



STATE OF MICHIGAN

DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

DAVID C. HOLLISTER  
DIRECTOR

## INFORMATION TO FIRMS OFFERING PROFESSIONAL SERVICES IN ARCHITECTURE, PROFESSIONAL ENGINEERING, AND/OR PROFESSIONAL SURVEYING

EXCERPTS FROM ARTICLE 20 OF THE OCCUPATIONAL CODE, PA 299 OF 1980, AS AMENDED:

### **338.2001 Definitions**

*Sec. 2001 As used in this article:*

(b) "Firm" means a sole proprietorship, partnership, corporation, or limited liability company through which a person licensed under this article offers or provides a service to the public.

(d) "Person in responsible charge" means a person licensed under this article who determines technical questions of design and policy; advises the client; supervises and is in responsible charge of the work of subordinates; is the person whose professional skill and judgment are embodied in the plans, designs, plat, surveys, and advice involved in the services; and who supervises the review of material and completed phases of construction.

(h) "Principal" means a sole proprietor, partner, or the president, vice-president, secretary, treasurer, or director of a corporation, or a member or manager of a limited liability company.

(k) "Services" means professional service offered or provided by an architect in the practice of architecture, a professional engineer in the practice of professional engineering, or a professional surveyor in the practice of professional surveying.

### **339.2010 Firm: practice of architecture, professional engineering, or professional surveying; approval of Non Licensed principal and principal's firm; report; person in responsible charge at each place of business; exception.**

*Section 2010 (1) A firm may engage in the practice of architecture, professional engineering, or professional surveying in this state, if not less than 2/3 of the principals of the firm are licensees.*

*(2) However, a NonLicensed principal and the principal's firm shall apply for and receive an approval from the department to engage in the practice of architecture, professional engineering, or professional surveying, if the conduct of the firm and its principals comply with rules promulgated by the department.*

*(3) Upon request by the Department, a firm shall report to the department the names and addresses of its principals, persons in responsible charge, unlicensed principals, and any other information the department considers necessary.*

*(4) A firm shall employ a person in responsible charge in the field of services offered at each place of business in this state where services are offered by the firm, except at a field office which provides only a review of construction.*

### **WHAT THIS MEANS TO YOUR FIRM:**

If your firm is contracting to provide professional services in architecture, professional engineering, or professional surveying, Article 20 requires that at least two-thirds of the principals of the firm be licensed in Michigan in one or more of the professions.

If your firm will include principals that are not licensed, an application for approval must be submitted for each of the unlicensed principals on form **BCS/LBD-050**. Please note, it is mandatory that at least two-thirds of the principals of the firm be licensed here in Michigan. If you have questions, please call the Design Boards at 517-241-9253.

Michigan Department of Labor & Economic Growth  
Bureau 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 or manager 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?

Name of person in responsible charge of MI projects:

Yes

No

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.

Yes

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

Yes

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 me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
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 me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for

My commission expires: \_\_\_\_\_

Submit this form to:

Michigan Department of Labor & Economic Growth  
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.