

Start by clicking on **BCC Permits**:

Announcements | Logged in as: Mary Sklener | Accessibility Support | Collections (0) | Cart (0) | Account Management | Log Out

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

Dashboard | My Records | My Account | Advanced Search

Welcome [Name]
You are now logged in.
To renew your license, go to the account management link above and add your license.
What would you like to do today?
If you have any questions regarding the new system and how to link your license to your account, please visit our [FAQ's page](#).
To get started, select one of the services listed below.

Cart (0)
Your cart is empty.

Next, click on **Create an Application**:

Enforcing agencies should rely on this information to issue permits.

First Last or License #

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

Create an Application | Search Applications

Records

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Related Records	Description	Short Notes
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Click on the box that says **“I have read and accepted the above terms”**, then click **Continue Application**.

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

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.

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

I have read and accepted the above terms.

Continue Application »

Step 1: Click on Permit Applications, then choose the correct permit type and click on Continue Application.

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

Create an Application Search Applications

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

▼ Permit Applications

- Boiler Permit
- Building Permit
- Electrical Permit
- Mechanical Permit
- Nuclear Boiler Permit
- Plumbing Permit

Continue Application »

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Type in the Job location address, and any detailed description of the job at the bottom of the page. (If you are unsure who has jurisdiction please use the link provided to check.) Then click Continue Application. (Save and resume later is available throughout the application.)

Step 1: Project or Facility Info > Project or Facility Info * indicates a required field.

Job Location Address

NOTE: If you are applying for a permit that is outside state jurisdiction or incorrectly applied for, the \$75 application fee is non-refundable.

Click [here](#) to see the Michigan Statewide Jurisdiction List

Street No. Street Name*

City/Village* State: Zip



County:

Township Street Type: Direction

Detail Information

Project Name:

Detailed Description:



Step 2: Applicant section at the top of the page is a required section. If this is the first permit you have pulled, please select Add New Contact. If this is not your first permit, click on Select from Account.

Step 2: Applicant/Facility Contact > Applicant/Facility Contact

* indicates a required field.

Applicant

THIS SECTION IS REQUIRED

After you have added the applicant, you need to click on Add Additional Contact Address.

Contact Information

* First: Middle: * Last:

Company Name (Enter N/A if not applicable):

DBA/Trade Name

Home Number: Primary Phone Verification: Secondary Phone:

* E-mail:

▼ Contact Addresses

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Phone	Fax	Action	Primary	Status
No records found.						

[Discard Changes](#)

When adding the Address you must choose MAILING in the Address Type field. Enter the mailing address of the applicant, then select Save and Close. Continue scrolling down the page.

Contact Address Information

Street # (start): 611 Street Name: Ottawa Street Type: --Select-- Address Type: --Select--
Mailing

Address Line 1:

City: Lansing State: MI ZIP Code: 48933

Save and Close **Save and Add Another** **Clear** Discard Changes

Continue on step 2: Using the drop downs complete as appropriate. Note: Licensed professionals only, when working on a Residential property you must provide your workers comp insurance, UIA & FEIN numbers or reason for exemption.

GENERAL INFORMATION

Are you applying as a Owner/Owner's Agent?:

Are you applying as a licensed professional?:

* Building Type: Other

* Type of Job: Single Family Alteration

Workers Comp Insurance Carrier (or reason for exemption):

UIA Number (or reason for exemption):

FEIN:

You are applying as either a Homeowner OR Licensed Professional. NOT BOTH.
 Complete the appropriate section, then select Continue Application.

Homeowner

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Step 3: Indicate whether plans are required or not. If they are, you must provide the BCC Plan Review Project Number in the last box. If they are not, choose Plans not required. Then click Continue Application.

Plan Review

PLAN REVIEW INFORMATION

* Plan Requirements:

What is the rating of the service or feeder in ampere?:

What is the building size in square footage?:

SqFt

BCC Plan Review Project Number:

--Select--

Plan Review Info Incomplete

Plans Required and Submitted

Plans Required but not Submitted

Plans not Required

Step 4: Mark all equipment items to be inspected. Indicate the number you are installing not the price of the item (The price is only there so you know the cost) Then click Continue Application.

Step 4: Fee Schedule > Fee Schedule

Equipment

EQUIPMENT

Through 200 Amp:	<input type="text" value="1"/>
Service Over 200 Amp thru 600 Amp:	<input type="text" value="15 Dollars Each"/>
Service Over 600 Amp thru 800 Amp:	<input type="text" value="20 Dollars Each"/>
Service Over 800 Amp thru 1200 Amp:	<input type="text" value="25 Dollars Each"/>
Service Over 1200 Amp:	<input type="text" value="50 Dollars Each"/>
Circuits:	<input type="text" value="4"/>
Lighting Fixtures - Outlets Per 25 :	<input type="text" value="5"/>
Dishwasher:	<input type="text" value="1"/>

The 2nd part of step 4 is indicating your payment method. Choose credit card then click Continue Application.

Electrical Permit

1	2 Applicant/Facility Contact	3 Plan Review Information	4 Fee Schedule	5 Review	6 Pay Fees	7
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Step 4: Fee Schedule > Payment Method

* indicates a required field.

Payment Method

PAYMENT METHOD

* Payment Method:

Step 5: Review the information and make sure everything is correct, then click the box saying “By checking this box, I agree to the above certification.” Then click Continue Application.

Step 5: 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
 Electrical Permit

Job Location Address [Edit](#)
 611 W OTTAWA ST
 City of Lansing
 Lansing Ingham Ml 48933
 611 W Ottawa St

Detail Information [Edit](#)

Applicant [Edit](#)
 Individual
 Mary Sklener
 E-mail: sklenerm@michigan.gov
 Preferred Channel:

General Information [Edit](#)

GENERAL INFORMATION
 Are you applying as a Owner/Owner's Agent?: Yes
 Are you applying as a licensed professional?: No
 Building Type: Other
 Type of Job: Service Only
 Workers Comp Insurance Carrier (or reason for exemption):

Payment Method

PAYMENT METHOD [Edit](#)
 Payment Method: Credit Card

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: 10/17/2017

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

Step 6: Pay fees: Review the fees, if everything looks correct, click Check Out.

Electrical Permit

1 2 3 Plan Review Information 4 Fee Schedule 5 Review 6 Pay Fees 7 Record Issuance

Step 6: 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
Application Fee	1	\$75.00
Through 200 Amp.	1	\$10.00
Final Inspection	1	\$75.00
TOTAL FEES		\$160.00

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

[Check Out »](#) [Continue Shopping »](#)

Click Check Out again, this will redirect you to the State of Michigan's secure payment system.

Dashboard My Records My Account Advanced Search

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

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.

611 W OTTAWA ST, Lansing MI 48933

1 Application(s) | \$160.00

▶ Electrical Permit 1TTMP-004334	\$160.00	Edit	Save for later	Remove
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Total amount to be paid: \$160.00

Note: Application fees are non-refundable.

[Checkout »](#) [Continue Shopping »](#)