

ACA Guide (Create Application)

-Accela Citizen's Access offers the opportunity to apply for licenses, permits, and plan review online.

-Sign into [ACA](#) and arrive at dashboard. You can select which type of review/license/permit to apply for.

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First Last or License #

Home BCC Licenses BCC Permits Plan Review

Dashboard My Records My Account Advanced Search ▼

Hello, [REDACTED]

Action Required (0) [?](#) [- Hide](#)

There are no actionable items which need your attention right now.

Saved in Cart (0) [View Cart](#) My Collection (0) [View Collections](#)

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Home BCC Licenses **BCC Permits** 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 to start a new application

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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.



agree to terms and "continue application" to move forward

Continue Application »

-At this point you can choose which subsection you wish to apply for (i.e. – Permits/*Building Permit*)

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Home BCC Licenses **BCC Permits** Plan Review

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 »



click to continue

click arrow to expand and select permit type

-The process of collecting information for the application will now begin. The first section will require information about the project or facility.

[Create an Application](#) [Search Applications](#)

Building Permit

1 Project or Facility Info	2 Applicant/Facility Contact	3 Building Information	4 Building Data	5 Fee Schedule	6	7	8
----------------------------	------------------------------	------------------------	-----------------	----------------	---	---	---

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 \$100 application fee is non-refundable.

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

Street No.
100

Street Name
Whiskey

City/Village *
Lansing

State:
MI

Zip
48917

County:

Address Line 1:

Township

Street Type:
--Select--

Direction
--Select--

Search

Clear

Detail Information

Project Name:

Detailed Description:

Continue Application »

Save and resume later

enter address (job location) information

enter project information

you can now save your current progress and resume later

continue...

-Section 2 will require information about the applicant/facility contact.

[Create an Application](#) [Search Applications](#)

Building Permit

1 Project or Facility Info	2 Applicant/Facility Contact	3 Building Information	4 Building Data	5 Fee Schedule	6	7	8
----------------------------	------------------------------	------------------------	-----------------	----------------	---	---	---

Step 2: Applicant/Facility Contact > Applicant/Facility Contact * indicates a required field.

Applicant

THIS SECTION IS REQUIRED

select existing applicant record

add new applicant record

look up applicant record

Select from Account

Add New

Look Up

General Information

GENERAL INFORMATION

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

Are you applying as a licensed professional?: ☐

Workers Comp Insurance Carrier (or reason for exemption):

UIA Number (or reason for exemption):

-Continue filling out section 2 of the application then click “continue application” to move to the next.

Homeowner

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

Home phone:
Mobile Phone:
Work Phone:
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	Address	Phone	Status	Primary	Action
No records found.						

Contractor

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.

Add New

Look Up

Architect or Engineer

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.


Add New

Look Up

Continue Application »

Save and resume later

continue...



-Section 3 will gather building information.

[Create an Application](#) [Search Applications](#)

Building Permit

1 Project or Facility Info

2 Applicant/Facility Contact

3 Building Information

4 Building Data

5 Fee Schedule

6

7

8

Step 3 : Building Information > Building Information

* Indicates a required field.

Building Information

BUILDING DATA

Will there be fire suppression?: ☐ Yes ☐ No

Buildings Regulated by the Michigan Residential Code:

--Select--

--Select--

11th Floor and Above - New: SqFt

Total SQFT: SqFt

Alterations, Repairs and Additions:

?

Continue Application »

Save and resume later

-Complete section 3 and click “continue application” to move to section 4.

-Section 4 will ask for further building information (building data) as well as offer the opportunity to upload documents to submit as attachments with the application.

Building Permit

1	2 Applicant/Facility Contact	3 Building Information	4 Building Data	5 Fee Schedule	6 Review	7	8
---	------------------------------	------------------------	-----------------	----------------	----------	---	---

Step 4: Building Data > Building Detail

* indicates a required field.

Plan Review Information

PLAN REVIEW INFORMATION

* Is Plan Review Required?:

☐ Yes ☒ No

School Site Plan Review Number:

Residential Building Type:

--Select--

Building Use:

--Select--

* Plan Requirements:

Plans not Required

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Virtual Folders	Action
No records found									

