

# 12-A Documentation & Inspection Request Guide

The Bureau of Fire Services (BFS) asks that all 12-A documentation and fees be submitted *prior* to requesting a final inspection. **Please note: the 12-A documentation *must* be signed by both the qualified and responsible persons of the Act 144 Certified Firm as required by statute. When a project has been filed electronically through our Accela Automation Citizen Portal, pay all fees through the project. The 12-A documentation should be attached to the project through the [Accela Automation Citizen Portal](#).**

## **Submit 12-A documentation or pay fees for paper submitted projects online**

### **Step 1: Pay the \$40.00 12-A documentation fee online**

If you submitted by paper, have your BFS Record Number ready and follow the instructions provided once you click on the [Pay Place Link](#).

### **Step 2: Save the payment confirmation and email information**

Once your payment has been submitted, save a copy of your payment confirmation. Submit a copy of the confirmation along with your signed 12-A Documentation via email to: [BFSInspectionRequest@michigan.gov](mailto:BFSInspectionRequest@michigan.gov) with the **project number** and **county** of the facility in the **subject line of the email**.

### **Inspection Request Submittal**

Once the Plan Review division has completed the project review, the project is assigned to a Bureau of Fire Services, Field Services Inspector. This inspector will email his contact information to the contact provided on the plan review application. All scheduling should be made with the Field Services Inspector.

Requests for standalone project inspections shall be made by the Architect of Record and/or Certified Firm with all other projects scheduled by a central contact. All applicable fees should be paid prior to scheduling a final inspection. Additionally, a list of Bureau of Fire Services, Field Services Inspectors is available on our [Field Services](#) website for your reference.

**Note: when scheduling a final inspection, all items previously noted in an inspection report should be completed. If not, a false final invoice can be issued.**

**The number to the Plan Review Division Secretary is: 517.335.0683.**

### **Other inspection request email addresses**

Nursing Home projects: [BCHS-HealthFacilitiesEngineering@michigan.gov](mailto:BCHS-HealthFacilitiesEngineering@michigan.gov)