

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

building@highlandparkmi.gov

## 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:**

<b>Contractor Type</b>	<b>Registration Fee</b>	<b>Information Required for Registration</b>
<b>Building</b>	\$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.
<b>Concrete</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
<b>Demolition</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
<b>Electrical Fire Alarm Sign Specialty</b>	\$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.
<b>Mechanical &amp; Fire Suppression</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number * Mechanical Contractor's License
<b>Moving of Buildings</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number * Certificate of Liability Insurance.
<b>Plumbing</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number * Plumbing Contractor's License, Master's License
<b>Sign Erector</b>	\$15.00	* Driver's License, MESC Number, Federal ID Number
<b>Underground</b>	\$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.**