



Bureau of Fire Services
www.michigan.gov/bfs

12-A Documentation and Inspection Request Process Improvements

In an effort to provide the most efficient service to our customers, the Bureau of Fire Services (BFS) is pleased to offer a new online process for the submittal of 12-A Documentation and Inspection Requests.

12-A Documentation Submittal:

Because final project approvals are often held up due to outstanding 12-A documentation and fees, BFS asks that all 12-A documentation and fees be submitted *prior* to requesting a final inspection. Please note: the 12-documentation *must* be signed by both the qualified and responsible persons of the Act 144 Certified Firm as required by [statute](#). To submit your 12-A documentation and pay the associated fee online follow the steps below.

Step 1: Pay the \$40.00 12-A documentation fee online.

Click on the following link. Be sure to have your BFS Project Number ready and follow the instructions provided. <https://www.thepayplace.com/mi/deleg/planreview>

Step 2: Save the payment confirmation.

Once your payment has been submitted, save a copy of your payment confirmation. You will submit a copy of the confirmation along with your signed 12-A Documentation via email.

Step 3: Submit your documents.

E-mail your 12-A Documentation and payment confirmation to the following email address. In the subject line, please specify your BFS Project Number and county the facility is located in. BFSInspectionRequest@michigan.gov.

Inspection Request Submittal:

Requests for inspection shall be made by the Architect of Record and/or Certified Firm and will not be scheduled prior to payment of all outstanding fees.

Step 4: Request your inspection.

E-mail your inspection request to BFSInspectionRequest@michigan.gov. Please specify the type of inspection you are requesting (50% or final) and the contact information of the individual responsible for scheduling the inspection. In the subject line, provide your BFS Project Number and county the facility is located in.

Please contact our office with any questions you may have regarding your project at (517) 335-0683.