

# Consumer Fireworks Certificate Application Process

If you want to sell Consumer Fireworks and have an Accela account, use  
this tutorial.

To get started go to:

<https://www.michigan.gov/bfs>

Then under **Quick Links**, click on  
**Accela Automation- Citizen  
Portal** on the right- hand side.  
**OR**

Click here to get to:

[Accela  
Automation  
Citizen's Portal](#)

DEPARTMENT OF  
**LICENSING AND REGULATORY AFFAIRS**

BUREAU LIST

SEARCH LICENSE TYPES

VERIFY A LICENSE

FILE A COMPLAINT

LARA NEWS RELEASES

FOIA REQUEST

LARA / BUREAU LIST / FIRE SERVICES

State Fire Marshal

Fireworks

Fire Fighter Training Division

Plan Review

Storage Tank Division

Field Services


NFIRS

MI Prevention

Marijuana Plan  
Reviews/Inspections

## Fire Services

### Welcome to the Bureau of Fire Services



**Mission Statement**

To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**Vision Statement**

The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

**Sign up here to receive GovDelivery announcements from the Bureau of Fire Services**

[View the GovDelivery Announcements](#)

## QUICK LINKS

[Contact Us](#)

[Fire Service Directory](#)

[Forms](#)

[Public Acts and Administrative Rules](#)

[FOIA Request](#)

[BFS News Releases](#)

[Fire Services Related Links](#)

[Reporting and Notification of Hazardous Material Incidents](#)

[Accela Automation | Citizen Portal](#)

[Fireworks Complaint Hotline](#)

Once you are on the  
Home page of Accela.

Type in your:  
**User Name or E-mail:**  
&  
**Password:**

Then click on:  
**Login >>**

### Verify a License

**\*\*You must have an account to apply for or renew a license\*\***

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

Home

BCC Licenses

BCC Permits

Plan Review

Fire Services

OLSR

Advanced Search ▼

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

#### What would you like to do today?

To get started, select one of the services listed below:

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Login](#)

First Last or License #



#### Login

User Name or E-mail:

Password:

Login »


☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)

Once logged into  
Accela.

Click on:  
**Fire Services**

Announcements Logged in as:  Collections (0)  Cart (0) Account Management Logout

### Verify a License

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First Last or License #



Click [here](#) for instructions on how to register for an account

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Would you like to renew a trade license? [YES](#)

Home

BCC Licenses

BCC Permits

Plan Review

Fire Services

OLSR

Dashboard

My Records

My Account

Advanced Search ▼

Hello, 

Saved in Cart (0)

View Cart

There are no items in your shopping cart right now.

My Collection (0)

View Collections

You do not have any collections right now.

Click on:

Create/Amend an  
Application/Record

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR

Create/Amend an Application/Record Search Applications

### Records

Showing 1-10 of 30 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Facility/Cert./Record Number	Record Type	Description	Facility/Location Name	Address	Related Records	Status	Action
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Please review and accept the terms by clicking the box that says, **“I have read and accepted the above terms”**.

Then underneath that click **“Continue Application”**.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

**Create/Amend an Application/Record**

[Search Applications](#)

### Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, 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.

#### LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☒ I have read and accepted the above terms.

**Continue Application »**

To see all the options for each Firework application type.

Click on:  
**Fireworks Consumer**

\*\*\*If you are unsure on what Firework Type you should apply for, please review the next slide that explains the different types. \*\*\*  
\*\*\*Reminder if you have an issued Consumers Certificate you no longer need to register for low impact for that location/type.\*\*\*

Click on:  
**Continue Application**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a reco contact us.



Search

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▼ Fireworks Consumer
  - ☐ Consumer Certificate - Refund Request Form
  - ☐ Consumer Certificate - Transfer of Facility Type
  - ☐ Consumer Certificate - Transfer of Location
  - ☐ Consumer Certificate - Transfer of Ownership
  - ☒ Consumer Fireworks Certificate Permanent Structure
  - ☐ Consumer Fireworks Certificate Temporary Structure
- ▶ Fireworks Low Impact
- ▶ Fire Safety Fees
- ▶ Field Services Facility Inspections
- ▶ FireServices

**Continue Application »**



### Consumer Fireworks:

Referred to as 1.4G would include: Roman candles, bottle rockets and other items that leave the ground.

