

# ACA Users guide for submitting a Plan Review Application

All new users will need to create an ACA account before accessing any services beyond basic search functions. This can be accomplished in two ways as shown on the following screen.

The screenshot displays the LARA website interface. At the top, there is a navigation bar with links for 'LARA Home', 'Contact LARA', 'Online Services', 'News', 'FAQs', and 'MI.gov'. Below this is the LARA logo and the text 'Department of Licensing and Regulatory Affairs'. A secondary navigation bar includes 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. A search bar is located on the right side. The main content area features a menu with 'Home', 'Licenses', 'Permits', 'Boiler', and 'Plan Review'. Below the menu, there is a section titled 'Please Login' with instructions for existing users. A 'New Users' section provides information for new users and includes a 'Register Now »' button, which is highlighted with a blue arrow. To the right, a 'Login' form contains fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, a 'Remember me on this computer' checkbox, and links for 'I've forgotten my password' and 'Register for an Account'. A blue arrow points to the 'Register for an Account' link.

Logging in will bring you to the Home Page for ACA as seen below. From here it can be seen that the system is designed to handle multiple functions including Plan Review services offered by the Bureau of Fire Services, Bureau of Construction Codes, and Health Facilities Evaluation Section, as well as the Licensing and Permitting services provided by the Bureau of Construction Codes. The area that we will focus on is the Plan Review module where you may create a new application or look up existing applications (red arrow). The Plan Review (blue arrow) at the top of the page will take you to all of your existing Records.

Search...

Home Licenses Permits Boiler **Plan Review**

Dashboard My Records My Account Advanced Searchid

**Welcome Public User**  
You are now logged in.

**Cart (0)**  
Your cart is empty.

What would you like to do today?  
To get started, select one of the services listed below:

<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>Lookup Property Information</li> <li>Search for a License</li> </ul>	<p><b>Licenses</b></p> <ul style="list-style-type: none"> <li>Apply for a License</li> <li>Track &amp; Renew Licenses</li> </ul>
<p><b>Permits</b></p> <ul style="list-style-type: none"> <li>Create an Application</li> <li>Search Applications</li> <li>Request an Inspection</li> </ul>	<p><b>Boiler</b></p> <ul style="list-style-type: none"> <li>Create an Application</li> <li>Search Applications</li> </ul>
<p><b>Plan Review</b></p> <ul style="list-style-type: none"> <li>Create an Application</li> <li>Search Applications</li> </ul>	

Let's start by pressing Create an Application for Plan Review.

Home Licenses Permits Boiler **Plan Review**

Create an Application Search Applications

**Online Application**

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

Click [here](#) to see detailed instructions on how the plan files should be formatted.

If you would like to contact one of the Bureau's directly, please email:

BCC at [bcc.planreview@mi.gov](mailto:bcc.planreview@mi.gov)

BPS at [bfps.planreview@mi.gov](mailto:bfps.planreview@mi.gov)

HFES at [hfes.planreview@mi.gov](mailto:hfes.planreview@mi.gov)

**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 authorized data exchange with LARA. Looon IDs and passwords are never to be shared. Systems

I have read and accepted the above terms.

**Continue Application**

This is general information and once you have read it you may check the box “I have read and accepted the above terms”. Click Continue Application to move to the next step. This will bring you to Step 1: Facility/Contacts.

Home Licenses Permits Boiler **Plan Review**

Create an Application Search Applications

**Plan Review**

1 Facility/Contact	2 Review	3 Associated Forms	4 Pay Fees	5 Record Issuance
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**Step 1: Facility/Contact > Location and Applicant**

\* indicates a required field.

**Project Information**

\* Facility Name / Project: ?

\* Detailed Description: ?

**Facility/Project Location**

REQUIRED

If you have a known project/facility address, please enter the individual address fields. For a project/facility with no address please enter as much location information you can provide, utilizing the Address Line 1 and 2 fields.

Street No.:  Street Name:  Street Type:

Start by filling in all of the data as you would on our paper applications.

## Applicant

REQUIRED

If you are the applicant, Select from Account,

If the applicant is not yourself, Add New

Select from Account

Add New

Look Up

## Owner/Parent Corp

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

Look Up

## Architect/Engineer/Certified Firm

If a Design Professional is used for this project, please enter information here

Add New

Look Up

Continue Application »

Save and resume later

When you arrive at the Applicant and additional contact selections, you may “Select from Account” if you have previously entered the contact information, or “Add New” if this is your first time utilizing the system or would like to enter new or additional contact information.

Provide the required information for the Applicant (your information) as well as all applicable information for facility owners and licensed professionals that may be involved with the design of your project.

Click Continue Application.

At the next step in the process, select any Plan Review Types (multiple types may be selected) that are needed as well as the estimated project cost and the payment method. See the following screenshot.

