



**Application for Registration of Mechanical Contractor License**  
City of Grand Rapids Design & Development Services Department  
Building Inspections Office / Mechanical Trade  
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.

**Instructions:**

- Complete / correct and sign application. Type or print in ink.
- Mail completed application, and copy of State Mechanical License the address listed above.

**Information:**

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

<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
OFFICE PHONE	MOBILE PHONE	E-MAIL ADDRESS	

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

The above is applying for a Mechanical 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.

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