

## Citizen Portal for Accela

The new Accela Database used by the Bureau of Fire Services, Storage Tank Division, allows tank owners and their designees the opportunity to submit Applications for Installations of regulated storage tanks electronically to the state for the first time. The Accela Citizens Access (ACA) website can be found at <https://aca3.accela.com/lara/>. Once at this web page, the user must Register for an Account.

**LARA**  
Department of Licensing and Regulatory Affairs

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

The license information listed on the LARA website <https://aca3.accela.com/lara/> may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

First Last or License #

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

[Advanced Search](#)

**Welcome to the new Citizen Portal**

**We are currently experiencing an error with credit card payments. The error indicates “First Data” not accepted, this creates your temporary record and the payment is received, please do not resubmit. Once the error is fixed we will create the records and send notice to your account.**

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

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)  
[Register for an Account](#)

Once you have reached the Account registration Page, please read the disclaimer and click on the box that indicates you have read and agree to the terms for this program and then click Continue registration.

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a

☐ I have read and accepted the above terms.

**Continue Registration »**

Proceed to fill out the data fields listed. All items marked with a star or asterisk have to be filled out to use this program.

## Account Registration Step 2: Enter Your Account Information

\* indicates a required field.


### Login Information

\* User Name: 

\* E-mail Address:

\* Password: 

\* Type Password Again:

\* Enter Security Question: 

\* Answer: 

Phone:

☐ Receive SMS Messages

### Contact Information

Choose how to fill in your contact information.

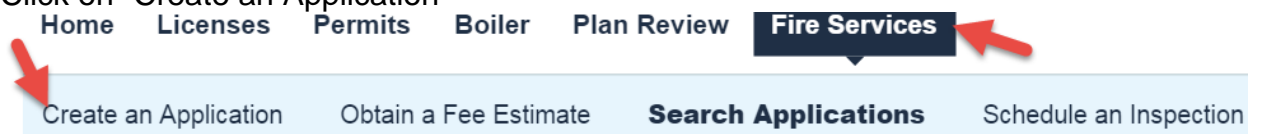
[Add New Contact](#)

Once all of the required information is entered, click Continue registration. If there are errors, the program will let you know. If not, you will get a congratulations message and verification of your information, followed by a Continue to Login button. Click this if you are ready to enter an application into the system. The following steps and Procedure will show you the steps to take to enter an application into the system. In this example, an FL/CL Tank is being entered into the system. The same steps would be used for a UST, an LPG, CNG, or Hydrogen tank, just make sure to choose the appropriate Record type in the steps listed below for the tank you wish to enter.

### Procedure

Once logged into ACA

- Click on “Fire Services”
- Click on “Create an Application”



- Check Accept terms and click Continue

**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

☐ I have read and accepted the above terms.

**Continue Application »**

- Select Above Ground Tanks and then “Installation of FL/CL Storage Tank Application”, and click Continue Application

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

Create an Application Obtain a Fee Estimate Search Applications Schedule an Inspection

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

**Search**

▼ Above Ground Tanks

- Change of Information Form Aboveground Tanks
- Installation of Compressed Natural Gas Fueling Facility (CNG)
- Installation of FL/CL Storage Tank Application
- Installation of Hydrogen Storage Systems (H2)
- Installation of Liquefied Petroleum Gas Facility (LPG)

► Underground Ground Tanks

► Tanks Release Report

► Fireworks Consumer

► Fireworks Facility Type Change

► Fireworks Low Impact

► Fireworks Sales Report

**Continue Application »**

- In **Step 1**, Fill in Facility information.

Enter Facility ID Number, address for facility.

## Step 1 : Step 1 > Facility Information

\* indic

### Facility Information

#### FACILITY INFORMATION



\* Facility ID Number:



\* Facility Type:



--Select--  
--Select--  
Bulk Facility  
Emergency Generator Facility  
Motor Fueling Facility

### Facility Name

Facility/Application Name:



### Facility Address

\* Street No.:

\* Street Name:

Street Type:

--Select--

City: \*

State:

--Select--

\* Zip:

Search

Clear

Continue Application »

Save and resume later

Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.

#### Tank Owner

Please provide the following information pertaining to the company or individual that ow

Select from Account

Add New

Look Up

#### Submitter

Please provide the following information pertaining to the individual submitting the insta

Select from Account

Add New

Look Up

#### Facility Contact

Please provide a contact name and contact phone number for the facility.

Select from Account

Add New

Look Up

Continue Application »

Contact information:

Select "Select from Account" to select from previously entered information.  
Select "Add New" to enter new information.