attach existing documents

upload new documents

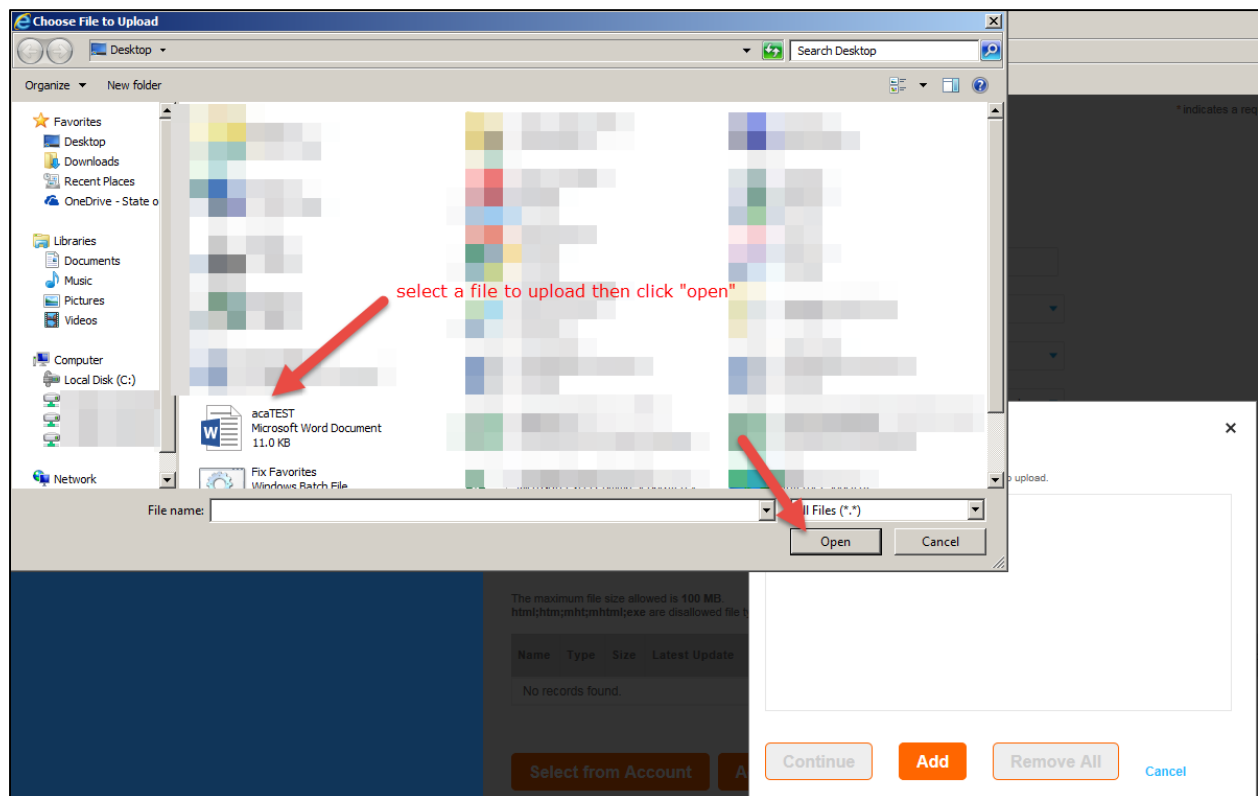
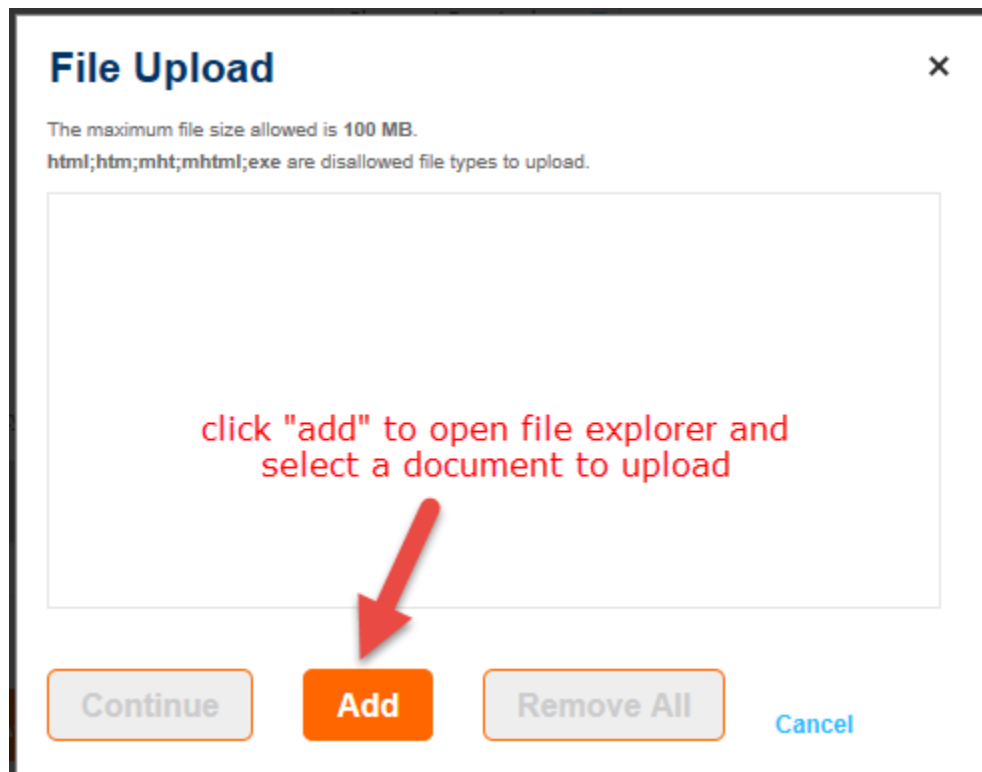
continue...

