

**SPENCER TOWNSHIP  
CONTRACTOR REGISTRATION FORM**

Spencer Township Requirements

1. A copy of the contractor's license must accompany this registration.
2. Only registered licensed contractors can obtain permits.
3. Permit is required prior to commencement of work.
4. Proper street address obtained from Kent County Road Commission must be on all permits and be used when requesting inspections.
5. Permit is valid only when received and accepted by inspection personnel.
6. No work shall be covered or concealed without inspection and approval.
7. Each contractor is responsible for arranging his own inspections.
8. Final inspections and Certificate of Occupancy is required for all projects before occupancy occurs.
9. Homeowners can obtain a Homeowner Permit for a single-family dwelling in which he lives or is about to occupy for not less than one year.
10. This registration may be revoked by Spencer Township if at any time code or ordinance violations are not corrected within 30 days.

**Contractor Name & Address:**

Date: \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Cell# \_\_\_\_\_

\_\_\_\_\_ Fax# \_\_\_\_\_

License Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

License Holder's Name \_\_\_\_\_ License Expiration Date \_\_\_\_\_

Contractor's License # \_\_\_\_\_ License Issued By \_\_\_\_\_

Workman's Comp Carrier \_\_\_\_\_ Policy# \_\_\_\_\_

Expiration Date \_\_\_\_\_ Federal ID# or Last 4 digits of SS# \_\_\_\_\_

Liability Insurance Carrier \_\_\_\_\_ Policy# \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Please include a copy of your current contractor's license.**

I CERTIFY THAT I AM THE PERSON LISTED ABOVE, THAT THE INFORMATION FURNISHED IS TRUE AND CORRECT TO THE BEST OF MY BELIEF AND THAT IF NO WORKMAN'S COMP. CARRIER IS LISTED I AM EXEMPT UNDER STATE LAW.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

"Section 23a of the State Construction Codes Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on residential buildings or structures. Violators of Section 23a are subjected to civil fines."