## Accela Citizen Access

### A single gateway to a wide range of services through the Bureau of Construction Codes for all Residential Builders licensing needs.

#### **Key Changes:**

- MyLicense will be taken offline at the end of the day on August 15, 2019
- License verification will continue to be available at its current web address until August 26, 2019 when it will move to

https://aca3.accela.com/lara/

- Re-licensure is easier and faster
  - No application needed
  - Just pay re-licensure fees and receive your license

# Beat the renewal rush, save time, set up your account online now!

Accela Citizen Access
Or go to

https://aca3.accela.com/lara/

After August 26, 2019 log into your Accela Citizen Access account and link your license to your account in advance of your next renewal in March of 2020.

Contact us at <u>LARA-BCC-</u> <u>Service@michigan.gov</u> with any questions.

#### Online availability to:

- Apply or renew Residential Builders licenses.
  - Receipt and confirmation emailed
- Update the address and Qualifying Officer
- Search for a licensee
- Verify a license
- Request a license reprint
- Obtain permits for Mechanical, Electrical, Building, Plumbing, and Boiler projects
  - Pay online with a credit card or echeck
- Apply for or renew registrations for inspectors and building officials
- > Submit plans electronically
- Track the status of applications, plan review, permits, and inspections
- Pay fees
- File a complaint

Questions? Visit the <u>LARA Accela FAQs</u> and learn how to set up an account and link your license.



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