Home Licenses Permits Boiler **Plan Review**

Create an Application Search Applications

**Plan Review**


1 Facility/Contact 2 Review 3 Associated Forms 4 Pay Fees 5 Record Issuance

**Step 1: Facility/Contact > Application Information** \* indicates a required field.

**Application Information - Plan Review Type**

**PLAN TYPE**  
Check one or more to add items to this application.

Bureau of Construction Codes Plan Review:

Bureau of Fire Services Plan Review:  

Health Facilities Plan Review:

MFD Housing Plan Exam & Permit:

Barrier Free Design Rule Exception:

Approval of Compliance Assurance:


**Application Information**

**EXPENDITURES**

\* Estimated Capital Expenditure (Including Construction Costs, Professional Fees, and Fixed Equipment):  \$

**Custom Fields**

**PAYMENT METHOD**

\* Payment Method:  

The next page is Step 2 and is only a Review page. Make sure that all of the data is correct and click Continue Application. Once you have continued from the Review page, that information is no longer available for editing. Now you are at Step 3. You will need to Open the Plan Review Type(s) that you have selected previously to continue the application process.

Home Licenses Permits Boiler **Plan Review**

Create an Application Search Applications

**Plan Review**


1 Facility/Contact 2 Review 3 Associated Forms 4 Pay Fees 5 Record Issuance

**Step 3: Associated Forms**

Plan Review Forms

Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.

Added Items:

Fire Safety Plan Review test 

The next step is Step 1 for the Application Information. This step is where you will enter all of the information for the unique review types that are requested. Fill out all necessary entry options and click Continue Application. The next step will display an estimate of fees associated with project. Press Continue Application again to reach the document upload step as shown below.

**Please read all instructions before uploading documents.**

Each plan (or plan set) must be saved in **PDF format**. Please flatten the drawing layers in your CAD program before creating the PDF. Bookmarks are helpful and encouraged. For small plan review projects, where the page count is under 25 pages, creating a single PDF document is acceptable and the file name should be unique and descriptive of the project itself. For larger projects over 25 pages we recommend grouping and submitting plans in smaller sets.

Pages must all be in landscape format and viewable without rotation. Failure to submit correctly oriented plans may result in a 'hold' being placed on the submittal which will delay review. Plans must be saved and submitted at 100% scale, in black and white only, and cannot be password protected or locked. Scanned drawings in PDF format can be submitted, but are required to be legible and must follow all submittal requirements. Each sheet containing scaled drawings must include a scale of known dimension.

Revisions and resubmissions must match up exactly to the original submittal and file name, and contain the same page order. Do not reorder, extract, or insert pages in the middle of your corrected plan sets. Any pages added to the document set need to be after the final original page. Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review. If pages are removed from the scope of work, simply mark those pages accordingly. Do not remove any such pages. Resubmitting the pages in the original order ensures that the plan reviewers comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate and expedited document reviews.

To address plan review deficiencies, applicants must resubmit a complete set of plans through the ACA portal. Once the plans have been processed, the "Resubmit" action becomes available in the Attachments section of the appropriate record in ACA. Plan sets addressing correction requests must be resubmitted through the "Resubmit" link associated with the plans in order to avoid processing delays.

For more extensive instructions, click [here](#)

The maximum file size allowed is 100 MB.  
html,htm,mht,mhtml,exe are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BCC Plan Review will not allow new file upload after issuance or Closure.

Please read through the PDF format requirements shown above before uploading any documents. Use the Add option to open the document upload dialog window and press Add again to begin selecting file(s) to upload. Note that you may upload multiple documents within the upload window before continuing. After selecting the desired files, press Continue. You will be prompted to provide a Type (example – plans, specifications, etc) for each file selected and enter a Description (example- floor plans for new school addition). Once the appropriate information is entered, press SAVE to continue.

\* Type: Remove  
 --Select--

**File:**  
 Accela Test CMU DETAILS AT ROOF 1.pdf  
 100%

Description:  
 Indicate submittal version

[« Back to Associated Forms](#)

See the document uploading instructions for large projects exceeding 25 sheets and other concerns. After pressing SAVE, you should see that the documents have been uploaded to the Application.

Select Continue Application to proceed to the final Review Page. Confirm that all of the data has been entered correctly and click Continue Application to return to the Associated Forms page where any other Plan Review Type selections that were chosen previously can also be completed.

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Create an Application Search Applications

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**Step 3 : Associated Forms**

Plan Review Forms

Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.

Added Items:

Fire Safety Plan Review test [View](#) [Remove](#)

When finished, press Continue to Payment which will open a window for credit card payment if this method was selected or to the page shown below where an invoice can be printed to include with a check and sent to the address provided.

### 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.

[Print Plan Review Summary/Invoice](#)

3101

PR2015PR-000256

[View Summary](#)

PR2015BFS-000221



[View Summary](#)

[Print Plan Review Summary/Invoice](#)

The project number is shown at this step and any correspondence and inquiries need to reference the number that contains the letters that represent the appropriate Bureau, such as BFS for the Bureau of Fire Services, BCC for Bureau of Construction Codes, and HFES for Health Facilities Engineering Section. The PR2016PR number is a 'parent record' number that is only used for internal purposes for relating projects that may involve multiple Bureaus such as a Hospital that involves BFS and Health Services or a school that involves BCC and BFS.

This completes the application process for a plan review project.