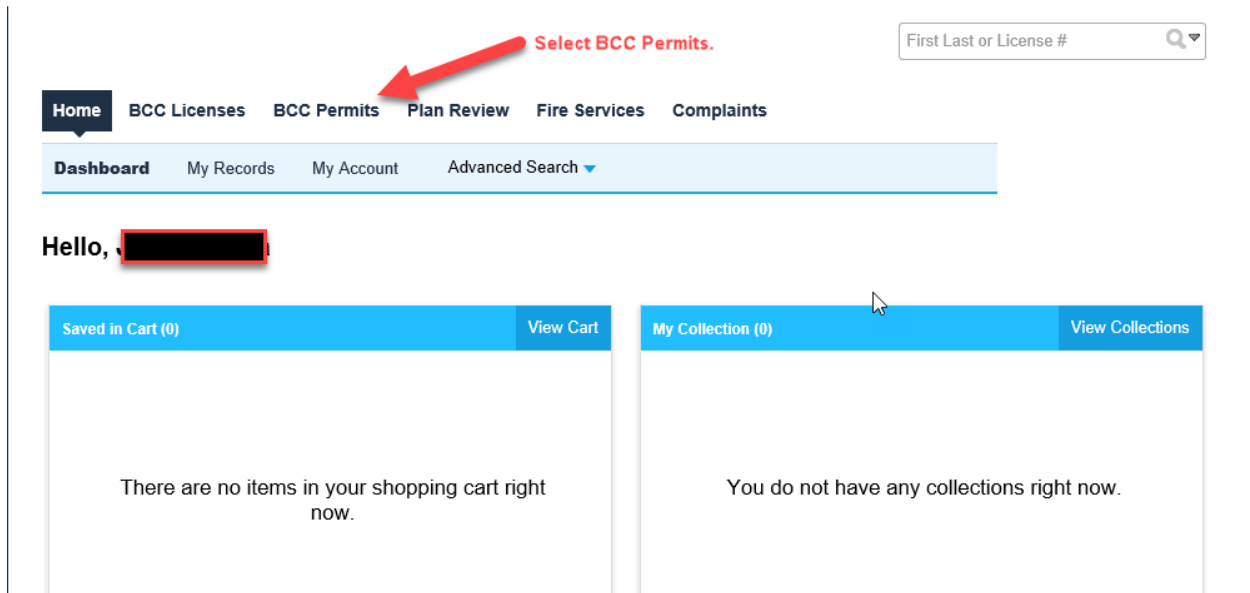


**NOTE: This software application does not work on an iPod, iPad, Android, Blackberry, or any other mobile device.**

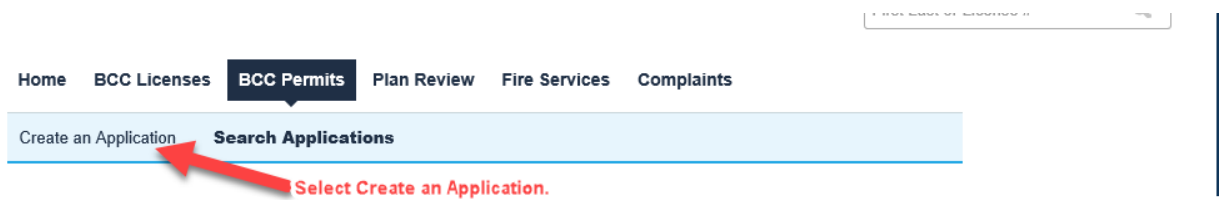
To apply for a boiler permit, log in to your Accela Citizen Access (ACA) account to arrive at the Dashboard. Complete the following steps.

Select BCC Permits.



After you select BCC Permits, the following screen will appear.

Select Create an Application.



The screen below will appear when you select Create an Application.

Read the General Disclaimer. Place a check mark in the box indicating that you have read and accepted the above terms.

Select Continue Application.

