Residential Builder or Maintenance & Alteration Contractor License or Relicense Application
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes/ Licensing Section
P.O. Box 30255, Lansing, MI 48909
517-241-9316
lara-bcc-licensing@michigan.gov

An Individual Residential Builder license allows you to build a complete residential structure and to do maintenance and alteration (remodeling) work. A Maintenance and Alteration (M&A) license allows you to become licensed in specific trades. You may hold either an Individual Residential Builder license OR an M&A license. **You cannot apply for both. If you apply for an M&A license you must select AT LEAST one trade, but NOT all trades.**

With this application you need to submit:

- **A state issued photo ID.**
  - If you have a state issued photo ID from a state other than Michigan, you will also need to submit a notarized form titled Consent to Service of Process.

- **A copy of your 60hr prelicensure course certificate.**
  - This must be a prelicensure course approved by the Bureau of Construction Codes and include the following topics:
    - Business management, estimating and job costing
    - Design and building science
    - Contracts, liability, and risk management
    - Marketing and sales
    - Project management and scheduling
    - Current Michigan Residential Code and construction safety standards

- **A check or money order made out to the State of Michigan.**
  - This is not needed if you meet the requirements for the Veteran fee waiver (see below).
- **A physical Michigan business address- cannot be a P.O. Box.**

This application is for an individual, not a company. You cannot list an LLC or Corporation on this application. Once you have your individual license, you can submit a Company application to our office and serve as the Qualifying Officer.

If you are a veteran applying for an individual residential builder or maintenance & alteration contractor (M&A) license and requesting:

- A fee waiver
  - Please submit a copy of your DD-214 showing honorable discharge/honorable character of service.
- A waiver of the 60 hour prelicensure course
  - Please submit a signed letter from a commanding officer, supervisor, or military superior who has direct knowledge of the service/experience/knowledge you have in the areas covered by the prelicensure course.

Only mark relicensure if you have previously held an Individual Residential Builder OR Maintenance & Alteration (M&A) license that has been expired for more than three years. You must provide your original license number. You must meet current requirements in order to be approved to test.

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Print clearly. This is a legal document. Failure to do so may result in delays in processing.

Authority: 1980 PA 299, MCL 338.3434a Penalty: Failure to provide information may result in denial of your request.	**LARA is an equal opportunity employer/program. Requests for accommodations should be directed to PSI directly after being approved to test.**

CHECK THE LICENSE TYPE- YOU MUST MARK AT LEAST ONE APPLICATION OPTION.	NON-REFUNDABLE FEE	FOR OFFICE USE ONLY
☐ Individual Residential Builder $195.00	(2101-01 = $165.00) (2101-15 = $ 30.00)	
☐ Individual Residential Builder-Veteran Fee Waived		
☐ Individual Residential Builder Relicensure $185.00	(2101-06 = $170.00) (2101-15 = $ 15.00)	
YOU CANNOT SELECT BOTH INDIVIDUAL RESIDENTIAL BUILDER AND SPECIFIC TRADES. TRADES ARE ONLY FOR INDIVIDUAL M&A CONTRACTOR APPLICANTS.	(2103-01 = $165.00) (2103-15 = $30.00)	
☐ Individual Maintenance & Alteration Contractor $195.00		
☐ Carpentry (A) ☐ House Wrecking (R)		
☐ Concrete (B) ☐ Screens & Storm Sash (N)		
☐ Excavation (D) ☐ Gutters (O)		
☐ Roofing (M) ☐ Tile & Marble (P)		
☐ Masonry (I) ☐ Swimming Pools (S)		
☐ Insulation Work (G) ☐ Basement Waterproofing (T)		
☐ Siding (K)	(2103-01 = $170.00) (2103-15 = $15.00)	
☐ Individual Maintenance & Alteration Contractor-Veteran Fee Waived		
☐ Individual Maintenance & Alteration Contractor Relicensure $185.00		
MAKE CHECKS PAYABLE TO THE STATE OF MICHIGAN		

Applicant Information

LEGAL GOVERNMENT NAME (First, Middle, Last)		SOCIAL SECURITY NUMBER	
MICHIGAN BUSINESS ADDRESS **(CANNOT BE A P.O. BOX)**	CITY	STATE	ZIP CODE
BUILDERS LICENSE NUMBER (for re-licensure applications ONLY)	TELEPHONE NUMBER (Include Area Code)	E-MAIL ADDRESS	
DBA **(if none leave blank-cannot be an LLC or Corporation)**			

Good Moral Character

I have the ability and will serve the public in a fair, honest, and open manner. If I had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license. If I am applying for relicensure, I have satisfied any outstanding penalties and/or conditions imposed by disciplinary action in this state or any other jurisdiction.

☐ **Yes** ☐ **No**

Certification

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434a. I have filled out this application in its entirety and have included payment as necessary.

SIGNATURE	DATE