



Accessing the Construction Permit System through Michigan Business One Stop as an Individual

Purpose The Michigan Department of Transportation (MDOT) implemented a new Construction Permit System (CPS) on January 3, 2011. This document provides the information you need to access the system and obtain a permit as an individual not doing work on behalf of a company. For example, a home owner placing a new residential driveway within the State highway Right-of-Way.


Four Steps To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one and two only need to be completed the first time you use CPS. **Note: If you have already registered and created your One Stop business profile, you can skip to step three.**


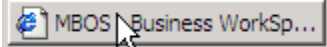
1. Access One Stop

Step	Action
a	<p>Go to www.michigan.gov/business. Click Go in the Start and Register box.</p> <div data-bbox="1089 789 1438 1056" style="border: 1px solid gray; padding: 5px;"> <p>START & REGISTER</p> <ul style="list-style-type: none"> ▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities. ▶ Get started now! Register for Business One Stop. <p style="text-align: right;">GO</p> </div>
b	<p>On the registration screen, enter the required information and Submit.</p> <div data-bbox="1230 1077 1419 1136" style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>Submit</p> </div>
c	<p>One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to www.michigan.gov/business and enter your login ID and the password you received. Click Go.</p> <div data-bbox="1073 1167 1430 1535" style="border: 1px solid gray; padding: 5px;"> <p>REGISTERED USERS</p> <p>LOG IN NOW TO...</p> <ul style="list-style-type: none"> ▶ Apply for new licenses and permits. ▶ Renew licenses and permits. ▶ Pay online <p>Login ID: <input type="text" value="dawsonl4444"/></p> <p>Password: <input type="password" value="....."/></p> <p>Forgot Password? GO</p> </div>
d	<p>Fill in the required information to change your temporary password to a password of your choosing, then click Change Password.</p> <div data-bbox="773 1556 1430 1749" style="border: 1px solid gray; padding: 5px;"> <p>Input old password <input type="password" value="....."/></p> <p>Input new password <input type="password" value="....."/></p> <p>Confirm new password <input type="password" value="....."/></p> <p style="text-align: right;">Change Password</p> </div>
e	<p>Complete the security questions, and click Submit.</p> <div data-bbox="1256 1766 1419 1824" style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>Submit</p> </div>

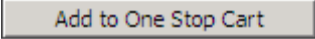
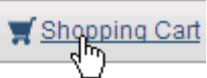

Step	Action
f	One Stop will display a welcome message. Click Continue . 
g	Review the One Stop Terms and Conditions, then click Accept at the bottom of the page. 

2. Create a One Stop Business Profile

Step	Action
a	On the One Stop home page in the box that says, For Individual, click Go . 
b	On the Individual and Service Providers page, select Individual/Professional Licenses and click GO . 
c	On the Professional Licenses and One Time Permit page, search for Right-of-way. One Stop will locate the Right-of-Way construction permits task. Click on the Go To.. link. 
e	The main window view will appear as shown below. 
f	Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either CPS Help or Contact CPS at the top of the window if you need 

Step	Action
	assistance.
	<p>When CPS opens, it opens in a new window. One Stop will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window.</p> 

3. Pay for Your Permit

Step	Action
a	<p>Once you have finished using CPS to apply for your permit, click Add to One Stop Shopping Cart. CPS will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close CPS and pay for the permit in Michigan Business One Stop.</p>  <p>Click here to close CPS application and make payment.</p>
b	<p>CPS will close. In Michigan Business One Stop, click the Shopping Cart link. Follow the prompts on the Michigan Business One Stop screens to pay your permit fees.</p> 
	<p>Your permit application will not be submitted until you pay for it in Michigan Business One Stop.</p>