

RESIDENTIAL BUILDER COMPANY LICENSE (CORPORATION/LLC/PARTNERSHIP)

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 business 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 changes should be completed prior to you renewing your license online.

NOTE: Please contact the Department prior to renewing your license if:

- You are adding or deleting an assumed name (DBA – “doing business as”).
 - You are changing the business structure of the licensed Maintenance & Alteration Corporation/LLC/Partnership. You may be required to submit a new application to obtain a license for this new company.
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:** The Qualifying Officer for your Residential Builder Corporation, Limited Liability Company (LLC) or Partnership **must** renew their Individual License. If the Qualifying Officer does not hold an active individual license, he or she must immediately submit an application to the Licensing Division to obtain an individual license. The Qualifying Officer's individual license is separate from the company license as it is issued to the individual in his or her name, and the license number will begin with 2101. If the Corporation/LLC/Partnership does not have a Qualifying Officer with an active individual license, the Corporation/LLC/Partnership's license may be suspended. You may apply online for the Individual Residential Builder license or download the application at www.michigan.gov/builders.

6. **INACTIVE STATUS:** A licensee designated as inactive must still pay the renewal fees.
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.
7. Your current license expires on **May 31, 2017**. Once renewed, the new license will expire on May 31, 2020. If you fail to renew the license online, and/or fail to meet all renewal requirements by the expiration date of your license, you cannot legally practice as a Residential Builder Corporation/LLC/Partnership 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.
8. If you fail to renew on or before the 60th day following your current license expiration date, **you will not be permitted to renew online**, and you will need to submit an application for relicensure.
 - Please visit www.michigan.gov/builders to download the “Corporation, Limited Liability Company or Partnership Residential Builder and Maintenance & Alteration Contractor License or Relicensure Application.”
 - 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.