



# Charter Township of Orion - Building Department

2323 Joslyn Rd. Lake Orion, MI 48360

Phone: (248) 391-0304, ext. 6000

[www.oriontownship.org](http://www.oriontownship.org)

## REGISTRATION for Contractors

**\* REQUIREMENTS WHEN SUBMITTING:** Submit 1 form for each license you wish to get registered. **Illegible or Incomplete Forms will NOT be processed.** Submit completed registration information through the mail, drop box, in-person, or email (to Permit Technician) WITH permit application – Registration can **NOT** be applied for through BSAonline.

**Payment IS REQUIRED at time of registration (NO BSAonline payments for registration except when submitted with a permit application.)**

I. COMPANY INFORMATION			
* NAME OF COMPANY:			
* ADDRESS:	CITY:	STATE:	ZIP CODE:
* PHONE #:			
* EMAIL (LINKED TO BSAONLINE):			
* BSA USERNAME (LINKED TO EMAIL ABOVE):			
* FEDERAL ID #:			
* WORKER'S COMP #:			
IF EXEMPTED, REASON WHY:			

### Office Use Only

Clerk: \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Form of Payment:

- Check     Cash     Card
- With permit application

II. STATE LICENSE INFORMATION	
* TYPE OF STATE LICENSE:	
<input type="checkbox"/> Building	<input type="checkbox"/> Electrical
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Fire Suppression
<input type="checkbox"/> Sign Contractor	<input type="checkbox"/> Sign Specialty
<input type="checkbox"/> Other: _____	
COMPANY LICENSE # (if applicable):	LICENSE EXPIRATION DATE:
* CONTRACTOR LICENSEE NAME:	
* CONTRACTOR LICENSE #:	* LICENSE EXPIRATION DATE:
MASTER LICENSEE NAME:	
MASTER LICENSE #:	LICENSE EXPIRATION DATE:

IMPORTANT: See below for REQUIRED documents to be submitted with this registration form.	
1. Copy of ALL current licenses -	
<input type="checkbox"/> BUILDERS – COMPANY (if applicable) & INDIVIDUAL	
<input type="checkbox"/> CONTRACTORS	
<input type="checkbox"/> MASTERS (if applicable)	
2. Clear copy of driver's licenses for –	
<input type="checkbox"/> Contractor license holder.	
<input type="checkbox"/> Master license holder	
<input type="checkbox"/> Any individuals that are authorized to sign for permits.	
3. Copy of Workman's Compensation/Liability insurance (if applicable).	
4. Letter of Authorization for qualified agent(s) of the company if applicant on permit applications is NOT the license holder. Letters MUST be on company letterhead and signed by the license holder.	
5. Registration Fee & Registration Expiration Information:	
<b>Building</b> (5-31 Annually):	\$25.00
<b>Demo</b> (5-31 Annually):	\$25.00
<b>Sign</b> (12-31 Annually):	\$25.00
<b>Electrical</b> (12-31 Annually):	\$25.00
<b>Low Voltage</b> (12-31 Annually):	\$25.00
<b>Fire Alarm</b> (12-31 Annually):	\$25.00
<b>Fire Suppression</b> (8-31 Annually):	\$25.00
<b>Mechanical</b> (Date on License):	\$15.00
<b>Plumbing</b> (Date on License):	\$15.00
<b>Sprinkler</b> (4-30 Annually):	\$15.00

\* Physical Signature of License Holder: \_\_\_\_\_

\* Print Name: \_\_\_\_\_ Date: \_\_\_\_\_