Enter Tank Owner, Submitter/Installer and Facility Contact Information.

Select Continue Application.

- In **Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility

1 Step 1	2 Step 2	3 Step 3	4 Re
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### Step 2: Step 2> Application Detail

A plan review must be completed on any tank with a storage capacity greater than 1,100 gallons st review must include:

1. Size of existing tank(s) and product stored, flash point. The material of construction, the dimensi
  2. Type of impoundment (diking) provided. Provide dike calculations with the available capacity cal
  3. A completed parts and materials list for each tank with vent manufacturer, model number and flo
  4. Plot Map (see details in documents section of application).
  5. Piping diagram (see details in documents section of application).
  6. Pipe system must meet Chapter 27, National Fire Protection Association (NFPA) 30, 2012 editio
  7. Plan review fee of \$203 per tank. A plan review will not be completed without the plan review fee
- The facility cannot be operated without approval from the Bureau of Fire Services. Please di Storage Tank Division, at 514-241-8847.**

#### APPLICATION INSTRUCTIONS:

The item numbers are referenced in the typical installation of an Aboveground Storage Tank ([click](#) Storage and Handling of Flammable and Combustible (FL/CL) Rules, 2014, AACS R 29.5601 [et se](#) next to the appropriate item. For installations involving container and portable tank storage, please additional requirements. For bulk plants, industrial plants, chemical plants, processing plants, refine 29 of the FL/CL Rules for additional requirements. For emergency generator tasks please see Part complete Section III of this form.

## Section I

### TANK INFORMATION

The following section applies to aboveground tank installations, Part 2 of the FL/CL Rules.

\* Number of Tanks to be Installed: (\$)

1. Tank Location:



2. Secondary Containment:



3. Tank Design/Construction:



For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations

Select Continue Application.

- In **Step 3**, attach required documents.

Attach Documents as required, indicate type of document and provide description.

### **Step 3 : Step 3 > Documents**

Applications for Aboveground Storage Tanks (FL/CL) installation must include:

1. A plot map showing the following information:
  - a) Locations of buildings, public roadways, railroad mailings, public sidewalks, etc.
  - b) Storm sewers, sanitary sewers, manholes, and catch basins.
  - c) Proposed location of the container(s) and loading/unloading risers.
  - d) Location of property lines.
  - e) Location of existing tanks, above and underground, within 50 feet of the proposed location.
  - f) Location of fuel dispensers and canopy footings.
2. A separate piping diagram for each tank with pipe, vent, and valve specifications.

### **Attachment**

The maximum file size allowed is **100 MB**.  
**html;htm;mht;mhtml;exe** are disallowed file types to upload.  
This application type requires you to submit the following types of documents prior to approval.  
**Site Sketch/Map**

Name	Type	Size	Location
No records found.			

Select from Account

Add

Continue Application »

Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.

### **File Upload**

The maximum file size allowed is **100 MB**.  
**html;htm;mht;mhtml;exe** are disallowed file types to upload.

Bench.JPG	100%
<div></div>	

Continue

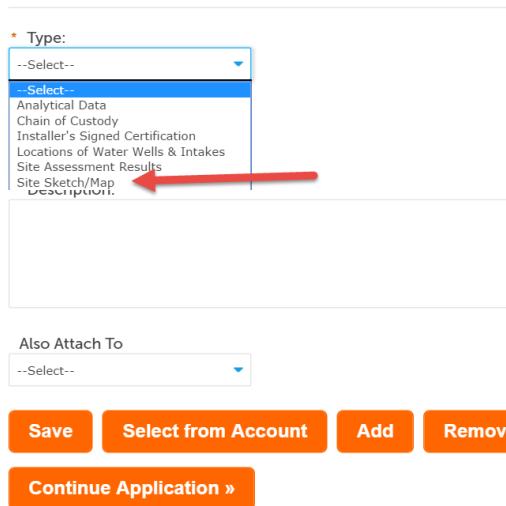
Add

Remove All

Cancel

Select "Continue" to add file to application.

Select Type of attachment.



A screenshot of a web form for selecting attachment types. At the top, there is a label "Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "--Select--", "Analytical Data", "Chain of Custody", "Installer's Signed Certification", "Locations of Water Wells & Intakes", "Site Assessment Results", "Site Sketch/Map", and "Location Photo". A red arrow points to the "Site Sketch/Map" option. Below the dropdown menu is a large, empty text input area. Underneath the text area is a label "Also Attach To" followed by another dropdown menu with "--Select--" as the only visible option. At the bottom of the form, there are four orange buttons: "Save", "Select from Account", "Add", and "Remove". Below these buttons is a single orange button labeled "Continue Application »".

