

Using the Michigan Business One Stop

Purpose The Michigan Department of Environmental Quality's Notification of Intent to Renovate/Demolish form is available in Michigan Business One Stop: www.michigan.gov/business. This document provides the information you'll need to access the system and fill out the notification.

Three Steps To complete a Notification of Intent to Renovate/Demolish 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 One Stop.

NOTE: If you have already registered and created your One Stop business profile, you do not need to complete steps one and two.

1. Register for One Stop

Step	Action
a	Go to www.michigan.gov/business . Click Go in the Start and Register box.
b	On the registration screen, enter the required information and Submit .
c	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 .
d	Fill in the required information to change your temporary password to a password of your choosing, then click Change Password .
e	Complete the security questions, and click Submit .
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 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.
	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. If you are an individual you will have to choose “Sole Proprietorship”
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.

3. Access Notice of Intent

- a Click on the My Workspace tab and click **Add a Task**. A new window will open.
- b In the Add a Task window, search for asbestos. One Stop will locate the Notification of intent to Renovate/Demolish task. Click in the box to select it, and click **Add**.

Add a Task

If you know that your business needs a task that is not listed in your My Workspace task list, you can add that task using this page. Select a task, or tasks, to be added to your business workspace by checking the box to the left of the task or clicking on the task. Choose **Add** to move these tasks to your My Workspace.

For assistance in finding the task you are looking for enter the name or keywords into the search box and click on Go. Sort the list of tasks by clicking on the arrow symbol.

Select	Task Description	Agency	Fee Description	Process Time	Tell Me More
<input type="checkbox"/>	Notification of intent to Renovate/Demolish (Online submission available)	DEQ	No fee	Upon receipt of complete application	Tell me more

Showing 1 to 1 of 680 entries

First Previous 1 2 3 4 5 Next Last

Cancel **Add**

It will then show up in your workspace, where you can select it and access the form. Instructions within the form are fairly clear, yet if you need help call: 517-284-6777