



City of Madison Heights
300 W. 13 Mile Road
Madison Heights, MI 48071
(248) 583-0831

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 #: _____

City, St., Zip _____

Fax #: _____

Contractor License #: _____

Expiration date: _____

E-mail: _____

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

MESC Employer # (☐ Self Employed): _____ **Federal I.D. #:** _____

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 _____.

Signed _____, Notary Public

Printed Name

_____ County, Michigan

Acting in _____ County, Michigan

My commission expires: _____

Office Use Only:

Reg. # _____

Expires: ____/____/____

Licenses Verified ☐

Appeared in Person ☐

Initials: _____ Date: _____

Did you remember to include:

- ☐ Copy of licensee's (contractor) driver's license.
- ☐ Current contractor's licenses, and current masters or specialist license for electrical, plumbing and sign specialists.
- ☐ Registration fee of \$30.00.
- ☐ Signature of licensee (contractor) on this form (**must be notarized if form is not being submitted in person**).



CITY OF MADISON HEIGHTS COMMUNITY DEVELOPMENT 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	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* State Residential Builder's License
Concrete	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Certificate of Liability Insurance.
Bond required to work in the ROW by Builders or Concrete contractors		* Right-of-Way Bond in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed. Homeowner Bond \$1000
Demolition	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Certificate of Liability Insurance.
Bond is required to be posted for clean-up by Builders or Demolition contractors		* Demolition Bond required in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed.
Electrical Fire Alarm Sign Specialty	\$30.00	<ul style="list-style-type: none">* 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	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Mechanical Contractor's License
Moving of Buildings	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Surety Bond required in the amount of \$5000.* Certificate of Liability Insurance.
Plumbing	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Plumbing Contractor's License, Master's License
Sign Erector	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number
Underground	\$30.00	<ul style="list-style-type: none">* Driver's License, MESC Number, Federal ID Number* Certificate of Liability Insurance.
Bond required to work in the ROW		* Right-of-Way Bond in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed.

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