

PROCEDURE FOR CONTRACTOR REGISTRATION  
RIVES TOWNSHIP  
348 E MAIN ST  
RIVES JUNCTION, MI 49277  
517-569-3100

Contractors who are required to be licensed by the State of Michigan are also required to register with Rives Township.

Upon request for a permit, the Building Department personnel will verify registration status of a Building Contractor, Electrical Contractor, Mechanical Contractor or Plumbing Contractor with the Township records.

The procedure for contractor registration is as follows:

- When a contractor registers with the Township, the holder of the license must appear in person. This requirement, to appear in person, may be waived by the Building Inspector when the contractor is registering for a successive year.
- The contractor must present the State License and a verifiable picture identification card. I.D. card may be driver's license or State I.D. card.
- The application requires the contractor's name, address, telephone number, Federal Employer I.D. Number, or reason for exemption, MESC Employer Number, or reason for exemption, the applicant's signature and date.
- The contractor must pay the registration fee as set forth in the Rives Township fee schedule.
- Only a Master Electrician or homeowner performing the work is permitted to apply for and obtain an electrical permit.

Residential Builders, Electrical and Plumbing contractors are required to register with the Township annually. Registrations are valid for one year from the date of application, except for Mechanical Contractors, whose registration will expire upon expiration of their State of Michigan Mechanical License.

A General Contractor performing commercial construction is not required to be licensed by the State of Michigan, but is required to register with the Township and pay the annual registration fee.

RIVES TOWNSHIP  
348 E MAIN ST. RIVES JUNCTION, MI 49277  
PHONE: 517-569-3100 EXT 2# FAX: 517-569-3110

## ANNUAL CONTRACTOR REGISTRATION FORM

All applicable information **must** be provided

### Applicant Information

Business Name:	Telephone No.
Contact Person	Fax No.
Address	E-mail Address
City, State, Zip	Federal ID

### Liability Insurance

Carrier	Policy No.
Issued	Expires

MESC No. (or reason for exemption)
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### License Information - Please present Your State License to Permit Administrative Assistant

Contractor Type Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/>	State Lic. No.
Rives Township Registration Date:	Expiration Date:
License Expiration Date:	

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

- 1.) Registration fee is \$15.00 annually
- 2.) Contractor will not be registered or permits issued if license is in "Hold" or "Inactive" status.