



**Annual Registration Form
Mechanical 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	State Lic. No.	License Expiration Date
<input type="checkbox"/> Mechanical	71 _____	_____
<input type="checkbox"/> Boiler (install new only)	32 _____ B	_____
<input type="checkbox"/> Boiler	31 _____ B	_____
Classifications:		
<input type="checkbox"/> Hydronic heating and cooling and process piping	<input type="checkbox"/> Unlimited heating service	<input type="checkbox"/> Specialty license
<input type="checkbox"/> HVAC equipment	<input type="checkbox"/> Limited refrigeration and air conditioning service	<input type="checkbox"/> Solar
<input type="checkbox"/> Ductwork	<input type="checkbox"/> Unlimited refrigeration and air conditioning service	<input type="checkbox"/> Solid fuel
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Fire suppression	<input type="checkbox"/> LP tank and pipe
<input type="checkbox"/> Limited heating service		<input type="checkbox"/> Underground tank and pipe
		<input type="checkbox"/> Gas piping
		<input type="checkbox"/> Gas piping and venting
City Registration Date	Registration Verification Date August 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:** Call (517) 241-9325 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.**
- Registration fee is \$15.00 for duration of state license.
- Contractor must provide verification of license status annually; no fee for verification.