

Directions for Using Online Demolition Permit

NOTE: After completion of the online permit, you must email BCCDemo@michigan.gov or fax (517) 241-9308 the following to BCC Building Division. The permit will default to a “HOLD” status until the appropriate documentation has been received:

YOU MUST INCLUDE THE APPLICATION NUMBER ON ALL DOCUMENTATION

- a) A copy of the Contractors Wrecking License (City of Detroit Only)
- b) Electrical service disconnection certification
- c) Gas service disconnection certification
- d) Water/Sewer disconnection certification (Not needed in the City of Detroit as contractor shall disconnect)
- e) Asbestos Report (one of the following):
 - DEQ/LARA Intent to Demolish form or
 - Asbestos Report from a Licensed Abatement Contractor or Emergency Order Declaring Imminent Danger

General

- Permit must be located in State of Michigan enforcement area (Exception: City of Detroit Demolitions only). Check BCC Statewide Jurisdiction List at:
http://www.michigan.gov/documents/dleg/dleg_bcc_statewide_jurisdiction_list_241251_7.pdf
- Payment must be made with Visa or MasterCard. Total fee will be the permit fee, plus \$5.00, plus 10% of the permit fee.

Sign on to the [Accela Citizens Access](#) web site by:

- accessing the Michigan Department of Licensing and Regulatory Affairs web site at <http://www.michigan.gov/bccpermits> or clicking the above link.

Scroll down and choose Apply for a Permit. If you are a registered/returning customer, login using your e-mail address and password.

For First Time Users Select “Apply for a Permit”

- Register by selecting **Register Here**
- Complete the entire form, select Proceed (**Building Demolition Permit Applicants enter BUILDING DEMOLITION (all uppercase) for the business name.**)
- Read Privacy Statement, select Proceed
- Read Terms and Conditions, select I Agree or I Disagree
- Review Registration Confirmation Page, select Proceed

Continue the steps below for new and registered users

Step 1 of 7: Site Address page

- Street number - If number has not been assigned to property use 99999 (lot # or section # required in Step 3)
- Direction – Select from drop down list
- Street Name
- County – Select from drop down list
- City and Community – Select from drop down list
- Select Next
- Step 2 of 7: Legal Declaration
- This is considered signing your permit
- Select Agree or Disagree

Directions for Using Online Permitting

License Number

- Add License Number (add/modify)****Only necessary for registered users who need to add the below license type, otherwise click “Continue” and “Continue” again****
 - Demolition Permit Applicants must enter BLDGDEMO (all uppercase)
- Select Appropriate License Number (BLDGDEMO) from dropdown list*****NEW USER’S ONLY*****
- Select “ADD”*****NEW USER’S ONLY*****
- Select Continue*****NEW USER’S ONLY*****
- Select Continue*****NEW USER’S ONLY*****
- Select Appropriate License Number (BLDGDEMO)
- Select Continue

Step 3 of 7: Permit Type

- Description of work to be performed (this field is required) i.e.,
 - Demolition
 - If plans have been submitted: plan review submission number, date submitted, and brief description
 - If no street number is available enter Lot # or Section #
- Select Next
- After you have read the conditions, choose “I Agree or I Disagree”

Step 4 of 7: Work Items

- Complete all applicable Work Items (Minimum Work Item requirements will be pre-populated based on the type of permit selected. The quantity of these items may be increased.)
- Select Next

Step 5 of 7: Review Application

- Review what you have selected for the permit
 - If changes are needed use your back button to go back and change the work items
 - If everything is correct select Process Permit

Step 6 of 7: Payment (**Note: Permit will remain in “HOLD” status until appropriate documentation is received.**)

- Complete required fields
- Select Submit

Step 7 of 7: Issuance

- Print receipt which will include the application number. Once appropriate documentation is received and permit is ***ISSUED***, an inspector’s phone number will be provided.
- Submit one copy of receipt and applicable documentation via first class mail to: LARA/BCC, PO Box 30254, Lansing, MI 48909, fax (517) 241-9308 or email to BCCDemo@michigan.gov.

Work may **NOT** be started until appropriate documentation is received and the permit has been issued.