The screenshot shows a navigation menu with 'Home', 'BCC Licenses', 'BCC Permits', 'Plan Review', 'Fire Services', and 'Complaints'. Below the menu is a light blue bar with 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message, a disclaimer, and a checkbox for accepting terms. A red arrow points from the text 'Place a check mark in the box.' to the checkbox. Another red arrow points from the text 'Select Continue Application.' to the 'Continue Application »' button.

Below is the next screen to appear.

Select Permit Applications.

The screenshot shows the same navigation menu as the previous page. Below the menu is a light blue bar with 'Create an Application' and 'Search Applications'. The main content area is titled 'Select a Record Type' and contains instructions to choose a record type. There is a search input field with a 'Search' button. A red arrow points from the text 'Select Permit Applications.' to the 'Permit Applications' option in the list.

When Permit Applications is selected, a list of permit application options appear as seen below.

Select Boiler Permit.

Select Continue Application to proceed to Step 1.

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
  - Elevating Device Accident Report
  - Elevator Installation Permit
  - Mechanical Permit
  - Plumbing Permit
  - Special Inspection/Overtime Request

Select Boiler Permit.

▶ Building

Select Continue Application.

**Continue Application »**

# STEP 1:

Step 1: This step has four sections – **Address, Applicant, Licensed Professional, and Owner**. You must to complete all four sections.

**Address:** Type in the address where the boiler is located and press the TAB key on your keyboard. The cursor will move to the County field and the County and Township fields should auto populate. If those fields do not auto populate, type in the name of the County in which the job site is located.

## Step 1: Address Information > Address Information

\* indicates a required field.

### Address

#### Location Address of Boiler

When pulling a Permit within the City of Detroit please check that the permit you are pulling within the Boiler Division's jurisdiction and is within these criteria:

- Wayne State University
- Belle Isle (Administrative Office, Aquarium, Casino, Nature Center, Stable, & White House)
- State of Michigan owned buildings (Detroit Detention, Ryan Corrections, Re-entry Center, Detroit Light Guard, & Greyhound (Howard St.))
- Grand Valley State University
- Allied General Services (rental boilers)
- Inland Waters Pollution
- Insituform

Please call the Boiler Division at (517) 241-9334 if you have any questions on the jurisdiction within the City of Detroit.

Street No.	Direction --Select--	* Street Name	Street Type: --Select--
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City/Village	* State: --Select--	* Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* County:	Township		
<input type="text"/>	<input type="text"/>		
<b>Search</b>		<b>Clear</b>	

Enter the address for the job site.

Type in the street number, the street name, select the street type from the dropdown arrow, the city/village, select Michigan from the dropdown arrow, and the zip code.

Press the TAB key on your keyboard.

The County and Township fields should auto populate. If not, type in the name of the County in which the job site is located.

The second section to complete is the **Applicant** section.

Select Add New Contact.

## Applicant

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



Select Add New Contact

When the Contact Information pop-up appears, complete the three fields with the asterisks (\*First, \*Last, \*E-Mail). From the dropdown arrow at Preferred Channel, select E-mail.

Next, select Add Additional Contact Address.

### Contact Information

\* First:  Middle:  \* Last:

Home Phone:  Phone:  Secondary Phone:

\* E-mail:  Preferred Channel:

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Phone	Status	Primary	Action
No records found.					

Continue Clear Discard Changes

Complete the Contact Information Fields.

Select Add Additional Contact Address.

After you select Add Additional Contact Address the following screen appears. Complete the fields for Street #, Street Name, Street Type from the dropdown arrow. Select **Mailing** as the Address Type from the dropdown arrow. Complete the fields for City, State, and Zip Code.

Now select Save and Close.

**Contact Information**

**Contact Address Information**

Street # (start):  Street Name:  Street Type:  Address Type:

Address Line 1:

City:  State:  ZIP Code:

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

**Complete the Steet #, Street Name, Street Type, Address Type, City, State, and Zip Code.**

**Select Save and Close.**

After you complete the required fields and select Save and Close, you return to the Contact Information pop-up. ✓Contact address added sucessfully appears.

