

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 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:

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| 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 |

Have you ever been convicted of a felony?

- Yes - Download the form BCS-LCE-020 "Request for Conviction History of Applicant". The form can be downloaded and completed to accompany this application. See www.michigan.gov/builders and select Forms & Publications. The form must be included to avoid delays in processing your application. No

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.)

- Yes - Download the form BCS/LCE-021 "Request for Disciplinary Action Information". The form can be downloaded and completed to accompany this application. See www.michigan.gov/builders and select Forms & Publications. The form must be included to avoid delays in processing your application. No

Have you ever had any disciplinary action taken against you for practicing an occupation without a license or registration?

- Yes - Provide type of license, name of state, action and date of action on a separate sheet of paper. 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 and select Forms & Publications. The form must be included to avoid delays in processing your application.

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| 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.

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, three-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