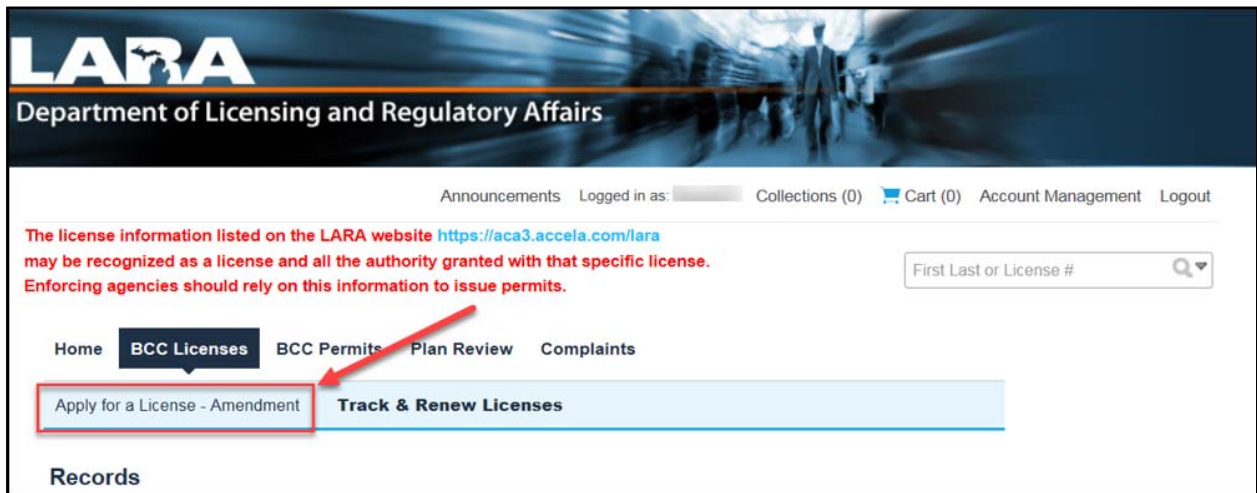
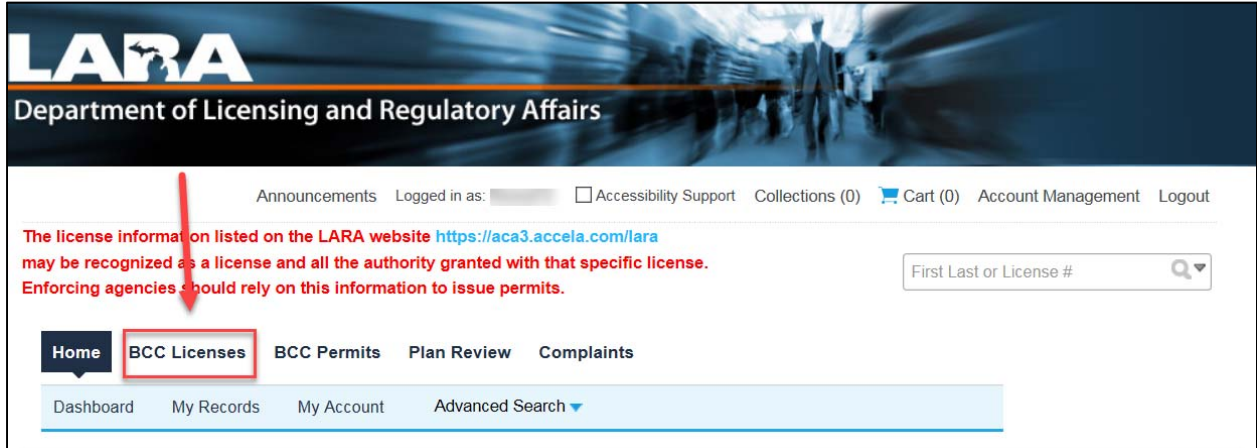


How to Apply for a License

1. From the dashboard (after ACA login) please click “BCC Licenses” then “Apply for a License – Amendment.”



2. Please read the disclaimer, check the certification box, and click continue to proceed.

[Home](#) **BCC Licenses** [BCC Permits](#) [Plan Review](#) [Complaints](#)

Apply for a License - Amendment [Track & Renew Licenses](#)

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before beginning your application.

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

3. Select a license category (Building, Electrical, etc.) to expand the lists of license types – then, select a license type.

The screenshot shows a web interface for BCC Licenses. At the top, there are navigation tabs: Home, BCC Licenses (selected), BCC Permits, Plan Review, and Complaints. Below the tabs, there are two links: "Apply for a License - Amendment" and "Track & Renew Licenses".

The main section is titled "Select a Record Type" and includes the instruction: "Choose one of the following available record types. For assistance or to apply contact us." Below this is a search bar with a dropdown arrow and a "Search" button.

A list of license categories is displayed, each with a right-pointing triangle icon:

- ▶ Building License Applications
- ▶ License Amendments
- ▶ Boiler License Applications
- ▼ Electrical License Applications
 - Electrical Apprentice Registration Application
 - Electrical Contractor License Application
 - Electrical Facility Contractor License Application
 - Electrical Fire Alarm Apprentice Registration Application
 - Electrical Fire Alarm Contractor License Application
 - Electrical Fire Alarm Contractor Registration Application
 - Electrical Fire Alarm Specialty Tech License Application
 - Electrical Journey License Application
 - Electrical Master License Application
 - Electrical Reciprocal Registration Application
 - Electrical Sign Contractor License Application
 - Electrical Sign Contractor Registration Application
 - Electrical Sign Specialist License Application
- ▶ Elevator License Applications
- ▶ Manufactured Home License Applications
- ▶ Mechanical License Applications
- ▶ Plumbing License Applications

At the bottom of the list is a "Continue Application »" button.

Annotations include a red arrow pointing from the "Search" button to the "Electrical License Applications" category, and a red arrow pointing from the "Continue Application »" button to the left. A red callout box with the text "SELECT A LICENSE TYPE" is positioned above the "Electrical License Applications" category.

4. At this point you will enter the applicant information and answer the requested questions within the body of the application. Please complete the necessary questions using “Continue Application” to move to the next page.

Home **BCC Licenses** BCC Permits Plan Review Complaints

Apply for a License - Amendment Track & Renew Licenses

Electrical Contractor License Application

1 Applicant Information	2 Current Status	3 Examination Information	4 Review	5 Pay Fees	6
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Step 1: Applicant Information > Applicant Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

[Continue Application »](#)  [Save and resume later](#)

Home **BCC Licenses** BCC Permits Plan Review Complaints

Apply for a License - Amendment Track & Renew Licenses

Electrical Contractor License Application

1 Applicant Information	2 Current Status	3 Examination Information	4 Review	5 Pay Fees	6
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Step 2: Current Status > Current Status

* indicates a required field.


Current Status

CURRENT STATUS

Have you ever held an electrical contractor license in Michigan?: Yes No

Contractor License No.:


ANSWER QUESTIONS ACCORDINGLY AND CONTINUE THROUGH APPLICATION

[Continue Application »](#)  [Save and resume later](#)

5. Once all required questions have been answered, you will arrive at the “Review” section. Review your application, check the certification box, and click “Continue Application.”

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 09/26/2016

[Continue Application »](#)  [Save and resume later](#)

6. Your application has now been submitted. It can be viewed again at **Home >> My Records**.

Apply for a License - Amendment Track & Renew Licenses

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

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.

No Address

61A1600446 Copy Record