Select from Account

Add

Continue Application »

Save and resume later



File: acaTEST.docx
100%

* Description:

Also Attach To: --Select--

Save Select from Account Add Remove All Continue Application » Save and resume later

remove individual attachments → Remove

attach to different record

add additional attachments

remove all attachments

continue...

File: acaTEST.docx
100%

* Description: test document

Also Attach To: --Select--

Save Select from Account Add Remove All Continue Application » Save and resume later

a description is required

you MUST save or remove documents to continue

-Section 5 will request information about types of inspections requested to tabulate a fee.

Create an Application Search Applications

Building Permit

1 2 3 Building Information 4 Building Data 5 Fee Schedule 6 Review 7 Pay Fees 8

Step 5: Fee Schedule > Fee Schedule

* indicates a required field.

Equipment

EQUIPMENT

Special Inspection: 100 Dollars Each

Rough Inspection: 100 Dollars Each

Additional Inspection: 100 Dollars Each

Certification: 50 Dollars Each

Total Cost: 0

enter amount of each type: i.e. 1 special inspection, 2 rough inspections, etc.

total amount will tabulate

Continue Application » continue...

Save and resume later

-Continuing the application at this point will bring you to the “payment method” subsection of the fee schedule section (5.)

Create an Application Search Applications

Building Permit

1 2 3 Building Information 4 Building Data 5 Fee Schedule 6 Review 7 Pay Fees 8

Step 5: Fee Schedule > Payment Method

* indicates a required field.

Payment Method

PAYMENT METHOD

* Payment Method: --Select--
Credit Card
JAB
Paper Check

select payment method

Continue Application » continue...

Save and resume later

-Section 6 represents an opportunity to review your application before final submittal. All previously filled sections can be edited if necessary.

Create an Application Search Applications

Building Permit

1 2 3 4 Building Data 5 Fee Schedule 6 Review 7 Pay Fees 8 Record Issuance

Step 6: 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

Building Permit

Job Location Address

100 whiskey
Lansing MI 48917

Detail Information

Project Name: Test Project
Detailed Description: Test Project

edit different areas of the application

-When you are satisfied with the review, check the certification box and continue.

Equipment

EQUIPMENT **Edit**

Special Inspection: 1

Rough Inspection: 0

Additional Inspection: 0

Certification: 0

Total Cost: 0

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:

Continue Application » **Save and resume later**

continue...

-The next section (7) is where fees are paid. This will be one of two upcoming options to check out and finalize request or continue shopping.

[Create an Application](#) [Search Applications](#)

Building Permit

1

2

3

4 Building Data

5 Fee Schedule

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
Administrative Fee	1	\$100.00
Special Inspection Fee	1	\$100.00

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

\$200.00

Check Out »

Continue Shopping »



Check out or add additional items

MI Accela LARA

!! Please use credit card billing !!
address information

* Indicates required field



Billing Address

*First Name:
M.I.:
*Last Name:
Street Line 1:
Street Line 2:
City:
State: 
Zip:
Country: 
Phone:
E-Mail:

Payment Details

*Payment Amount: 200.00 USD

Payment Method

*Name on Card:
*Card Number:
*Expiration Date: * Month  * Year 
*Card Verification Value(CVV2): [What's This?](#)

[Back](#) [Next](#) [Exit](#)

-This is the final screen before your payment is submitted. "Pay Now" submits your payment and application.

**ATA**
Department of Licensing and Regulatory Affairs


Michigan
Official Website

Payment Review

MI Accela LARA

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

Address	
Billing Address:	
D F	
Payment Method	
Payment Amount	
Amount: 200.00 USD	
Total: 200.00 USD	
Back	Pay Now
Exit	

-You will receive an onscreen receipt as well as an emailed receipt for your transaction/application submittal. [END]

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Home Licenses Permits Boiler Plan Review

Dashboard My Records My Account Advanced Search

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

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/View Receipt](#)

100 whiskey, lansing MI 48917

[BLDG16-00982](#) [View Receipt](#)

[Print/View Receipt](#)

File submission successful for BLDG16-00982 - acaTEST.docx - Message (Plain Text)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Meeting Move to: ? To Manager Rules OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Actions Tags Editing

Wed 06/15/2016 2:01 PM

AccelaDocumentService@accela.com

File submission successful for BLDG16-00982 - acaTEST.docx

To [redacted]

We removed extra line breaks from this message.

Your recent file upload has been successfully submitted to:
LARA TEST.

The following is the summary of the file uploaded:

File name: acaTEST.docx
File size: 11291 bytes
Case/Application/Permit/Entity ID: BLDG16-00982 Entity Type: CAP Uploaded date/time: 06/15/2016 14:01 Last status date/time: 06/15/2016 14:01 Uploaded By: PUBLICUSER213167 (id: PUBLICUSER213167)
Agency/Organization: State of Michigan (LARA) Document name: acaTEST.docx Document description: test document Document type: application/msword

This is an automated email notification. Please do not reply to this email.