**Contact Information**

\* First:  Middle:  \* Last:

Home Phone:  Phone:  Secondary Phone:

\* E-mail:  Preferred Channel:

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✓ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address	Phone	Status	Primary	Action
Mailing	12345 MAIN ST, ANYTOWN MI 49999 United States		Active	No	<a href="#">Actions</a>

**Continue** **Clear** Discard Changes

**Select continue.**

Select Continue and the Contact Information pop-up closes.

The third section to complete is the **Licensed Professional** section.

Select Look Up.

### 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.



The Look Up License pop up appears.

In the License Type field, select Boiler Installer or Boiler Repairer from the drop down arrow.  
In the State License Number field, type in your Boiler Installer or Boiler Repairer License Number.  
Select Look Up.

**Look Up License** ×

License Type:  State License Number:

First:  Middle:  Last:

Company Name:

Address Line 1:

City:  State:  Zip:

Contact Type:

[Discard Changes](#)

*Annotations:*  
- Red arrow points to License Type dropdown: "Select Boiler Installer -or- Boiler Repairer from the drop down arrow."  
- Red arrow points to State License Number field: "Type in your License Number."  
- Red arrow points to Contact Type dropdown: "Select Look Up."

(If the Licensed Professional Information pop-up box appears, complete all sections with an asterick and select Save and Close.)

✓ Licensed professional added successfully. appears just above the Contractor's name as in the example below.

## 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.

✔ Licensed professional added successfully.

**First Name** **Last Name**  
License Type:Boiler Installer  
License Number:312345  
Address: ANYTOWN 45678  
[Edit](#) [Remove](#)

The **Owner** section is the last section to complete in Step 2.

Type in the boiler owner's complete name and street address.

Now select Continue Application.

### Owner

Owner of the Location

Owner Name:  ?

Address Line 1:

City:  State:  Zip:

Phone:  Fax:

E-mail:

## STEP 2:

Step 2: This step has two sections – **Permit Information and Boiler Information**. You must complete both sections as this step gathers information about the boiler being installed.

In the **Permit Information** section from the drop down arrows, select the appropriate Permit Type, Boiler Use, and Nature of Business.

**Boiler Permit**

1 Address Information	2 <b>Boiler Information</b>	3 Plan Upload	4 Fee Schedule	5 Review	6	7
-----------------------	-----------------------------	---------------	----------------	----------	---	---

**Step 2: Boiler Information > Boiler Information**

\* indicates a required field.

**Permit Information**

**GENERAL INFORMATION**

Permit Type:

Boiler Use:

Nature of Business:

Select the appropriate option for the boiler being installed.

In the **Boiler Information** section, you must complete all fields in the Installation section if this is an installation permit **-OR-** you must complete all fields in the Repair section if this is a repair permit.

**Boiler Information**



Complete either the Installation\*\* fields **-OR-** the Repair\*\*\* fields.

**INSTALLATION \*\***

LBS/STEAM HR:

BTU/HR INPUT:

Maximum Design Pressure:

ASME Code Symbol Stamp:

Manufacturer:

Boiler Model:

Previous Michigan Boiler Number:

Estimate Date Ready For Inspection:

All fields must be completed in the **INSTALLATION** section if this is an Installation Permit.

**REPAIR \*\*\***

National Board R Certificate Number:

Expiration Date:

Date of Repair/Alteration:

Weld Procedure:

Maximum Design PSI:

Hydro Test Pressure:

Licensed Inspector:

Licensed Inspector's Employer:

Michigan Boiler Number:

Proposed Alteration Submitted for Review:

Yes  No

Date:

Description of work being performed on permit:

All fields must be completed in the **REPAIR** section if this is a Repair Permit.



Select Continue Application at the bottom of the page to proceed to Step 3.



## STEP 3:

Step 3: This step requires Clearance Verification as well as offers the opportunity to upload documents to submit as attachments with the application. Only the **Clearance Verification** section is required.

In the **Clearance Verification** section, you must answer both questions.

The Attachments section is optional. Select Add if you choose to upload documents.

Select Continue Application to proceed to Step 5.

### Boiler Permit

1 Address Information	2 Boiler Information	3 Plan Upload	4 Fee Schedule	5 Review	6	7
-----------------------	----------------------	---------------	----------------	----------	---	---

#### Step 3: Plan Upload > Plan Upload

\* indicates a required field.

