Citizen Portal for Accela

The new Accela Database used by the Bureau of Fire Services, Storage Tank Division, allows tank owners and their designees the opportunity to submit Applications for Installations of regulated storage tanks electronically to the state for the first time. The Accela Citizens Access (ACA) website can be found at https://aca3.accela.com/lara/. Once at this web page, the user must Register for an Account.

Once you have reached the Account registration Page, please read the disclaimer and click on the box that indicates you have read and agree to the terms for this program and then click Continue registration.
Proceed to fill out the data fields listed. All items marked with a star or asterisk have to be filled out to use this program.
Once all of the required information is entered, click Continue registration. If there are errors, the program will let you know. If not, you will get a congratulations message and verification of your information, followed by a Continue to Login button. Click this if you are ready to enter an application into the system. The following steps and Procedure will show you the steps to take to enter an application into the system. In this example, an FL/CL Tank is being entered into the system. The same steps would be used for a UST, an LPG, CNG, or Hydrogen tank, just make sure to choose the appropriate Record type in the steps listed below for the tank you wish to enter.

Procedure

Once logged into ACA

- Click on “Fire Services”
- Click on “Create an Application”
- Check Accept terms and click Continue
Select Above Ground Tanks and then “Installation of FL/CL Storage Tank Application”, and click Continue Application.

- In Step 1, Fill in Facility information.

Enter Facility ID Number, address for facility.
Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.

Contact information:

Select “Select from Account” to select from previously entered information. Select “Add New” to enter new information.
Enter Tank Owner, Submitter/Installer and Facility Contact Information.

Select Continue Application.

- **In Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
</table>
| **Step 2: Step 2 > Application Detail**

A plan review must be completed on any tank with a storage capacity greater than 1,100 gallons sl.

1. Size of existing tank(s) and product stored, flash point. The material of construction, the dimens
2. Type of impoundment (diking) provided. Provide dike calculations with the available capacity cal
3. A completed parts and materials list for each tank with vent manufacturer, model number and flo
4. Plot Map (see details in documents section of application).
5. Piping diagram (see details in documents section of application).
6. Pipe system must meet Chapter 27, National Fire Protection Association (NFPA) 30, 2012 editio
7. Anti-siphon. Please show specific valves, vents and locations.
8. Plan review fee of $203 per tank. A plan review will not be completed without the plan review fee.

The facility cannot be operated without approval from the Bureau of Fire Services. Please di

**Storage Tank Division, at 514-241-8847.**

**APPLICATION INSTRUCTIONS**

The item numbers are referenced in the typical installation of an Aboveground Storage Tank (click ! Storage and Handling of Flammable and Combustible (FL/CL) Rules, 2014 AAC5 R 29.5601 sl as

next to the appropriate item. For installations involving container and portable tank storage, please

additional requirements. For bulk plants, industrial plants, chemical plants, processing plants, refini

29 of the FL/CL Rules for additional requirements. For emergency generator tasks please see Part

complete Section III of this form.

**Section I**

**TANK INFORMATION**

The following section applies to aboveground tank installations, Part 2 of the FL/CL Rules.

* Number of Tanks to be Installed: ($) 

1. Tank Location:

2. Secondary Containment:

3. Tank Design/Construction:

For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations
Select Continue Application.

- In **Step 3**, attach required documents.

Attach Documents as required, indicate type of document and provide description.

**Step 3: Step 3 > Documents**

Applications for Aboveground Storage Tanks (FL/CL) installation must incl.:
1. A plot map showing the following information:
   a) Locations of buildings, public roadways, railroad mailings, public ski
   b) Storm sewers, sanitary sewers, manholes, and catch basins.
   c) Proposed location of the container(s) and loading/unloading risers.
   d) Location of property lines.
   e) Location of existing tanks, above and underground, within 50 feet of
   f) Location of fuel dispensers and canopy footings.
2. A separate piping diagram for each tank with pipe, vent, and valve spc
   appropriate.

**Attachment**

The maximum file size allowed is **100 MB**.
.html/.htx/.mht/.html/.exe are disallowed file types to upload.
This application type requires you to submit the following types of docum
documents prior to approval.
Site Sketch/Map

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Lu</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.
Select “Continue” to add file to application.