### Consumer Permanent Application:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and that is intended to remain on the site for more than 180 consecutive calendar days.

### Consumer Temporary Application:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



**\*\*\*Application deadline for a  
Consumer Certificate is on April 1<sup>st</sup>.\*\*\***



Click on the Fireworks application you are trying to complete.

Now click on:  
**Continue Application**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record contact us.

 [Search](#)

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▼ Fireworks Consumer
  - ☐ Consumer Certificate - Refund Request Form
  - ☐ Consumer Certificate - Transfer of Facility Type
  - ☐ Consumer Certificate - Transfer of Location
  - ☐ Consumer Certificate - Transfer of Ownership
  - ☒ **Consumer Fireworks Certificate Permanent Structure**
  - ☐ Consumer Fireworks Certificate Temporary Structure
- ▶ Fireworks Low Impact
- ▶ Fire Safety Fees
- ▶ Field Services Facility Inspections
- ▶ FireServices

[Continue Application »](#)

Fill out the location information for your Fireworks Facility.

Once you have completed all the required fields.

Click on:

**Continue Application**

If you have sold Fireworks before and are using the same Sales Location, you can fill out the:

**COPY INFO FROM ANOTHER RECORD.**

Type in Prior Year Number

Ex: 2019-CPxxxx

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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**Step 1: Step 1 > Location**

\* indicates a required field.

### Retail Sales Location Name

\* Facility/Project Name:

Fireworks Rock

### Retail Sales Location

\* Street No.:

\* Street Name:

Street Type:

\* City:

\* State:

\* Zip:

LANSING

MI

48910

County:

Township:

INGHAM

CITY OF LANSING

Clear

### Custom Fields

#### COPY INFO FROM ANOTHER RECORD

Copy Information From Previous Certificate/Registration:

☒ Yes ☐ No

Low Impact/Consumer Number(Certificate/Registration Record #)  
To Copy Information From: \*

Continue Application »

Save and resume later

Now click on :

**Select from Account**

(Below the Certificate Holder)

**&**

**Select from Account**

(Below the Site Contact)

Once you have added your  
contact's click on:

**Continue Application**

1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
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### Step 2: Step 2 > Page 1

\* indicates a required field.

#### Certificate Holder

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 Contact**

#### Site Contact

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 Contact**

**Continue Application »**

**Save and resume later**



## FIRE SERVICES

Fill out all the **Owner/Cert Holder Information** then scroll down and you will need to fill out the **Application Information**

### Consumer Fireworks Certificate Permanent Structure

1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
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### Step 3: Application Information > Questions

\* indicates a required field.

#### Owner/Cert Holder

##### OWNER/CERT HOLDER INFORMATION

\* First Name:

\* Last Name:

Fireworks Business Name:

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* Zip Code:

\* Phone:

\* Email:

Fill out the **Application Information**. Make sure to answer the **Yes** or **NO** questions. Once you have entered in all the **Application Information**.

Click on :  
**Continue Application**

### Application Information

#### APPLICATION INFORMATION

\* Is the applicant a Sole Proprietorship:

☐ Yes ☐ No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

AA-1234567

\* What is your current Michigan Sales Tax License Number:

? AA-1234567

\* What is your current Michigan Sales Tax License Expiration Date:

mm/dd/yyyy

\* Business Name Listed on Sales Tax License:

\* Name of Person Filed w/Dept. of Treasury for MI Sales Tax License  
(NOTE: "Person" means an individual, agent, association, charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.) WARNING: This must be accurate in order for application to be approved.:

\* Fireworks Business Name/Doing Business As:

\* At what address will you be storing fireworks (street, city, zip):

\* In which city, township or village will your retail sales be located:

\* What county will your retail sales be located:

\* Sentenced for Felony Conviction within the preceding 5 years:

☐ Yes ☐ No

\* Ever been convicted of a felony involving theft, fraud, or arson:

☐ Yes ☐ No

\* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules:

? ☐ Yes ☐ No

Continue Application »

Save and resume later

This next section determines if Plan Review is required for your facility. Once you have answered the questions and filled out the required fields.

