

**PROCEDURE FOR CONTRACTOR REGISTRATION
IRA TOWNSHIP
7085 MELDRUM RD
FAIR HAVEN, MI 48023
586-725-0207**

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

Upon request for a permit, the Building Department clerk 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 second year.
- The contractor must present the State License and a verifiable picture identification card. (I.D. card may be driver's license or State ID 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 Ira Township fee schedule.
- Only a Master Electrician or homeowner performing the work is permitted to apply for and obtain an electric 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 expires 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.