

Application for Master Plumber/ Plumbing Contractor Examination & License

Experience Requirements

All applicants must not be less than 18 years of age and must attach a notarized letter(s) from your current and former employers documenting your experience.

Contractor Examination/License, MCL 339.6111 of Skilled Trades Regulation Act

- (1) The applicant must either hold a master plumber license or employ the holder of a master plumber license as his or her representative.
- (2) Only an individual who is a sole proprietor, a partner in a partnership, an officer of a corporation, or a member of a limited liability company, may apply for licensure as a plumbing contractor.
- (3) The applicant must provide with this application the following information:
 - a. A statement listing the complete address of each place where the applicant has resided and has been engaged in business during the last 5 years including the length of time at each residence and types of businesses engaged in or employments.
 - b. The name of the business owner, president of the corporation, or a member or manager of the limited liability company and the name of the individual who is applying, if different from the name of the business owner, president, or member or manager and his or her title.
 - c. The name, residence address, and license number of the licensed master plumber who represents the person. **The contractor license will not be issued without master plumber representation.**

Master Examination/License, MCL 339.6113 of Skilled Trades Regulation Act

Applicants must hold a journey plumber license, and provide, with this application, documentation verifying the attainment of 4,000 hours as a licensed journey plumber in not less than **2 years immediately preceding** the date of this application.

EMPLOYMENT VERIFICATION STATEMENT

To be considered for approval to sit for the PLUMBING LICENSING EXAMINATIONS, the following information must be included in the required, properly notarized document provided by each present and former employer(s).

PLEASE NOTE: notary **MUST** date and sign the notary stamp, or the document will not be accepted.

***** NOTARIZED DOCUMENTATION, on letterhead from employer must include all the following:**

- 1) Dates from (mm/dd/yyyy) to (mm/dd/yyyy) employed with company
- 2) Hours of plumbing experience attained
- 3) Type of plumbing experience
- 4) Licensed supervision – name & license number
- 5) Signed by BOTH a Michigan licensed MASTER plumber AND employer.

MILITARY/UNIFORM SERVICE WAIVERS

Note: The application fee is waived if the applicant is actively serving, a veteran honorably discharged, or a dependent of an active member or veteran and provides proof. Examination may be waived if applicant meets requirements. See all requirements on page 2.

Fee waiver:

To waive the application fee, you must submit, with the application, proof of active service (i.e.: military ID) OR Proof of dependency (i.e., parent or spouse military ID and birth certificate or marriage certificate & military member papers,)), proof of honorable discharge. A DD214 form or DD215 form or other applicable certification of discharge.

Examination waiver:

Licensure without examination is possible IF the applicant:

Provides proof that the applicant is A member of the armed forces or uniformed services, A veteran, or A dependent of a member of the armed forces, a member of the uniformed services, or a veteran **AND** has an active, valid plumbing license in at least 1 other state of the United States.

To meet examination waiver please complete the MILITARY/UNIFORMED SERVICES EXAMINATION WAIVER FORM (MILITARY EXAMINATION WAIVER PROCEDURE) and attach that to this application.

Application for Master Plumber/ Plumbing Contractor Examination & License

Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes / Licensing Division

P.O. Box 30255, Lansing, MI 48909

517-241-9316

lara-bcc-licensing@michigan.gov

Authority 2016 PA 407

Penalty: Failure to provide information may request in denial of your request.

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

General Instructions: IF SUBMITTING A PAPER APPLICATION, IT MUST BE SIGNED

- Apply and pay online at <https://aca3.accela.com/lara/> OR
- Mail completed application, required documents, and license fee to the address listed above. If you require an accommodation to take the examination, please submit written documentation from a professional (educational professional, doctor, psychologist, psychiatrist)

***** Any documentation submitted with your application becomes property of the State of Michigan and will not be returned.

Please Check One: **Master Plumber** **Plumbing Contractor**

Applicant Information

| | | | | | |
|--|-------|---|--------|---|--|
| NAME (First, Middle, Last) | | I AM AT LEAST 18 YEARS OF AGE <input type="checkbox"/> Yes | | SOCIAL SECURITY NUMBER | |
| ADDRESS | | | | APPRENTICE REGISTRATION OR JOURNEY LICENSE NUMBER | |
| CITY | STATE | ZIP CODE | COUNTY | TELEPHONE NUMBER (Include Area Code) | |
| E-MAIL ADDRESS | | | | | |
| NAME AND LICENSE NUMBER OF QUALIFYING MASTER - (if applying for plumbing contractor) | | | | | |

FEE PAYMENT INFORMATION

FOR OFFICE USE ONLY - VALIDATION

You will be notified by the third-party testing agency (PSI) with instructions on how to schedule your written examination. The examination fee will be paid to PSI at that time.

Pursuant to statute, the license fee must be paid at time of application:

PLUMBING CONTRACTOR LICENSE \$300.00 (81)

MASTER PLUMBER LICENSE \$300.00 (93)

A master plumber who is also a plumbing contractor is only responsible for payment of the plumbing contractor initial or renewal license fee and is not responsible for also paying the master plumber initial or renewal license fee.

Military/Uniform Services fee/examination waiver.

Note: The application fee is waived if the applicant is actively serving, a veteran honorably discharged, or a dependent of an active member or veteran and provides proof. Examination may be waived if applicant meets requirements. See all requirements on instruction page.

Certification and Signature

I certify that I meet all the requirements of 2016 PA 407 for the examination for which I am applying and that the statements in this application are true and correct. I am aware that obtaining a license fraudulently is grounds for disciplinary action.

APPLICANT SIGNATURE

DATE