Enter a description for the attachment.

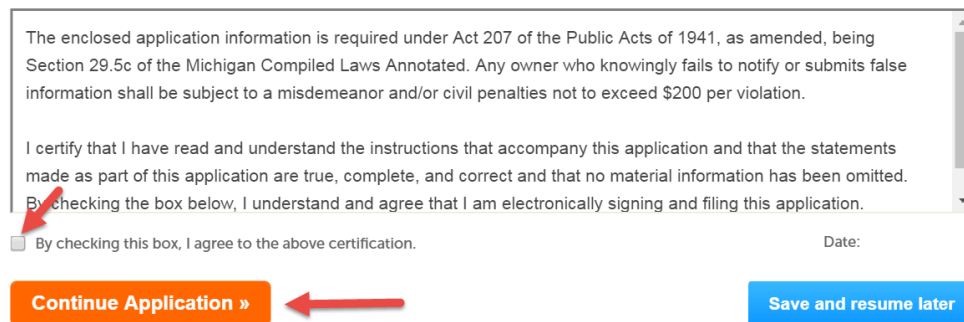
Select "Save" to attach document to application.

Select "Continue Application."

Review submitted information for accuracy. Edit if necessary.

Check box in agreement to certify submittal.

Check "Continue Application".



A screenshot of a web form containing a legal disclaimer and a certification section. The disclaimer text reads: "The enclosed application information is required under Act 207 of the Public Acts of 1941, as amended, being Section 29.5c of the Michigan Compiled Laws Annotated. Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed \$200 per violation." Below the disclaimer is a certification statement: "I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted." Underneath the certification statement is a line of text: "By checking the box below, I understand and agree that I am electronically signing and filing this application." Below this line is a checkbox followed by the text "By checking this box, I agree to the above certification." A red arrow points to the checkbox. To the right of the checkbox is a label "Date:". At the bottom of the form, there are two buttons: an orange button labeled "Continue Application »" and a blue button labeled "Save and resume later". A red arrow points to the "Continue Application »" button.

Step 5: Payment of fees. Cost is \$203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.

## Installation of FL/CL Storage Tank Application

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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### Step 5 : 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

Fees	Qty.	Amount
Plan Review Fee	<input type="text" value="1"/>	\$141.50
Annual Registration Fee	<input type="text" value="1"/>	\$61.50

#### TOTAL FEES

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

\$203.00

[Recalculate](#)

[Check Out »](#)

[Continue Shopping »](#)

Click Check Out if everything is okay.

### Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

#### PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

12700 Toronto ST, Detroit MI 48217 United States

1 Application(s) | \$203.00

► Installation of FL/CL Storage Tank Application  
16TMP-002542

\$203.00

Edit

Save for later

Remove

**Total amount to be paid: \$203.00**

Note: Application fees are non-refundable.

Checkout »

Continue Shopping »

Now choose your payment option.

### Step 2 : Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

•Credit Card

Use the dropdown menu to change the payment type.

If you have paid with a paper check then the "Pay Fees Due" Action item will remain active until the check has been processed by LARA. Please allow five business days for this transaction.

\* indicates a required field.

#### Payment Options

Amount to be charged: \$203.00

☒ Pay with Credit Card

#### Credit Card Information:

\* Card Type: \* Card Number: \* Security Code: ?

--Select--

\* Name on Card:

\* Exp. Date:

01 2016

#### Credit Card Holder Information:

☐ Auto-fill with

Country:

United States

\* Street Address:

\* City:

\* State:

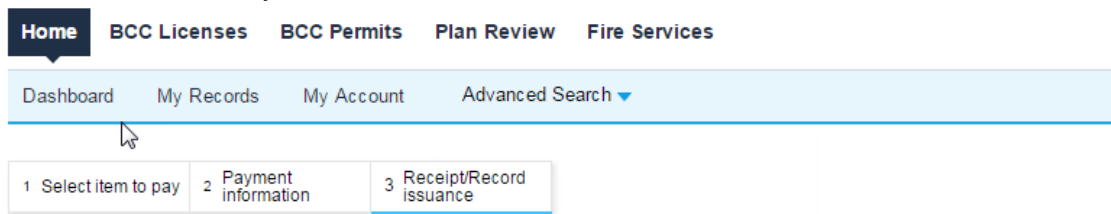
\* Zip:

