

INDIVIDUAL RESIDENTIAL BUILDER LICENSE

ALL RENEWALS MUST BE COMPLETED ONLINE

IMPORTANT: The Bureau of Professional Licensing (BPL) within the Department of Licensing and Regulatory Affairs (LARA) has transitioned to online renewal of all professions it licenses and regulates. This was done to improve customer service and provide an efficient renewal process. You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your license online now at www.michigan.gov/mylicenser renewal. By renewing online, you may expect to receive your renewed license by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa or Discover credit card or e-check to renew online. You may verify the renewal of your license if all renewal requirements are met the following business day at www.michigan.gov/licenselookup.

PLEASE NOTE: If you pay by electronic check it will take at least 10 business days for the Department of Treasury to process the payment before your renewal can be processed by LARA.

2. **NAME/ADDRESS CHANGES:** If you are changing your address, please note that the physical address must be located in the state of Michigan. If you have an address change, please make the change and renew your license at www.michigan.gov/elicense. If you have a name change, please submit your name change to our office at bplhelp@michigan.gov. Name change should be completed prior to you renewing your license online.
3. If you do not have a name or address change, go to www.michigan.gov/mylicenser renewal to renew your license. You will need your 10 digit license number to use this site, and you will be able to print a copy of your transaction if you require a receipt of your renewal payment.
4. Renewal fees are not refundable.
5. **PLEASE NOTE:** You must renew your Individual Residential Builder license if you are serving as a Qualifying Officer for a Residential Builder Corporation, Limited Liability Company (LLC) or Partnership. If the Corporation, LLC or Partnership does not have a Qualifying Officer with an active individual license, the Corporation, LLC or Partnership's license may be suspended.
6. If you have changed your business structure from an Individual Residential Builder to a Corporation, LLC, or Partnership, you must renew this license and obtain a new license for the company. Visit the Builders website at www.michigan.gov/builders to obtain a company license application.
7. **INACTIVE STATUS:** A licensee designated as inactive must still pay the renewal fees and have a current copy of the Michigan residential code, however will be exempt from the continuing competency requirements imposed under this section.

PLEASE NOTE: A licensee in "inactive status" will NOT have a paper license printed and mailed to them. An individual in "inactive status" is UNABLE to serve as the Qualifying Officer of a Corporation/LLC/Partnership.

8. Your current license expires on **May 31, 2017**. Once renewed, the new license will expire on May 31, 2020. Failure to renew online and/or failure to meet all renewal requirements by the expiration date of

your license means you cannot legally practice as an Individual Residential Builder and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be automatically added to the renewal fee if you renew within the 60 days following the license expiration date.

9. If you fail to renew on or before the 60th day following your current license expiration date, **you will not be permitted to submit your renewal online**, and you will need to apply for relicensure.
 - To apply for relicensure go to www.Michigan.gov/builders for the online application or to download the application to mail in.
 - Do not use this form to mail your renewal fee in lieu of renewing your registration online. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.
 - **You are required to complete your continuing competence and have a current copy of the code book prior to completing the renewal process pursuant to MCL 339.2404 (6).**