

Consumer Certificate Renewals

If you have a Consumer Certificate that was issued last year and want to apply for that same location for another year, you may renew your certificate on January 1st – April 1st of the year you are renewing.

If you did not have an issued certificate this past year, then you will need to create a New Application and will not be able to file a Renewal.

(It is recommended that you use Google Chrome or Microsoft Edge as your internet browser for Accela.)

You may **NOT** submit a renewal application if:

You did not have an active certificate last year

OR

You are changing the location of the retail sales address

OR

You are using a different MI Sales Tax ID from last year.

If any of the above situations apply to you, please see the instructions on how to submit a NEW application.

Login to Accela website:
[Accela Citizen Access](#)

Licensing and Regulatory Affairs

Home Search + New Express Payment Link Existing License Help

Construction Codes and Fire Services

Announcements Register for an Account Login

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

Advanced Search

Sign In

USERNAME OR EMAIL*

PASSWORD*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Once you are logged in, this will be what the Home screen looks like.

Click on:
Fire Services

The screenshot shows the LARA website interface for a logged-in user. At the top, the header includes the Michigan state logo and the text "Licensing and Regulatory Affairs". Below this is a navigation bar with links for Home, Search, New, Express Payment, Link Existing License, and Help. A large banner area displays "Construction Codes and Fire Services". Below the banner, there are links for Announcements, Logged in as: [user name], Collections (0), Cart (0), Account Management, and Logout. A search bar is present with the placeholder text "First Last or License #". The main navigation menu includes Home, BCC Licenses, BCC Permits, Plan Review, Fire Services (circled in blue with a blue arrow pointing to it), OLSR, Device Permits, and Express Pay. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. The user is greeted with "Hello, [user name]". There are two main content areas: "Saved in Cart (0)" with a "View Cart" button and the message "There are no items in your shopping cart right now.", and "My Collection (0)" with a "View Collections" button and the message "You do not have any collections right now."

Find the certificate record that you are looking to renew.

To the left of the certificate, click:
Renew Application

*If you also see
"Amendment," with your
renewal option, then please
refer to the next slide.*

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Records

Records

Showing 1-10 of 47 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Action	Facility/Cert./Record Number	Date	Record Type	Description	Facility/Location Name	Address	Expiration Date	Status	Related Records
<input type="checkbox"/>	Resume Application	24TMP-000549	12/19/2024	Consumer Fireworks Certificate Temporary Structure		123	123 example, LANSING MI 48906 United States			0
<input type="checkbox"/>		2024-SFR00007	12/12/2024	Sales Reporting Amendment					Completed	1
<input type="checkbox"/>	Renew Application	CP00425	11/04/2024	Consumer Fireworks Certificate Permanent Structure		123 CAV TEST STORE	123 CAV TEST, YORK PA 17404 United States	04/30/2025	Issued	0
<input type="checkbox"/>		LP01872	10/23/2024	Low Impact Registration Permanent Structure		123	123 lp test, LANSING MI 48906 United States	12/31/2024	Active	0
<input type="checkbox"/>		2024-SFR00006	06/10/2024	Retailer Fireworks Sales Report & Safety Fees						37
<input type="checkbox"/>		2024-SFR00004	06/10/2024	Sales Reporting Amendment					Completed	15
<input type="checkbox"/>		2024-SFR00005	06/10/2024	Sales Reporting Amendment					Completed	15
<input type="checkbox"/>		CT01475	05/24/2024	Consumer Fireworks Certificate Temporary Structure					Issued	0
<input type="checkbox"/>		2024-CLT00001	04/08/2024	Consumer Certificate - Transfer of Location			456 TESTER ST, CLINTON MI 48035			1
<input type="checkbox"/>		CT01474	04/02/2024	Consumer Fireworks Certificate Temporary Structure					Issued	0

< Prev 1 2 3 4 5 Next >

You may have to go back several pages to find the certificate you are looking for

If you see “Amendment” option in the first column and “Safety Fee Due,” then you will need to enter any outstanding safety fees before you renew the certificate. Make sure that you enter safety fees THROUGH the month that you are renewing.

For example: If you are trying to renew on Feb 4th, enter “0” for February safety fee. (If you have sales later in the month, it will be linked to the new certificate.)