--Select--

\* Phone:

(+ 001 )

The click Submit Payment. Record the PR number



### Step 3: Receipt/Record issuance

#### Receipt

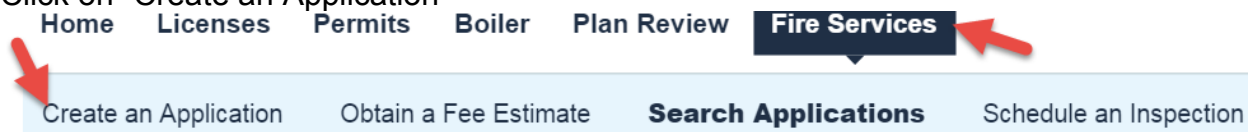
Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this 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.

**Input** – A complete Accela Record for a new FL/CL Tank Installation.

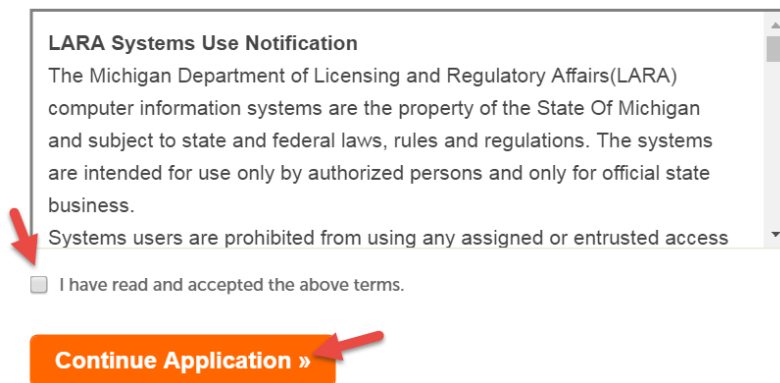
### Procedure

Once logged into ACA

- Click on “Fire Services”
- Click on “Create an Application”



- Check Accept terms and click Continue Application.



- Select Above Ground, then “Installation of FL/CL Storage Tank Application”, and click Continue

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼
Search

▼ Above Ground Tanks

- ☐ Change of Information Form Aboveground Tanks
- ☐ Installation of Compressed Natural Gas Fueling Facility (CNG)
- ☐ Installation of FL/CL Storage Tank Application
- ☐ Installation of Hydrogen Storage Systems (H2)
- ☐ Installation of Liquefied Petroleum Gas Facility (LPG)

▶ Underground Ground Tanks

▶ Tanks Release Report

▶ Fireworks Consumer

▶ Fireworks Facility Type Change

▶ Fireworks Low Impact

▶ Fireworks Sales Report

Continue Application »

- In **Step 1**, Fill in Facility information.

Enter Facility information. Enter "N/A" for Facility ID Number.

#### Step 1 : Step 1 > Facility Information

\* indic

### Facility Information

#### FACILITY INFORMATION



\* Facility ID Number:

\* Facility Type:

--Select--

--Select--

Bulk Facility

Emergency Generator Facility

Motor Fueling Facility

### Facility Name

Facility/Application Name:

### Facility Address

\* Street No.:

\* Street Name:

Street Type:

--Select--

City: \*

State:

--Select--

\* Zip:

Search

Clear

Continue Application »

Save and resume later

Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.

Enter Tank Owner, Submitter/Installer and Facility Contact Information.

#### Tank Owner

Please provide the following information pertaining to the company or individual that ow

Select from Account

Add New

Look Up

#### Submitter

Please provide the following information pertaining to the individual submitting the insta

Select from Account

Add New

Look Up

#### Facility Contact

Please provide a contact name and contact phone number for the facility.

Select from Account

Add New

Look Up

Continue Application »

Select “Select from Account” to select from previously entered information.  
Select “Add New” to enter new information.

Select Continue Application.

