

Renewing Your License

Rev 03/30/20

You must have an Accela account to renew your license. If you do not have an Accela account, please see the directions for “Registering for an ACA Account”.

***If you already have an account and have linked your license, follow the directions below:**

- Sign into your account and select “My Records”.

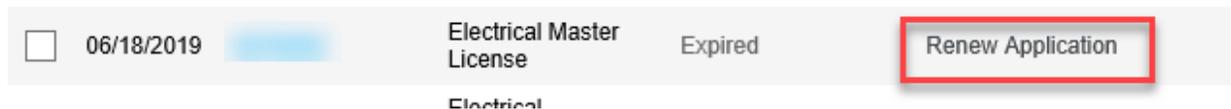
If you are here to renew a license, have you linked your license to your account? **No**

If yes, please log in and then click "My Records" which will show below to view and renew licenses



Hello, smithd24

- Click on “Renew Application” to begin the payment process.



****If you already have an account and have NOT linked your license, follow the directions beginning on the next page:**

Verify a License

To apply for or renew a license, you must have an account. Licenses CANNOT be renewed more than 90 days prior to the license expiration date

Click [here](#) for instructions on how to register for an account and renew your license

If you are here to renew a license and have not linked your license to your account, [CLICK HERE](#).

If you are here to renew a license and have already linked the license to your account, click on "My Records" below to begin.

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 comfort of your home or office, 24 hours a day.

Check the box to verify you have read and accepted the terms. Select "Continue Application"

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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 Application »



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

[Apply for a License - Amendment](#) [Track & Renew Licenses](#)

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

Select "None Applicable" from the drop down and click on "Continue Application"

[Continue Application »](#)

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

Apply for a License - Amendment Track & Renew Licenses

License Professional Link

1 LINK LICENSES	2 Review	3 Record Issuance
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Step 1: LINK LICENSES > LICENSE INFORMATION

Please review the below list of licenses currently linked to your account. If all your licenses are present, please click [HERE](#) to return to your record list. If there are any missing licenses, proceed to the 'Licenses to Link' section below to add any missing licenses.

ASSOCIATED LICENSES

ASSOCIATED LICENSES

Showing 1-1 of 1

LICENSE TYPE	LICENSE HOLDER NAME	STATE LICENSE #
Electrical Apprentice	[REDACTED]	64 [REDACTED]

LICENSES TO LINK

LICENSE PROFESSIONAL

Showing 0-0 of 0

LICENSE TYPE	STATE LICENSE #	LICENSE HOLDER NAME
No records found.		

[Add a License](#) [Edit a License](#) [Remove a License](#)

[Continue Application »](#) [Save and resume later](#)

If your license appears here, click on "Home" at the top of the page and then select "My Records" to renew it.

If you do not see your license number in this section, proceed to the "Licenses to Link" section below and click on "Add a License".



EVERYTHING OK TO HERE.....CHECK EVERYTHING AFTER THIS

LICENSES TO LINK

LICENSE PROFESSIONAL

Showing 0-0 of 0

LICENSE TYPE	STATE LICENSE #	LICENSE HOLDER NAME
No records found.		

Add a License **Edit a License** **Remove a License**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows

Save and resume later

If you would like to add more than 1 license to your account, click on the drop down arrow and select the number of licenses to add. Then select "Add a License".

Review the below list of licenses currently linked to your account. If all your licenses are present, click [HERE](#) to return to your record list. If there are any missing licenses, proceed to the 'Licenses to Link' section below to add any missing licenses.

* indicates a required field.

LICENSE PROFESSIONAL

* LICENSE TYPE:

* STATE LICENSE #:

LICENSE HOLDER NAME:

Submit **Cancel**

Choose the license type by clicking on the drop down arrow in the "License Type" field. Type in the license number in the next field. The license holder's name will populate automatically. Select Submit if this is the license number you wish to add to your account or Cancel if you wish to start over.

LICENSES TO LINK

LICENSE PROFESSIONAL

Showing 1-1 of 1

<input type="checkbox"/>	LICENSE TYPE	STATE LICENSE #	LICENSE HOLDER NAME	
<input type="checkbox"/>	Electrical Master	6219202	Dawn SmithTEST	Actions ▾

[Add a License](#) ▾ [Edit a License](#) [Remove a License](#)

[Continue Application »](#)

[Save and resume later](#)

After selecting Submit, the license information will appear in the "Licenses to Link" section. Select Continue Application.