Select Type of attachment.

Enter a description for the attachment.

Select “Save” to attach document to application.

Select “Continue Application.”

Review submitted information for accuracy. Edit if necessary.

Check box in agreement to certify submittal.

Check “Continue Application”.

Step 5: Payment of fees. Cost is $203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.
Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review Fee</td>
<td>1</td>
<td>$141.50</td>
</tr>
<tr>
<td>Annual Registration Fee</td>
<td>1</td>
<td>$61.50</td>
</tr>
</tbody>
</table>

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

$203.00
Recalculate

Click Check Out if everything is okay.
Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the 'Save for later' link.

PAY NOW

12700 Toronto ST, Detroit MI 48217 United States
1 Application(s) | $203.00

Installation of FL/CL Storage Tank Application
1STMP-002542

Total amount to be paid: $203.00
Note: Application fees are non-refundable.

Checkout » Continue Shopping »

Now choose your payment option.

Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:
- Credit Card

Use the dropdown menu to change the payment type.

If you have paid with a paper check then the "Pay Fees Due" Action item will remain active until the check has been processed by LARA. Please allow five business days for this transaction.

Payment Options

Amount to be charged: $203.00

Pay with Credit Card

Credit Card Information:

- Card Type: [Select]
- Card Number: [Secure]
- Security Code: [Secure]
- Name on Card: [Secure]
- Exp. Date: [Secure]

Credit Card Holder Information:

- Country: [Secure]
- Street Address: [Secure]
- City: [Secure]
- State: [Select]
- Zip: [Secure]
- Phone: [Secure]
**Input** – A complete Accela Record for a new FL/CL Tank Installation.

**Procedure**

Once logged into ACA

- Click on “Fire Services”
- Click on “Create an Application”
- Check Accept terms and click Continue Application.
- Select Above Ground, then “Installation of FL/CL Storage Tank Application”, and click Continue
- **In Step 1**, Fill in Facility information.

Enter Facility information. Enter “N/A” for Facility ID Number.
Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.

Enter Tank Owner, Submitter/Installer and Facility Contact Information.

Select “Select from Account” to select from previously entered information. Select “Add New” to enter new information.

Select Continue Application.

- In **Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility
**Step 2: Step 2 > Application Detail**

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1. Tank Location: -

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3. Tank Design/Construction: -

For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations

Select Continue Application.

- In Step 3, attach required documents.

Attach Documents as required, indicate type of document and provide description.
Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.

Select “Continue” to add file to application.

Select Type of attachment.
Enter a description for the attachment.

Select Save to attach document to application.

Select Continue Application.

Review submitted information for accuracy. Edit if necessary.

Check box in agreement with certification.

Check “Continue Application”.

Alternatives

a) Press SAVE WITHOUT SUBMIT to save the form with attachments
b) Press SUBMIT, an Accela record has been created.

Step 5: Payment of fees. Cost is $203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.
Installation of FL/CL Storage Tank Application

Step 5: Pay Fees

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TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

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Recalculate

Click Check Out if everything is okay.
Now choose your payment option.

Step 2: Payment Information
Please select a payment method and then fill in all required information. The available payment methods are:
- Credit Card
- Use the dropdown menu to change the payment type.

If you have paid with a paper check then the "Pay Fees Due" Action item will remain active until the check has been processed by LARA. Please allow five business days for this transaction.

Payment Options
Amount to be charged: $203.00
- Pay with Credit Card

Credit Card Information:
- Card Type: [select]

- Card Number: [input]

- Security Code: [input]

- Name on Card: [input]

- Exp. Date: [input]

Credit Card Holder Information:
- Country: [input]

- Street Address: [input]

- City: [input]

- State: [select]

- Zip: [input]

- Phone: 
  - [input]
Then click Submit Payment. Record the PR number.

Step 3: Receipt/Record issuance

Receipt

Your submittal has been successfully received.

Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by searching Applications and selecting this record number.

Once your application is approved, you will be notified by the department.

If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check.

See invoice for mailing information.