Click on:  
**Continue Application**

**\*\*\*Please do not do anything with the Sales Report Information at this time\*\*\***

### Consumer Fireworks Certificate Permanent Structure

1	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6 Review	7	8
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#### Step 4: Plan Review Information > Plan Review

\* indicates a required field.

#### Plan Review Exemption

##### PLAN REVIEW EXEMPTION

\* PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?:

☐ Yes ☐ No

\* Are you exempt from submitting site plans or floor plans (see Fireworks Safety General Rules to determine this):

☐ Yes ☐ No

Previous Year Certificate:

\* Have any changes occurred to the site, facility structure, or floor plan since previous certificate:

☐ Yes ☐ No

\* PERMANENT FACILITY- Does this location have an approved automatic fire sprinkler system?:

☐ Yes ☐ No

\* Will the fireworks on hand be under the exempt amount as per Section 7.3.1 of NFPA 1124, 2006 edition?:

☐ Yes ☐ No

\* Date you intend to start selling?:

#### Custom Lists

##### SALES REPORT INFORMATION

Showing 0-0 of 0

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year	Certificate / Registration Cancellation
No records found.								

Add a Row

Continue Application »

Save and resume later

In this section you are going to upload documents that may be needed for your Application.

Example: Site Plans, Bond, Sales Tax License

To add a document from your computer.

Click on:  
**Add**

### Consumer Fireworks Certificate Temporary Structure

1	2	3 Application Information	4 Plan Review Information	5 Documents	6 Review	7 Pay Fees	8
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#### Step 5: Documents > Attachment

\* indicates a required field.

#### Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules.

Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Last Update	Action
No records found.				

Select from Account

Add

Continue Application »

Save and resume later

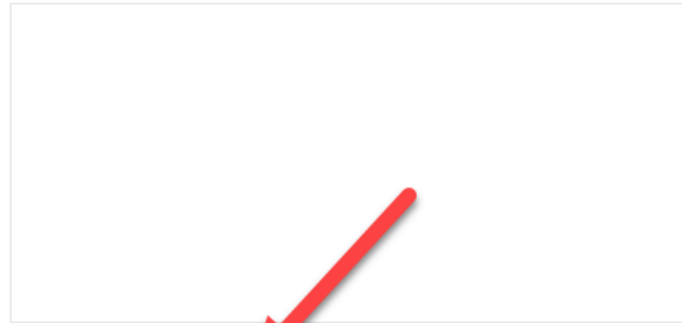
To add a document from your  
computer.

Click on:  
**Add**

### File Upload



The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.



Continue

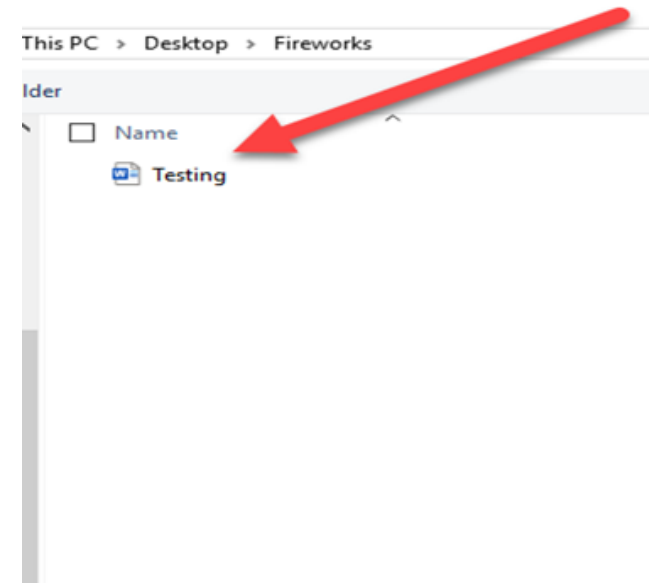
**Add**

Remove All

Cancel



Then you will find the documents you want to add in your computer and once you have found those, you will click on it to upload into Accela



Once you added all your  
required documents.

