

## License Amendments

To change the address, phone number, etc. on your trade license, you must submit an “Amendment” using your Accela account. Other amendments are available and some are specific to license type.

**First, login in to your Accela account.**

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

Advanced Search ▾

### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)  
[Register for an Account](#)

**Click on “BCC Licenses”**

Would you like to renew a trade license? [YES](#)

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

Dashboard My Records My Account Advanced Search ▾

Hello, [redacted]

Saved in Cart (2)	View Cart
Individual Builder Application 19TMP-091699 10/10/2019	\$195.00
Individual Builder Application 19TMP-089115 10/04/2019	\$195.00

My Collection (0)	View Collections
You do not have any collections right now.	

Click on “Apply for a License – Amendment”

**licenses**

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

Apply for a License - Amendment **Track & Renew Licenses**

**Records**

Showing 1-10 of 25 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action	Description	At
<input type="checkbox"/>	12/16/2019	<a href="#">DUB19-00000-03J69</a>	License Professional Link				
<input type="checkbox"/>	12/16/2019	<a href="#">DUB19-00000-03J70</a>	License Professional Link				

Read the General Disclaimer and check the box to accept the terms.  
Click on “Continue 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 »**


[Mission and Vision](#) | [FAQ](#) | [Home](#) | [Office of Regulatory Administration](#) | [FOIA](#) | [State Web Sites](#) | [Terms](#)

Select the license you are amending from the drop-down list or, if the license is not listed, select "None Applicable"

### 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 account.

\* Licenses:



--Select--
Electrical Apprentice
Electrical Master
None Applicable

**Continue Application »**

Select "Continue Application"

### 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 account.

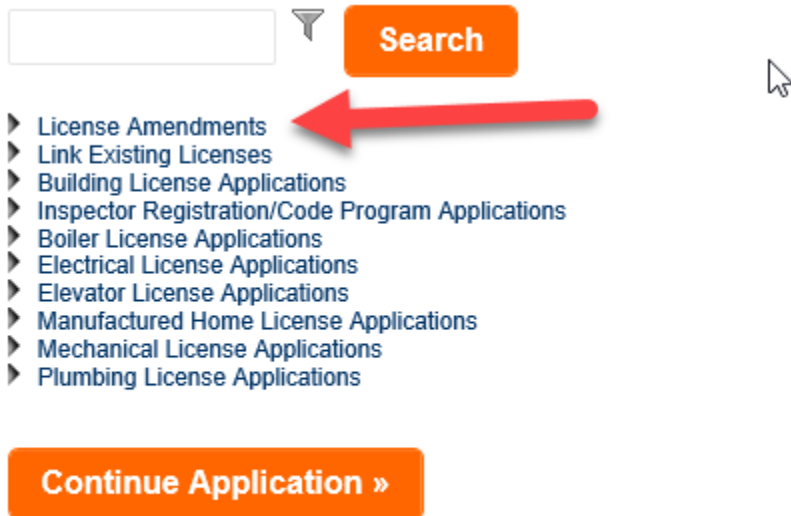
\* Licenses:

--Select--
Electrical Apprentice
Electrical Master
None Applicable



**Continue Application »**

Click on "License Amendments"



A search interface showing a search bar, a search button, and a dropdown menu. A red arrow points to the "License Amendments" option in the dropdown.

- ▶ License Amendments
- ▶ Link Existing Licenses
- ▶ Building License Applications
- ▶ Inspector Registration/Code Program Applications
- ▶ Boiler License Applications
- ▶ Electrical License Applications
- ▶ Elevator License Applications
- ▶ Manufactured Home License Applications
- ▶ Mechanical License Applications
- ▶ Plumbing License Applications

Choose the "Change of License Information" Amendment.

- ▼ License Amendments
  - Act 54 Classifications Amendment
  - Add On Trades For M&A Individuals
  - Boiler Reexam/Change of Classifications
  - Change of Insurance Companies Amendment
  - Change of License Information
  - Detailed License Verification Request
  - Duplicate License Request
  - Mechanical ReExam/Additions to Classifications
  - RePrint Amendment
  - Residential Builders Name Change
  - Salesperson Transfer Request
  - Site Addition Amendment

Click on "Continue Application"

Enter the license number you wish to amend in the “License Number to be Amended” field then select the type of changes you are making with this amendment.