License Professional Link

1 LINK LICENSES	2 Review	3 Record Issuance
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Step 2: 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

License Professional Link

As instructed above, review the information and then select "Edit" or "Continue Application"

ASSOCIATED LICENSES

ASSOCIATED LICENSES

[Edit](#)

LICENSE TYPE	LICENSE HOLDER NAME	STATE LICENSE #
Electrical Apprentice	[REDACTED]	64: [REDACTED]

LICENSES TO LINK

LICENSE PROFESSIONAL

[Edit](#)

LICENSE TYPE	STATE LICENSE #	LICENSE HOLDER NAME
Electrical Master	62 [REDACTED]	[REDACTED] SmithTEST

[Continue Application »](#)



[Save and resume later](#)

Click on "My Records"

Step 3: Receipt/Record issuance

Receipt



Your submittal has been successfully received.

PLEASE READ THE FOLLOWING INSTRUCTIONS BASED ON WHICH ACTION YOU JUST PERFORMED:

LICENSE RENEWALS: If you did not submit payment for your license, please visit

MY RECORDS

to complete the renewal payment process. If you submitted payment, you will receive a copy of your license in the mail.

LICENSE APPLICATIONS: Your application will be reviewed. Please check

MY RECORDS

for updates regarding the status of this application. Once your application is reviewed you will be notified by the department.

LICENSE AMENDMENTS: Your license has been updated with requested changes.

PERMITS:

Please check your account for updates regarding the status of this permit application and for any additional actions required from you.

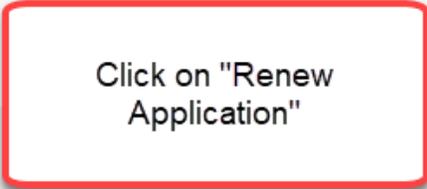
Once your application is approved you will be notified via email by the department.

If you selected to pay by paper check, an invoice will be emailed to you within 24 hours. Please print the invoice and mail a copy of the invoice with your paper check. See for invoice for mailing instructions.

DI AN REVIEW:

▼ **BCC Licenses**Showing 1-10 of 20 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action	Description	Ad
<input type="checkbox"/>	10/07/2019	DUB19-00000-02GA1	License Professional Link				
<input type="checkbox"/>	10/04/2019	19TMP-089113	Individual Builder Application		Resume Application		
<input type="checkbox"/>	10/04/2019	19TMP-089115	Individual Builder Application		Resume Application		
<input type="checkbox"/>	08/09/2019	6437507	Electrical Apprentice Registration	Issued			
<input type="checkbox"/>	08/07/2019	19TMP-070886	Electrical Journeyman Application				
<input type="checkbox"/>	08/07/2019	AMEND19-28427	Change of Representing Company	Approved			
<input type="checkbox"/>	06/18/2019	62	Electrical Master License	Issued	Renew Application		
<input type="checkbox"/>	04/12/2019	63A1900665	Electrical Journeyman Application	Void			



Click on "Renew Application"

Electrical Master License Renewal

1 Review	2 Pay Fees	3 Record Issuance
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Step 2: Pay Fees

[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

Electrical Master License Renewal

Click on "Continue Application"

[Continue Application »](#)

[Save and resume later](#)

Step 3: Record Issuance

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Renewal Fee	1	\$50.00

TOTAL FEES: \$50.00

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

[Check Out »](#)

[Continue Shopping »](#)

The fee for renewal will appear. Select "Check Out"

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

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

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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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 Edit cart and Choosing Pay 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.

No Address

3 Application(s) | \$285.00

▶ Electrical Journeyman Application 19TMP-070886	Total due: \$40.00
▶ Individual Builder Application 19TMP-089115	Total due: \$195.00
▶ Electrical Master License 6219202	Total due: \$50.00

Total of all the items in your cart will appear. Select "Checkout"

Total amount to be paid: \$285.00
Note: Application fees are non-refundable.

[Checkout »](#)
[Edit Cart »](#)
[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.

Start the payment process by selecting "Pay by electronic check" or "Pay by credit card" and begin entering your payment information.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card



