



**Annual Registration Form  
Electrical License**  
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	State License No.	License Expiration Date	Qualifying License #	Expiration Date
<input type="checkbox"/> Electrical	61 _____	_____	62 _____	_____
<input type="checkbox"/> Sign Specialty	53 _____	_____	54 _____	_____
<input type="checkbox"/> Fire Alarm	51 _____	_____	52 _____	_____
<input type="checkbox"/> Electrical Affidavit	65 _____	_____	62 _____	_____
City Registration Date	Expiration Date December 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

- Permit Clerk:** Visit ([http://www7.dleg.state.mi.us/bcclicense/](http://www7.dleg.state.mi.us/bccllicense/)) (or call (517) 241-9320) to verify status of contractor and qualifying master electrician licenses. 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.**
- Registration fee is \$15.00 annually.