

## FREQUENTLY ASKED QUESTIONS – Maintaining my License

**Q: I have a Residential Builder or Residential Maintenance & Alteration Contractor license in my own personal name, operating as a sole-proprietor. I'm now forming a corporation, limited liability company or partnership. What do I have to do to have the company licensed?**

A: A corporation, limited liability company or partnership is a new legal "person" and must obtain a license as a Residential Builder or Residential Maintenance & Alteration Contractor. When the company applies for a license, an individual must be designated as the "qualifying officer" -- the person who will assume responsibility for the company complying with the building laws and rules. **The qualifying officer is required by law to hold an active license as an individual Residential Builder or individual Residential Maintenance & Alteration Contractor.** The individual license will begin with 2101 or 2103 and it is separate from the company license. A corporation, limited liability company or partnership must maintain a company license in addition to the qualifying officer holding an individual license. The qualifying officer may be an officer, director, member, partner, agent or employee of the company; he/she does not need to be an owner or shareholder. A Corporation, Limited Liability Company or Partnership Residential Builder or Maintenance & Alteration Contractor License Application may be obtained on the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under "Forms & Publications" or you may call the Builders Unit at 517-373-8376 for an application.

**Q: I have moved my business or changed my business name. How do I change my license information?**

A: If you are changing the name or address on your license, submit a Request for Name and/or Address Change form, which is available on the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under "Forms & Publications." For a fee of \$10, we will change the name and/or address and send you a corrected license. If you are changing your **address only** during renewal time (April-May of the year your license expires), you may change the address on the renewal application form. No additional fee is required.

For a change of your individual personal name, you must sign the affidavit found on the Request for Name and/or Address Change form along with the \$10 fee, requesting to change your personal name.

For a change of the "doing business as" name on an individual license, send a copy of the new "doing business as" certificate (Certificate of Assumed Name) from the county clerk.

For a partnership changing its name, send a copy of the new "Certificate of Partnership" from the county clerk.

For a corporation or limited liability company that is changing its name, no additional documentation is required. The corporation or limited liability company name must be updated with the Corporations Division of the Department.

If, however, you are an individual licensee and you have created a corporation, limited liability company or partnership, the company is a new legal "person" and must apply for its own license. The company must be licensed or it is considered unlicensed activity. Call the Builders Licensing Unit at (517) 373-8376, or visit the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under "Forms & Publications," to obtain a Corporation, Limited Liability Company or Partnership Residential Builder or Maintenance & Alteration Contractor License Application. The Residential Builder or Residential Maintenance & Alteration Contractor must also keep their individual license (license number will begin with 2101 or 2103) in active status as long as the individual will serve as the qualifying officer for a corporation, limited liability company or partnership.

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### **Q: The qualifying officer has left our company. How do we get a new qualifying officer shown on our license?**

A: When a qualifying officer leaves a company, he/she shall notify the Department in writing within 10 days of his/her resignation. The company must designate a new qualifying officer by submitting a [Qualifying Officer Change Application](#) which is available on the Builders website at [www.michigan.gov/builders](http://www.michigan.gov/builders) under "Forms & Publications." The new qualifying officer must have an active individual Residential Builder or Residential Maintenance & Alteration Contractor license, a license beginning with 2101 or 2103, to serve as a qualifying officer for a corporation, limited liability company or partnership.

### **Q: What is a Section 2405 Suspension?**

A: A business entity (corporation, LLC, partnership, etc.) licensed as a residential builder or maintenance & alteration contractor must have an individually-licensed qualifying officer [[MCL 339.2405\(1\)](#)]. If the qualifying officer of an entity resigns or his/her license becomes lapsed, suspended, revoked, or inactive, the entity must replace the individual or face a Section 2405 Suspension. This suspension is non-disciplinary in nature and can be released upon correction of the deficiency (i.e. appointment of an individually-licensed qualifying officer).

### **Q: What is “inactive status” and how do I apply? How do I reactivate the license from the “inactive status”?**

A: A licensee may apply for inactive status by completing the required application [Request for Inactive Status](#) from the “Forms & Publications” section of the website. The licensee must certify that they are no longer actively engaged in the occupation authorized by his/her license. The licensee is still required to pay the renewal fee to maintain the “inactive status,” but is exempt from the continuing competency requirement. To restore the license to an “active” status, the licensee must submit an application for [Request for Active Status](#). The licensee must complete 1 hour of continuing competency for the calendar year for which the license is activated.

### **Q: What are the requirements for continuing competency? When and how do I obtain the continuing competency?**

A: Updated information on the continuing competency requirement may be found on the Builders website in the “Spotlight” section. All Residential Builder and Maintenance & Alteration Contractor licensees are required to complete continuing competency and maintain proof of completion for at least 5 years in case of you are audited by the Department; the proof of completion does not need to be sent to the Department with a renewal application.