### Clearance Verification

#### CLEARANCE

\*\*If you answer "No" to both the below questions you will be required to submit a variance request to the Boiler Safety Board.

Does the boiler have the required (24) inches as required by Rule 408.4197?:  Yes  No

Does the boiler have the minimum clearances required by the manufacturer?:  Yes  No

*Answer both questions.*

### Attachment

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.									



## STEP 4:

Select the Payment Method from the Dropdown arrow and select Continue Application to proceed to Step 5.

**Step 4: Fee Schedule > Select Payment Method**

\* indicates a required field.

**PAYMENT METHOD**

**PAYMENT METHOD**

\* Payment Method:

Credit Card

Select the Payment Method from the dropdown arrow.

Continue Application »

Select Continue Application to proceed to Step 5.

Save and resume later

## STEP 5:

Step 5: This step represents an opportunity to review your application before final submittal. All previously filled sections can be edited, if necessary, by selecting the appropriate Edit. When you are satisfied with your application, place a check mark in the certification box. Select Continue Application to proceed to your **Cart**.

**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

Boiler Permit

Address

Edit

Applicant

Home Phone  
E-mail

Edit

Licensed Professional

Telephone Number  
Boiler Installer -<

Edit

Owner

Edit

### Permit Information

GENERAL INFORMATION

Permit Type:

Boiler Use:

Nature of Business:

Edit

## Boiler Information

### INSTALLATION

[Edit](#)

LBS/STEAM HR:

BTU/HR INPUT:

Maximum Design Pressure:

ASME Code Symbol Stamp:

Manufacturer:

Boiler Model:

Previous Michigan Boiler Number:

Estimate Date Ready For Inspection:

### REPAIR

[Edit](#)

National Board R Certificate Number:

Expiration Date:

Date of Repair/Alteration:

Weld Procedure:

Maximum Design PSI:

Hydro Test Pressure:

Licensed Inspector:

Licensed Inspector's Employer:

Michigan Boiler Number:

Proposed Alteration Submitted for Review:

Date:

Description of work being performed on permit:

## Clearance Verification

### CLEARANCE

[Edit](#)

Does the boiler have the required (24) inches as required by Rule 408.4197?: Yes

Does the boiler have the minimum clearances required by the manufacturer?: Yes

## Attachment

[Edit](#)

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.									

## 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: 06/28/2018


[Continue Application »](#)

← **Place a check in the box.**  
← **Select Continue Application to proceed to Cart.**

[Save and resume later](#)

# Cart:

**Cart:** This is where the fees are paid. Select Check Out if this is your only permit -or- Continue Shopping if you need to pull additional permits.

**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.

**611 W OTTAWA ST, Lansing MI 48933**  
**1 Application(s) | \$75.00**  
▶ Boiler Permit 18TMP-041751 Total due: \$75.00

---

**Total amount to be paid: \$75.00**  
Note: Application fees are non-refundable.

**Select Checkout.**

**Checkout »** **Edit Cart »** **Continue Shopping »**

After you select Checkout, the Payment Method screen will appear. Select Next.

## Payment Method

### MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing 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, or Discover).  
In order to make a payment, please select 'Next' below.

\* Indicates required field

**Choose method of payment**

Pay by credit card

**Back** **Next** **Exit**

**Select Next.**

Complete all fields with an asterisk. *Please use your credit card billing address information.* Select Next.

## MI Permit License Plan Review

ton in the box below.

**Please use credit card billing  
address information.**

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 150.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2):	<input type="text"/> <a href="#">What's This?</a>
<p>Select Next after completing the required fields above.</p> <p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/></p>	

This is the final screen before your payment is submitted. Select Pay Now. This submits your payment and your permit application.

## MI Permit License Plan Review

Click "Pay Now" in the box below.

Address	
Billing Address:	
Applicant's information will appear here.	
Payment Method	
Payment Amount	
Amount:	USD
Total:	USD
Back Pay Now Exit	

You will receive an email from noreply@accela.com within the next few minutes. The email will be your permit.