

## **Bureau of Fire Services Consultation Process**

The Cannabis Regulatory Agency (CRA) is issuing this advisory bulletin to provide medical and adult-use licensing applicants with guidance on how they can have their marijuana design plans reviewed prior to submitting a Step 2 application.

The Bureau of Fire Services (BFS) conducts a plan review for grower, processor, designated consumption establishment, microbusiness, class A microbusiness, and indoor temporary marijuana event applicants as part of the Step 2 application process. If applicants want to get BFS plan review guidance and code questions answered prior to submitting a Step 2 application, they have the option to schedule a consultation with BFS.

A BFS consultation consists of submitting a consultation application and drawings so BFS can review any concerns the applicant has during the design process of the marijuana business. Please note that BFS charges applicants a fee of \$155 to cover a 1-hour in-person or virtual meeting with a plan reviewer. A copy of the checklist items that are needed for the consultation can be found [here](#).

The applicant can submit the consultation application via [Accela](#) or via mail. If submitting via Accela, follow the steps below:

- For project information, describe the type of marijuana business and proposed plans for the design of the marijuana business.
- For plan review type, select “consultation”. Upon submission of the application, BFS will schedule a day and time for the meeting.
- If you have any issues completing the consultation application via Accela, please refer to the [ACA Users Guide for Submitting a Plan Review Application](#).

If submitting via mail, follow the steps below:

- Complete the [Fire Safety Plan Examination form](#) (BFS-979).
- Send the form and all supporting documents to the following address:  
Bureau of Fire Services  
Plan Review Division  
P.O. Box 30700  
Lansing, MI 48909

Please allow 4 days for processing before you can expect to hear from BFS.

Questions about the BFS consultation process can be sent to the Bureau of Fire Services, Marijuana Unit via email at [LARA-BFS-Marihuana@michigan.gov](mailto:LARA-BFS-Marihuana@michigan.gov).

For more information about the Cannabis Regulatory Agency, please visit <https://www.michigan.gov/CRA>