

**Change in Company Representation/Company or Personal Name Change/
Change in Qualifying Individual/Change of Address/Reissuance of License**

116/131/99

Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes

PO Box 30254 (without fee), PO Box 30255 (with fee), Lansing, MI 48909

Electrical Division 517-241-9320 / Mechanical Division 517-241-9325 / Plumbing Division 517-241-9330

www.michigan.gov/bcc

Authority: 1956 PA 217, 1984 PA 192, 2002 PA 733
Penalty: Failure to provide information may result in denial of your request.

LARA is an equal opportunity employer/program. Auxillary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Instructions:

- Make check payable to the State of Michigan and mail to the proper division at address listed above. (Example: LARA/BCC/Electrical)
- A separate form must be submitted for each license discipline.

NOTE: A separate form must be used for each plumbing master representation on a plumbing contractors license.

Type of License

Electrical

- Company Name Change on an Electrical/Fire Alarm/Sign Contractor's License **(116) \$30.00**
- Change of Contractor of Record on an Electrical/Fire Alarm/Sign Contractor's License - **No Fee Due** (No reissuance)
- Change in a Qualifying Individual on an Electrical/Fire Alarm/Sign Contractor's License - **No Fee Due** (No reissuance)
- Personal Name Change on a Electrical License or Apprentice Registration **(116) \$30.00**
- Electrical License or Apprentice Registration Address Change **(116) \$30.00** (Request for a reissued license/registration)
- Electrical License or Apprentice Registration Address Change - **No Fee Due** (Address change only, no reissuance)
- Electrical License/Registration Reissuance **(116) \$30.00** Lost Destroyed

Mechanical

- Mechanical Contractor License Name Change **(131) \$30.00**
- Company Representation Name Change on a Mechanical Contractor License - **No Fee Due** (No reissuance)
- Mechanical Contractor License Address Change **(131) \$30.00** (Request for a reissued license)
- Mechanical Contractor Address Change - **No Fee Due** (Address change only, no reissuance)
- Mechanical Contractor License Reissuance **(131) \$30.00** Lost Destroyed

Plumbing

Note: In accordance with 2012 PA 311, any veteran providing satisfactory proof of separation from the armed forces of the United States under "honorable" or "general under honorable conditions" is exempt from registration, licensing and examination fees. For consideration, please attach a copy of either a DD-214, and/or DD-215 to your application; unless previously provided.

- Company Name Change on a Plumbing Contractor/Master Plumber License - **No Fee Due** (No reissuance)
- Change in Master Representation for a Plumbing Contractor License - **No Fee Due** (No reissuance)
- Additional Master Plumber for a Plumbing Contractor/Business Branch - **No Fee Due** (No reissuance)
- Personal Name Change on a Plumbing Master/Journey License or Apprentice Registration Name Change **(99) \$30.00**
- Plumbing License or Apprentice Registration Address Change **(99) \$30.00** (Request for a reissued license)
- Plumbing License or Apprentice Registration Address Change - **No Fee Due** (Address change only, no reissuance)
- Plumbing License/Registration Reissuance **(99) \$30.00** (per license) Lost Destroyed

Current Information			LICENSE NUMBER	
NAME		Company Name (if applicable)		
ADDRESS			TELEPHONE NUMBER (Include Area Code)	
CITY	STATE	ZIP CODE	TOWNSHIP	COUNTY
EMAIL ADDRESS				

Changes Requested

NAME		Company Name (if applicable)		
ADDRESS			TELEPHONE NUMBER (Include Area Code)	
CITY	STATE	ZIP CODE	TOWNSHIP	COUNTY
EMAIL ADDRESS				

Signature

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect decisions to be made on this application.

SIGNATURE	DATE
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Qualifying Master Electrician/Fire Alarm Specialty Technician/Sign Specialist

I _____ shall be a full-time employee of _____
 (Printed Name of Qualifying Individual) (Company)

shall be actively in charge of and responsible for code compliance of all installations of electrical or fire alarm wiring and equipment, or the installations, maintainance, connection, and repair of electric signs, do not represent any other person, firm or corporation as its master electrician, fire alarm specialty technician or sign specialist and do not represent any other person, firm, or corporation as the licensee in a business or industrial setting.

Signature of Qualifying Individual for Electrical Licenses - signature MUST be notarized

I certify I have read and understand the above information. I also certify the information provided is true and accurate to the best of my ability. I understand falsification of any statement is cause for rejection of application or revocation of license, if issued.

SIGNATURE OF QUALIFYING INDIVIDUAL	DATE	LICENSE NUMBER
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Subscribed and sworn before me, this ____ day of _____, 20____,
 a Notary Public in and for _____ County, Michigan.
 Signature of Notary Public _____
 My Commission expires: _____