 Licensing and Regulatory Affairs 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 be eligible to engage in activity requiring licensure until a license is approved and issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE:**

It is the applicant's responsibility to be aware of and comply with all regulations pertinent to the application process, licensure and practice.

Allow approximately 3 weeks for processing of a properly submitted application.

The Department may obtain credit reports for all applicants.

All requirements for licensure must be completed within 1 year of filing this application.

Keep a completed copy of the application for your records.

**CONTINUING COMPETENCY REQUIREMENT** - Effective January 1, 2009, all licensees are required to complete 21 hours of activities demonstrating continuing competency every 3 years for the first 6 years of licensure. Details on fulfilling the requirement may be found at [www.michigan.gov/builders](http://www.michigan.gov/builders).

All applicants must submit a copy of their driver's license or state personal identification card.

Licensees must maintain a place of business in Michigan.

Mail your completed, signed, two-page application, all required documents and payment to:

Department of Licensing and Regulatory Affairs  
Bureau of Commercial Services - Licensing Division  
BUILDER'S UNIT  
P.O. Box 30245, Lansing, MI 48909