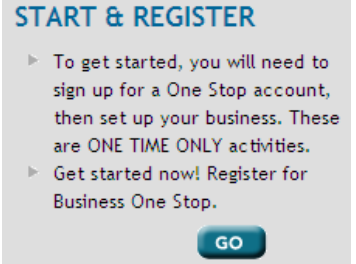

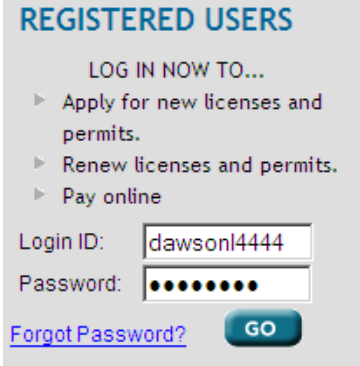
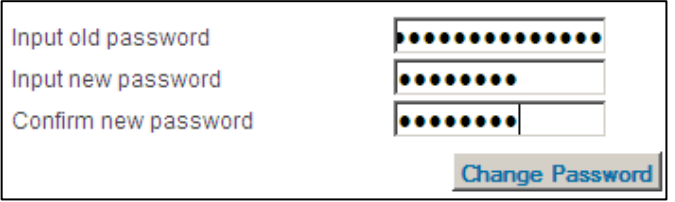





Accessing the Construction Permit System through Michigan Business one Stop

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.

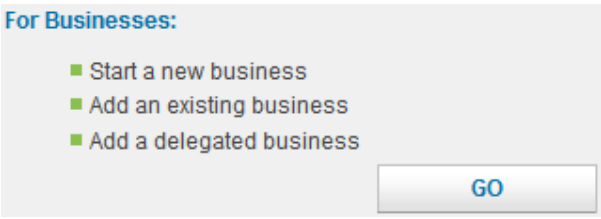






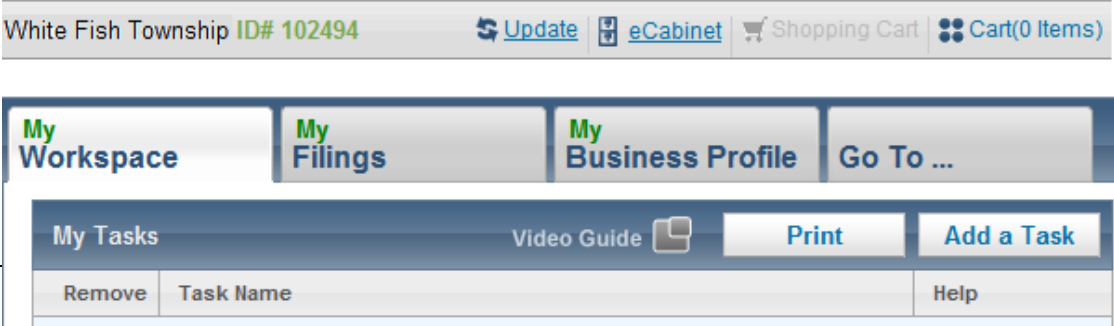
Four Steps To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one and two only need to be completed the first time you use CPS. **Note: If you have already registered and created your One Stop business profile, you can skip to step three.**

1. Access One Stop

Step	Action
a	<p>Go to www.michigan.gov/business. Click Go in the Start and Register box.</p> 
b	<p>On the registration screen, enter the required information and Submit.</p> 
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> 
d	<p>Fill in the required information to change your temporary password to a password of your choosing, then click Change Password.</p> 
e	<p>Complete the security questions, and click Submit.</p> 
f	<p>One Stop will display a welcome message. Click Continue.</p> 


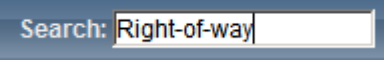


Step	Action
g	Review the One Stop Terms and Conditions, then click Accept at the bottom of the page. 



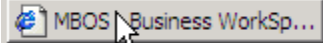
2. Create a One Stop Business Profile

Step	Action
a	On the One Stop home page in the box that says, For Businesses, click Go . 
b	On the Start or Add Business page, select Add My Existing Business and click Next . 
c	On the Describe Your Business page, select the appropriate business type and complete the section labeled “Check all that apply.” Click Next to continue. 
 TIP	If you are an individual using a “doing business as” (DBA), choose Sole Proprietorship. If you are sole proprietor, you are not required to have an FEIN.
d	Review the Legal Agreement Text, then click Accept at the bottom of the page. 
e	Enter the information requested on the Identify Your Business page, and click Submit . One Stop will retrieve your business’ records and display the name. If it is correct, select the name and then click Next .
f	One Stop will walk you through a series of questions to create your business profile. As you complete each page, click Proceed . If you need help, click use the Help or Contact Us links at the top of the page.  
g	When you finish creating your business profile, you will be on your One Stop WorkSpace page. It will look something like the picture below. Note that the page has four tabs, each of which provide different information. 

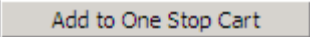
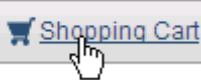

Step	Action

3. Access CPS

Step	Action
a	On the My Workspace tab (see previous diagram) click Add a Task .  A new window will open.
b	In the Add a Task window, search for Right-of-way. One Stop will locate the Right-of-Way construction permits task. Click in the box to select it, and click Add .  
c	Back on the My Workspace tab, your task list will now include a link to the new Construction Permit System. When you click the link, you will receive a screen that requires you to choose applicant or Contractor/Consultant.  <p>Note: If you are the owning agency, you are considered the applicant. If you are completing work on behalf of the owning agency, you are a Consultant/Contractor. For example, Meijer may hire someone to design and construct a new driveway. Meijer is the applicant, who they hire is the contractor/consultant. You may then delegate authority to the the other party if necessary, which allows the other party to view the application/permit, by following the instructions provided in “Delegating a Business in MBOS”.</p>

Step	Action
c	<p>CPS will open. The main window is shown below.</p> 
d	<p>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 assistance.</p>
	<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> 

4. Pay for Your Permit

Step	Action
<p>a</p>	<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 One Stop.</p> <p style="text-align: center;">Click here to close CPS application and make payment.</p> 
<p>b</p>	<p>CPS will close. In One Stop, click the Shopping Cart link. Follow the prompts on the One Stop screens to pay your permit fees.</p> 
	<p>Your permit application will not be submitted until you pay for it in One Stop.</p>