The screenshot shows a web application interface for BCC Licenses. At the top, there is a navigation menu with 'Home', 'BCC Licenses', 'BCC Permits', 'Plan Review', 'Fire Services', and 'OLSR'. Below the menu, there are two tabs: 'Apply for a License - Amendment' and 'Track & Renew Licenses'. The main content area is titled 'Change of License Information' and contains a progress bar with four steps: '1 Update Information', '2 Review', '3 Pay Fees', and '4 Record Issuance'. The current step is 'Step 1: Update Information > General Information'. A note indicates that an asterisk (\*) indicates a required field. The 'General Information' section includes a field for '\* License Number to be Amended:' with the value '7117460'. Below this is the 'Requested Changes' section with four checkboxes: 'Change of Address:' (checked), 'Change of Phone Number:' (checked), 'Change of Representing Company:' (unchecked), and 'Change of Email:' (checked). At the bottom, there are two buttons: 'Continue Application »' and 'Save and resume later'.

Click on “Continue Application”

Select the “Contact Type” from the drop-down list (choose “License Holder” for all trade licenses. “Business Information” and “Operator” are for mobile home communities only)

### General Information

#### GENERAL INFORMATION

NOTICE to ELECTRICAL LICENSE HOLDERS! DO NOT PROCEED WITH THIS ADDRESS CHANGE AMENDMENT IF THE LICENSE HOLDER'S NEW ADDRESS IS WITHIN THE CITY OF DETROIT OR THE CITY OF GRAND RAPIDS. PLEASE CONTACT THE CITY OF DETROIT OR THE CITY OF GRAND RAPIDS FOR INSTRUCTIONS ON TRANSFERRING YOUR ELECTRICAL LICENSE.

\* License Number to be Amended:

The screenshot shows a drop-down menu for the 'Contact Type' field. The menu is open, showing three options: '--Select--', 'License Holder', 'Business Information', and 'Operator'. A red arrow points to the 'License Holder' option, which is highlighted in blue.

\* Contact Type:

If you are doing an Address Change amendment, “Previous Address Information” will populate automatically with the information that is currently on your license. (Other amendment types will require you to complete different fields and provide different information)

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#### PREVIOUS ADDRESS INFORMATION

Previous Address Line 1:

611 W OTTAWA

Previous Address Line 2:

Previous City:

LANSING

Previous State:

MI

Previous Zip Code:

48933

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Proceed to “Current Address Information” and enter your new address

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#### CURRENT ADDRESS INFORMATION

Current Address Line 1:

777 OAK ST

Current Address Line 2:

Current City:

ELMWOOD

Current State:

MI

Current Zip Code:

49951|



Click on “Continue Application”

## Attachment

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Action	Name	Type	Size	Description	Document Status	Status Date	Upload Date
No records found.							

Select from Account

Add

Continue Application »



Save and resume later

(If you are processing an amendment type that requires documentation to be uploaded, a notice will appear with instructions. Choose “Add” and follow the directions to upload the required documents)

Review the information and edit if necessary. Then click on “Continue Application”

## Record Type

### Change of Address Amendment

#### General Information

##### GENERAL INFORMATION

[Edit](#)

License Number to be Amended: 6219202  
Contact Type: License Holder

##### PREVIOUS ADDRESS INFORMATION

[Edit](#)

Previous Address Line 1: 611 W OTTAWA  
Previous Address Line 2:  
Previous City: LANSING  
Previous State: MI  
Previous Zip Code: 48933

##### CURRENT ADDRESS INFORMATION

[Edit](#)

Current Address Line 1: 555 ASH ST  
Current Address Line 2:  
Current City: EATON RAPIDS  
Current State: MI  
Current Zip Code: 48854

#### Attachment

[Edit](#)

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Action	Name	Type	Size	Description	Document Status	Status Date	Upload Date
No records found.							

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

If you selected more than one type of change, each type (address, phone number, email etc., will have its own page to complete. Please keep in mind the changes you make on these pages will change the information on your actual license so please use proper spelling and use case sensitive grammar.

If you are processing an amendment type that requires you to pay a fee, select "Check out" to proceed to a screen where you will enter and submit your payment information to complete the amendment process. Otherwise, your amendment is complete and you will receive the message below:



**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:**

Revised 05/19/20