

City of Highland Park
12050 Woodward Ave.
Highland Park, MI 48203
(313) 252-0050

CONTRACTOR REGISTRATION FORM

If the Federal I.D. number provided is a Social Security number, pursuant to the Michigan Social Security Number Privacy Act, this document contains CONFIDENTIAL INFORMATION

Business Name: _____

Business Owner or Qualifying Officer: _____

Address: _____

Telephone #: _____

Cell Phone #: _____

Federal I.D. #: _____

Fax #: _____

Contractor License #: _____

Expiration date: _____

E-mail: _____

Workers Comp Ins. Carrier (or reason for exemption): _____

MESC Employer # (Self Employed): _____

FOR BUILDING & SIGN CONTRACTORS ONLY:

Authorized Signatures – please print (only the contractor and the following names will be allowed to obtain permits):

FOR ELECTRICAL, PLUMBING & SIGN CONTRACTORS ONLY:

Master/Specialist authorized to obtain permits – please print (copy of master's/specialist's license(s) must be attached)

Name: _____ Master/Specialist License #: _____

Please be advised that the State of Michigan licensing regulations allow only licensed Electrical/Plumbing Contractors and Authorized Master to obtain Electrical/Plumbing permits.

I, the undersigned, hereby certify that the information herein is true and correct to the best of my knowledge.

Signature of Contractor: _____ Date: ____/____/____

Has appeared in person or has signed this letter in front of a Notary Public whose signature and seal is affixed hereto.

Subscribed and sworn to me on this

_____ day of _____, in the year _____

_____, Notary Public

_____ Printed Name

_____ County, Michigan

Acting in _____ County, Michigan

My commission expires: _____

Office Use Only:

Reg. # _____

Expires: ____/____/____

Licenses Verified

Initials: _____ Date: _____

Did you remember to include:

- Copy of licensee's (contractor) driver's license.
- Current contractor's license, and current masters or specialist license for electrical, plumbing and sign specialists.
- Copy of qualifying officer's license for LLC's, Corporations and Partnerships.
- Registration fee from reverse side.
- Signature of licensee (contractor) on this form (**must be notarized if form is not being submitted in person**).

**CITY OF HIGHLAND PARK
BUILDING DEPARTMENT
CONTRACTOR REGISTRATION INFORMATION**

IN ADDITION TO THE FORM ON THE REVERSE SIDE, WITH THE LICENSEES ORIGINAL SIGNATURE, SUBMIT THE FOLLOWING:

Contractor Type	Registration Fee	Information Required for Registration
Building	\$15.00	* Driver's License, MESC Number, Federal ID Number * State Residential Builder's License. Corporations and partnerships must provide both the company license and the qualifying officers license.
Concrete	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
Demolition	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
Electrical Fire Alarm Sign Specialty	\$15.00	* Driver's License, MESC Number, Federal ID Number * Electrical Contractor's License, Master's License * Sign Specialty also requires the Sign Specialist License.
Mechanical & Fire Suppression	\$15.00	* Driver's License, MESC Number, Federal ID Number * Mechanical Contractor's License
Moving of Buildings	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
Plumbing	\$15.00	* Driver's License, MESC Number, Federal ID Number * Plumbing Contractor's License, Master's License
Sign Erector	\$15.00	* Driver's License, MESC Number, Federal ID Number
Underground	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.

Authorization letters must be originally signed notarized documents. No photo copies will be accepted.