Click on:  
**Continue**

### File Upload



The maximum file size allowed is 150 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.

Testing.docx	100%
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Continue

Add

Remove All

Cancel

Now you will select the Type of document it is and add a description.

Click on:  
**Save**

Once you have added all your documents,

Click on:  
**Continue Application**

--Select--  
Bond  
Fireworks Inspection Report  
Floor Plan  
Inspection Reports  
Plan Review Report  
Sales Tax License  
Site Plan

100%

\* Description:  
inspection report

Also Attach To  
--Select--

Save Select from Account Add Remove All

Continue Application »

Save and resume later

Remove

At this step you will Review all your information that you have entered.

**\*If any information is incorrect you can, click on: Edit and it will take you back to that section that may need to be edited.**

Click on:  
**Continue Application**

### Consumer Fireworks Certificate Permanent Structure

1	2	3	4 Plan Review Information	5 Documents	6 Review	7 Pay Fees	8 Record Issuance
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#### Step 6: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Consumer Fireworks Certificate Permanent Structure

Retail Sales Location Name

[Edit](#)

Retail Sales Address

[Edit](#)

Custom Fields

COPY INFO FROM ANOTHER RECORD

[Edit](#)

Copy Information From Previous Certificate/Registration: No

Certificate Holder

[Edit](#)

Site Contact

[Edit](#)

[Continue Application »](#)

[Save and resume later](#)

Then you will want to click on:  
**Check Out**

\*\*\*If you have more applications to complete, then click on:

**Continue Shopping**

Then you will want to continue the process again with next location you may have. \*\*\*

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR

Create/Amend an Application/Record Search Applications

### Consumer Fireworks Certificate Permanent Structure

1	2	3	4 Plan Review Information	5 Documents	6 Review	7 Pay Fees	8 Record Issuance
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### Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

[No Title]

Fees	Qty.	Amount
Permanent Structure Certificate Fee	1	\$1,250.00

TOTAL FEES:: \$1,250.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Continue Shopping »

### Payment Method

#### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.


\* Indicates required field

**Choose method of payment**

☐ Pay by electronic check

\* Account Type:

☐ Pay by credit card



#### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

#### International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

Click on:

Electronic Check

Or

Credit Card

### Check Payment Screen

Depending on if you clicked on Check or Credit Card these are the screens you will have. Fill out all the fields and then Click: **Next**

**Billing Address**

☐ Use Business Name

\*First Name:   
 M.I.:   
 \*Last Name:   
 \*Street Line 1:   
 Street Line 2:   
 \*City:   
 \*State:   
 \*Zip:   
 \*Country:   
 \*Phone:   
 \*E-Mail:

**Payment Details**

\*Payment Amount: 50.00 USD  
 Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

**Payment Method**

\*Name On Account:   
 \*Account Number:  [What's This?](#)  
 \*Re-Type Account Number:   
 \*Routing Number:  [What's This?](#)  
 \*Account Type: ☒ Checking ☐ Savings

### Credit Card Payment Screen

#### MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

To continue the payment process, click the "Next" button in the box below.

**Billing Address**

☐ Use Business Name

\*First Name:   
 M.I.:   
 \*Last Name:   
 \*Street Line 1:   
 Street Line 2:   
 \*City:   
 \*State:   
 \*Zip:   
 \*Country:   
 \*Phone:   
 \*E-Mail:

**Payment Details**

\*Payment Amount: 50.00 USD

**Payment Method**

\*Name on Card:   
 \*Card Number:   
 \*Expiration Date:    
 \*Card Verification Value(CVV2):  [What's This?](#)

Click:  
Pay Now

### MI Accela LARA

ay Now" in the box below.

irmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

Address
Billing Address: <div></div>
Payment Method
Credit Card  <div></div>
Payment Amount
Amount: 50.00 USD
Total: 50.00 USD
<div>BackPay NowExit</div>



Once you have paid it should take you back to Accela and give you a record number. You have completed the application process.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search ▼](#)

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.

2020-1

Copy Record