Click on:

Amendment

<input type="checkbox"/>	Amendment	CP00144	10/06/2022	Consumer Fireworks Certificate Permanent Structure	CAV CASA 2	123 UPDAWG, LANSING MI 48820 United States	04/30/2023	Safety Fee Due
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After you pay outstanding safety fees, go back to the Fire Services tab, find your certificate, and click: [Renew Application](#).

Step 1: Location

Enter the facility or company name.

The system will auto populate the facility address.

If you have a different address than what appears on your certificate being renewed, you must complete a NEW certificate and you will not be able to renew.

Click: **Continue Application**

1 Location Information 2 Contacts 3 Application Information 4 Plan Review Information 5 Documents 6 7 8

Step 1: Location Information > Location *Indicates a required field.

Retail Sales Location Name

*Facility/Project Name:

Retail Sales Address

*Street No.: *Street Name: Street Type:

*City: *State: *Zip:

County: Township:

Step 2: Contacts > Contact Information

If you have a new contact that you would like to add to the account, you will click:
Add Additional Contact Address

You may edit a contact by clicking: **Edit**
(This is where you can update your email address.)

Click: **Continue Application** at the bottom right of the screen

Site Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact updated successfully.**

EXAMPLE EXAMPLE
Email: FIREWORKS@MICHIGAN.GOV
Address:
City:
State/Province:
Zip/Postal Code:
Phone: 123-456-7890
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

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

Step 3: Application Information > Questions

Complete the Application Information.

Click: **Continue Application**

1 Location Information 2 Contacts 3 Application Information 4 Plan Review Information 5 Documents 6 7 8

Step 3: Application Information > Questions

* Indicates a required field.

Application Information

APPLICATION INFORMATION

What is your Federal Taxpayer Identification Number (if not applicable enter N/A): 12-3456789

*What is your current Michigan Sales Tax License Expiration Date: 12/31/2025

*Name of Person Filed w/Dept. of Treasury for MI Sales Tax License (NOTE: "Person" means an individual, agent, association, charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.) WARNING: This must be accurate in order for application to be approved.: EXAMPLE EXAMPLE

*Fireworks Business Name/Doing Business As: EXAMPLE

*At what address will you be storing fireworks (street, city, zip): 123 EXAMPLE ST
LANSING, MI 48820

*In which city, township or village will your retail sales be located: LANSING

*What county will your retail sales be located: INGHAM

*Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules: Yes No

Note: If you select "No," then you are required to have an inspection prior to selling product

Save and resume later **Continue Application >**

Step 4: Plan Review Information > Plan Review

Complete the Plan Review Exemption Information.

Click [Here](#) for more Plan Submittal information.

1 2 Contacts 3 Application Information 4 Plan Review Information 5 Documents 6 Review 7 8

Step 4: Plan Review Information > Plan Review

* indicates a required field.

Plan Review Exemption

PLAN REVIEW EXEMPTION

* PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?: Yes No

Previous Year Certificate:

* Date you intend to start selling?: 

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

Step 5: Documents > Attachment

Click **Add** to select the documents from your files. Add attachments that are needed at this time for your application (Bond, Sales Tax License, Site Plans, Floor Plans).

After they load to 100%, click **Continue**.

1 2 3 Application Information 4 Plan Review Information 5 Documents 6 Review 7 Pay Fees 8

Step 5: Documents > Attachment * indicates a required field

Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules. Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 100 MB.
ade;adp;ai;bat;bmp;chm;cmd;com;cpl;eps;exe;gif;hta;htm;html;indd;in are disallowed file types to upload.

Name	Type	Size
No records found.		

Add

Save and resume later

Step 1

File Upload

The maximum file size allowed is 100 MB.
ade;adp;ai;bat;bmp;chm;cmd;com;cpl;eps;exe;gif;hta;htm;html;indd;in are disallowed file types to upload.

MI Sales Tax License.csv	100%
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Continue **Add** **Remove All**

Continue

Step 2

Step 5: Documents > Attachment (Continued)

Choose the **Type** of document from the dropdown.

Click: **Save**

To add multiple documents, click: **Add** and repeat the process.

When you've uploaded all necessary documents, click: **Continue Application**

Step 5: Documents > Attachment

* indicates a required field.

Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules.
Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 100 MB.

ade;adp;ai;bat;bmp;chm;cmd;com;cpl;eps;exe;gif;hta;htm;html;indd;ins;isp;jar;js;se;lib;lnk;mde;metafile;mht;mhtml;msc;msp;mst;php;pif;psd;raw;scr;sct;shb;sys;tga;tiff;vb;vbe;vbs;vxd;wbmp;wsc;wsf;wsl are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Sales Tax License



Remove

File:

MI Sales Tax License.csv

100%

Description:

Save

Add

Remove All

Save and resume later

Continue Application »

Step 6: Review

Review all the information for the location that you are renewing.

You may edit any section by clicking "Edit."

Click: **Continue Application**

Consumer Fireworks - Certificate Permanent Structure Renewal

1 2 3 4 Plan Review Information 5 Documents 6 Review 7 Pay Fees 8 Record Issuance

Step 6: Review

Save and resume later **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Fireworks - Certificate Permanent Structure Renewal

Retail Sales Location Name Edit

Facility/Project Name:2025 CP TEST

Retail Sales Address Edit

123 CAV TEST
YORK MI 17404

Certificate Holder Edit

Example Example
123 TEST STORE
Phone:123-456-7890
E-mail:FIREWORKS@MICHIGAN.GOV

Site Contact Edit

EXAMPLE EXAMPLE
Phone:123-456-7890
E-mail:FIREWORKS@MICHIGAN.GOV

Application Information Edit

APPLICATION INFORMATION

What is your Federal Taxpayer Identification Number (if not 12-3456789

Step 7: Pay Fees

If everything is correct, click: **Check Out** and you will be redirected to the CEPAS Payment site.

The fee for a permanent consumer certificate is \$1,250.00.

The fee for a temporary consumer certificate is \$1,000.00, unless you have more than 10 locations, at which point the fee is \$700.00 per certificate. (Please email fireworks@michigan.gov for a refund after submitting.)

Construction Codes and Fire Services

Announcements Logged in as Collections (2) Cart (1) Reports (2) Account Management Logout

First Last or License #

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Records

Consumer Fireworks - Certificate Permanent Structure Renewal

1 2 3 4 Plan Review Information 5 Documents 6 Review 7 **Pay Fees** 8 Record Issuance

Step 7: 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
Permanent Structure Certificate Fee	1	\$1,250.00

TOTAL FEES: \$1,250.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out » **Continue Shopping »**

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 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.

123 CAV TEST, YORK MI 17404

1 Application(s) | \$1,250.00

▶ Consumer Fireworks Certificate Permanent Structure CP00425 **Total due: \$1,250.00**

123 example, LANSING MI 48906

1 Application(s) | \$1,000.00

▶ Consumer Fireworks Certificate Temporary Structure 24TMP-000549 **Total due: \$1,000.00**

Total amount to be paid: \$2,250.00

Note: Application fees are non-refundable.

If everything in your Cart looks correct,
click: "Checkout"

Checkout »

Edit Cart »

Continue Shopping »

(Step 7: Pay Fees – Continued)

Click:
Pay by Electronic Check
Or Pay by Credit Card

Click: Next

LARA Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's Official Website

Payment Method

MI Permit Lic Plan Review

Welcome to the CEPAS 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, Discover, or American Express) or an electronic check.

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal

Pay by credit card

VISA MasterCard Discover American Express

Back Next Exit

Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

Check Payment Screen

Depending on if you clicked on Electronic Check or Credit Card, these are the screens you will see.

Fill out all the highlighted fields and then Click: **Next**

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Country:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 1250.00 USD

Payment Date:

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 9:59 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: [What's This?](#)

*Re-Type Account Number:

*Routing Number: [What's This?](#)

*Account Type: Checking Savings

OR

Credit Card Payment Screen

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Country:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 1250.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month * Year

*Card Verification Value(CVV2): [What's This?](#)

Click: **Pay Now**

(Note that the most common reason for a “**failed verification**” is because the zip code does not match what is on file with the cardholder’s card company. Please verify that information with your card company if needed.)

