

The applicant section has to be filled out. If this is your first permit, choose Add new contact. If this is not your first permit, choose Select from Account.

Plumbing Permit

1 Project or Facility Info	2 Applicant/Facility Contact	3 Plan Review	4 Equipment	5 Review	6	7
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Step 2: Applicant/Facility Contact > Applicant/Facility Contact

Applicant

THIS SECTION IS REQUIRED

Select from Account Add New Contact Look Up

* indicates a required field.

Below is the screen if this is your first permit. You will need to fill out the items that are starred. First name, last name and email address. Once complete choose Add Additional Contact Address.

Department of Licensing and Regulatory Affairs

Contact Information

* First: Middle: * Last:

Home Phone Phone: Secondary Phone:

E-mail: Preferred Channel: --Select--

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s) Mailing

Showing 0-0 of 0

Address Type	Address	Phone	Status	Primary	Action
No records found.					

Continue Clear Discard Changes

Fill out this section with a mailing address. The address type has to be Mailing. Once completed, choose Save and Close.

Department of Licensing and Regulatory Affairs

Contact Information

Contact Address Information

Street # (start): Street Name: Street Type: Address Type:

611 ottawa ST Mailing

Address Line 1:

City: State: ZIP Code:

Lansing MI 48933

Save and Close Save and Add Another Clear Discard Changes

When you see the green **Contact address added successfully**, Choose Continue.

The screenshot shows a 'Contact Information' modal window. At the top, there are input fields for 'First' (Mary), 'Middle', and 'Last' (Smith). Below these are fields for 'Home Phone', 'Phone', and 'Secondary Phone'. An 'E-mail' field contains '@michigan.gov' and a 'Preferred Channel' dropdown is set to 'E-mail'. A section titled 'Contact Addresses' contains an orange button 'Add Additional Contact Address'. Below this is a green success message: 'Contact address added successfully.' and 'Showing 1-1 of 1'. A table lists the contact address:

Address Type	Address	Phone	Status	Primary	Action
Mailing	611 Ottawa ST, Lansing MI 48933 United States		Active	No	Actions

At the bottom of the modal are three buttons: 'Continue' (orange), 'Clear' (orange), and 'Discard Changes' (blue).

You will need to mark if you are applying as a homeowner, excavator, water treatment installer, or licensed professional. Mark what the building type is and the type of job. If you are a licensed professional, when working on a residential property you need to provide the Workers Comp insurance carrier, UIA n and FEIN numbers or reason for exemption.

The screenshot shows the 'General Information' section of a form. It includes the following fields and options:

- Are you applying as a Homeowner/Owner/Owner's Agent?:
- Are you applying as a licensed professional?:
- Are you applying as a water treatment installer?:
- Are you applying as an excavator?:
- * Building Type: Other (dropdown)
- * Type of Job: Single Family Alteration (dropdown)
- Workers Comp Insurance Carrier (or reason for exemption): [text input]
- UIA Number (or reason for exemption): [text input]
- FEIN: [text input]

If you are applying as a homeowner, complete the homeowner section. If you are applying as a licensed professional, complete the licensed professional section. **Not Both!**

The screenshot shows two sections of the application form:

Homeowner
To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.
Buttons: [Select from Account](#), [Add New Contact](#), [Look Up](#)

Licensed Professional
To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.
Buttons: [Add New](#), [Look Up](#), [Continue Application >](#), [Save and resume later](#)

Once you have successfully added an applicant. Please select [Continue Application](#) to move on to step three.

Homeowner

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Mary ██████████
██████████@michigan.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Phone	Status	Primary	Action
Mailing	611 Ottawa ST, lansing MI 48933 United States		Active	No	Actions ▼

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Add New](#)

[Look Up](#)

[Continue Application »](#)

[Save and resume later](#)