



# Application for Registration of Residential Builder's License

City of Grand Planning, Design, and Development Department  
Building Inspections Office  
1120 Monroe Ave. NW  
Grand Rapids, MI 49503  
616-456-4100  
www.grandrapidsmi.gov/devcenter

**Note:** If you provide an email address, you will automatically gain access to useful online features, including online renewal of this registration, and various online application forms with our online permitting portal, Citizen Access.

**Instructions:**

- Complete / correct and sign application. Type or print in ink.

**Information:**

- Your City Registration expires on the same date as your State Residential Builder's License and shall be renewed by that date.

The **BELOW** is applying for a Residential Builder's Contractor Registration in the City of Grand Rapids and hereby agrees to abide by the Ordinance, rules, and regulations passed or which may be hereafter passed by the Grand Rapids City Commission.

<b>Company / Contractor of Record</b>			
EMPLOYER/COMPANY		STATE LICENSE # (please attach copy of new license)	
ADDRESS	CITY	STATE	ZIP
OFFICE PHONE	MOBILE PHONE	E-MAIL ADDRESS	
FED EMPLOYER ID # (or exemption reason)	MESC (or exemption reason)	WORKERS COMP INS CARRIER (or exemption reason)	

<b>Licensee Information</b>			
LICENSEE NAME		DATE OF BIRTH	
ADDRESS	CITY	STATE	ZIP
MOBILE PHONE	E-MAIL ADDRESS		

**\*Do you authorize any other individual(s) to obtain permits using your license? (Please note that authorizing others to use your license is optional)**

YES or NO

**IF YES:**

Please list the full name(s) and primary phone number(s) of the individual(s):

Name of authorized individual:

Phone number for authorized individual:

Email address for authorized individual:

Licensee Signature \_\_\_\_\_

OFFICE USE: Reg # \_\_\_\_\_