- In **Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility

1 Step 1	2 Step 2	3 Step 3	4 Re
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## Step 2 : Step 2 > Application Detail

A plan review must be completed on any tank with a storage capacity greater than 1,100 gallons st review must include:

1. Size of existing tank(s) and product stored, flash point. The material of construction, the dimensi
2. Type of impoundment (diking) provided. Provide dike calculations with the available capacity cal
3. A completed parts and materials list for each tank with vent manufacturer, model number and flo
4. Plot Map (see details in documents section of application).
5. Piping diagram (see details in documents section of application).
6. Pipe system must meet Chapter 27, National Fire Protection Association (NFPA) 30, 2012 editio
7. Plan review fee of \$203 per tank. A plan review will not be completed without the plan review fee

**The facility cannot be operated without approval from the Bureau of Fire Services. Please di Storage Tank Division, at 514-241-8847.**

### APPLICATION INSTRUCTIONS:

The item numbers are referenced in the typical installation of an Aboveground Storage Tank ([click](#) Storage and Handling of Flammable and Combustible (FL/CL) Rules, 2014, AACS R 29.5601 [et se](#) next to the appropriate item. For installations involving container and portable tank storage, please additional requirements. For bulk plants, industrial plants, chemical plants, processing plants, refin 29 of the FL/CL Rules for additional requirements. For emergency generator tasks please see Part complete Section III of this form.

## Section I

### TANK INFORMATION

The following section applies to aboveground tank installations, Part 2 of the FL/CL Rules.

\* Number of Tanks to be Installed: (\$)

1. Tank Location:




2. Secondary Containment:




3. Tank Design/Construction:




For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations

Select Continue Application.

- In **Step 3**, attach required documents.

Attach Documents as required, indicate type of document and provide description.

### Step 3 : Step 3 > Documents

Applications for Aboveground Storage Tanks (FL/CL) installation must include:

1. A plot map showing the following information:
  - a) Locations of buildings, public roadways, railroad mailings, public sidewalks.
  - b) Storm sewers, sanitary sewers, manholes, and catch basins.
  - c) Proposed location of the container(s) and loading/unloading risers.
  - d) Location of property lines.
  - e) Location of existing tanks, above and underground, within 50 feet of the property lines.
  - f) Location of fuel dispensers and canopy footings.
2. A separate piping diagram for each tank with pipe, vent, and valve specifications appropriate.

## Attachment

The maximum file size allowed is **100 MB**.

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

This application type requires you to submit the following types of documents prior to approval.

**Site Sketch/Map**

Name	Type	Size	Location
No records found.			

Select from Account

Add

Continue Application »

Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.

## File Upload

The maximum file size allowed is **100 MB**.

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

Bench.JPG

100%

Continue

Add

Remove All

Cancel

Select “Continue” to add file to application.

Select Type of attachment.

Type:

--Select--

--Select--

Analytical Data

Chain of Custody

Installer's Signed Certification

Locations of Water Wells & Intakes

Site Assessment Results

Site Sketch/Map

Water Permit

Also Attach To

--Select--

Save Select from Account Add Remove

Continue Application »

Enter a description for the attachment.

Select Save to attach document to application.

Select Continue Application.

Review submitted information for accuracy. Edit if necessary.

Check box in agreement with certification.

Check "Continue Application".

The enclosed application information is required under Act 207 of the Public Acts of 1941, as amended, being Section 29.5c of the Michigan Compiled Laws Annotated. Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed \$200 per violation.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application » Save and resume later

## Alternatives

- Press SAVE WITHOUT SUBMIT to save the form with attachments
- Press SUBMIT, an Accela record has been created.

Step 5: Payment of fees. Cost is \$203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.

## Installation of FL/CL Storage Tank Application

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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### Step 5 : 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

Fees	Qty.	Amount
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Annual Registration Fee	<input type="text" value="1"/>	\$61.50

#### TOTAL FEES

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

\$203.00

[Recalculate](#)

[Check Out »](#)

[Continue Shopping »](#)

Click Check Out if everything is okay.

### Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

#### PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

12700 Toronto ST, Detroit MI 48217 United States

1 Application(s) | \$203.00

► Installation of FL/CL Storage Tank Application  
16TMP-002542

\$203.00

Edit

Save for later

Remove

**Total amount to be paid: \$203.00**

Note: Application fees are non-refundable.

Checkout »

Continue Shopping »

Now choose your payment option.

### Step 2 : Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

•Credit Card

Use the dropdown menu to change the payment type.

If you have paid with a paper check then the "Pay Fees Due" Action item will remain active until the check has been processed by LARA. Please allow five business days for this transaction.

\* indicates a required field.

#### Payment Options

Amount to be charged: \$203.00

☒ Pay with Credit Card

#### Credit Card Information:

\* Card Type: \* Card Number: \* Security Code: ?

--Select--

\* Name on Card:

\* Exp. Date:

01 2016

#### Credit Card Holder Information:

☐ Auto-fill with

Country:

United States

\* Street Address:

\* City:

\* State:

\* Zip:

--Select--

\* Phone:

(+ 001 )

Then click Submit Payment. Record the PR number.

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

[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.**