



**Annual Registration Form
Building Contractor**
All applicable information **must** be provided.

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201
(517) 788-4012
www.cityofjackson.org

Applicant Information

Business Name	Telephone No.
Contact Person	Cell Phone No.
Address	Fax No.
City, State, ZIP	E-mail Address*
Federal ID	Driver's License No.

Workers Compensation

Carrier	Policy No.
Issued	Expires
MESC No. (or reason for exemption)	

License Information – Please Present Your State License to Permit Clerk

Contractor Type <input type="checkbox"/> Builder	State Lic. No. 21_____	License Expiration Date _____
City Registration Date	Expiration Date May 31, 20_____	

Permits will only be issued to the contractor applying for a permit or their qualifying licensee when authorized in writing on company letterhead by the contractor. It is the contractor's responsibility to notify this office in writing on company letterhead if they no longer authorize their qualifying licensee to apply for permits.

Date

Signature

***Future correspondence can be sent via e-mail (e.g. license renewal, policy changes, inspection requests, etc.)**

For Office Use Only

- 1) Permit Clerk:** Visit www.dleg.state.mi.us/bcs_free/default.asp to verify status of license. Register contractor and issue permits if status is "issued" or "renewal;" if status is "hold" or "inactive," verify reason with State of Michigan and inform contractor. **Contractor cannot be registered or permits issued if license is in "hold" or "inactive" status.**
- 2) Registration fee is \$15.00 annually.**