Payment Review

MI Permit Lic Plan Review

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address

Billing Address:

Payment Method

Credit Card 

x1111 05/28

Payment Amount

Amount: 1250.00 USD

Total: 1250.00 USD

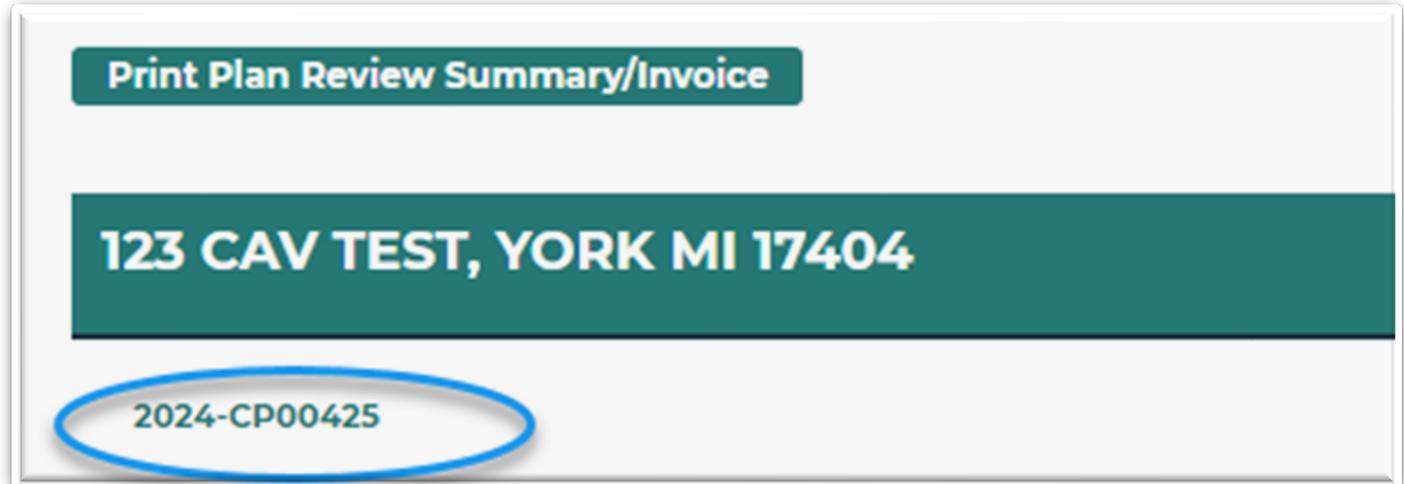
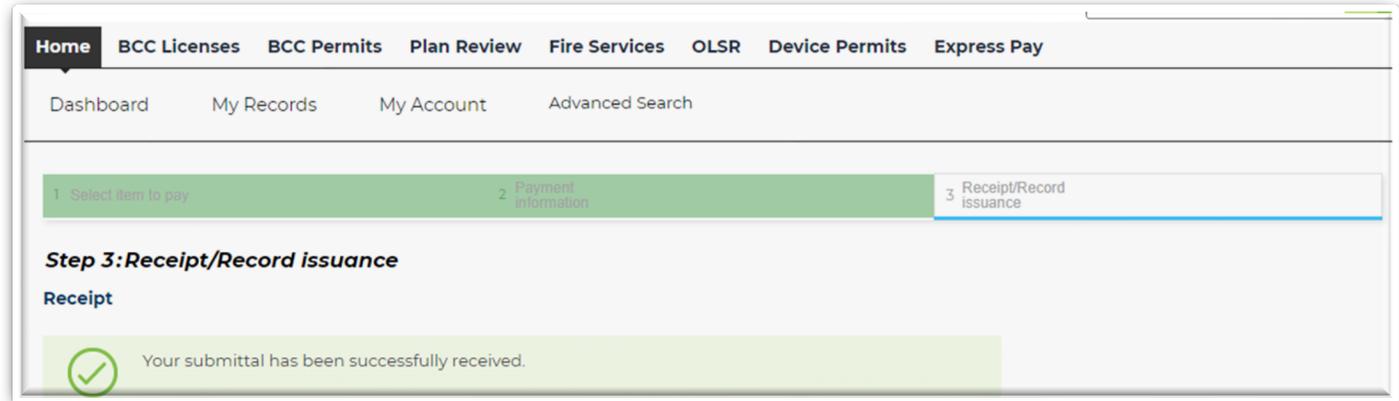
[Back](#) [Pay Now](#) [Exit](#)



Once you have paid, you will be directed to a Receipt page that will state that your submittal has been successfully received.

Scroll to the bottom of the page and see the renewal certificate number that you have been given. You will upload any new documents needed to that renewal number.

Our office has 30 days to review your application. We will notify you of any changes needed by email.



If you have any questions or concerns, please
do not hesitate to contact us at:
fireworks@michigan.gov

Thank You!