Online Account Set-up

for State of Michigan LARA Citizen User

Terminology

- EDR (Electronic Document Review) Tool for Plan Reviews
- Browser Based Software (Chrome and Edge Preferred)
- Document Type and Document Status these are different items
- Digital Projects New area for online customers
- Page References and Bookmarks
- Sheet Management and Sheet Reference

Citizen Access Users

Home Site:

LARA (accela.com) https://aca-prod.accela.com/lara/Default.aspx

FAQ and Help Page to Register for an Account:

LARA Accela FAQ's https://www.michigan.gov/lara/bureau-list/bcc/faq/lara-accela-faqs.html



ACCELA CITIZEN ACCESS (ACA) HOW TO ...

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Citizen Access Users

You need a sign on, in order to create a Plan Review

Advanced Search

lome

Your browser may keep your username and password loaded, and you may want to click the "Remember Me" to be automatically signed in when you navigate to this website...

Notice: The browser you are using is not on the list of our supported browsers and versions: Internet Explorer 11 Edge 15 Mozilla Firefox 47 Chrome 55 Safari 10 Opera 29

BCC Licenses BCC Permits Plan Review Fire Services OLSR Service Request

Remember Me
 New around here? Click to Sign up for an account

Citizen Access Users

You need a sign on, in order to create a Plan Review



Be sure to read the full Disclaimer:

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the 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 here to see detailed instructions on how the plan files should be formatted.

If you would like to contact one of the Bureau's directly, please select an email address below.

 BCC at:
 BCCplanreviewcodemail@michigan.gov

 BFS at:
 BFSPlanReview@michigan.gov

 HFES at:
 LARA-BCC-HFES@michigan.gov

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access

I have read and accepted the above terms.



Continue Application »



For LARA applications, you have multiple options:



For any Record type – Typical data entry:



Project Information				
 Facility Name / Project / Park Name 	/ Plant Location: 🕜			
Detailed Description:	3		Anything with a Red asterisk (*) is a required field, where you will not be able to continue without these being filled in.	
Applicant				
REQUIRED Secondary Phone: Edit Remove Contact Addresses Add Additional Contact Addresses	iress	lf y sho	ou are signed in, this field ould be automatically filled in for you.	
To edit a contact address, click the address lin	k.			

For the Plan Review type – here is where you can select multiple Plan Types:

			* indicates a required
pplication Information			
PLAN TYPE			
Bureau of Construction Codes Plan Review:			
Bureau of Fire Services Plan Review:			
Health Facilities Plan Review:			
EXPENDITURES			
Enter the estimated project cost (Including Construction Costs,	12000.00	s	
Professional Fees, and Fixed Equipment):			
Custom Fields			
PAYMENT METHOD Once a payment method is selected it will not be able to be modified.			
		_	
* Payment Method:	Credit Card	<u>•</u>	
Save and resume later			Continue Application >

Building Data			
BUILDING DATA			
New Building: Alteration:			This is sample of Barrier Free
Building Permit/File Number:			Application
* Use Group:	A-2, Assembly (Restaura	_	
* Construction Type:	1A - Non Combustible (🏴		
*Michigan Building Code Section(s):	ICC MI-IBC-2003		
* Reason for Non-Compliance:	Does not meet minimum standards/		
* Building Official Registration Number:	8675309		

Payment Method	
PAYMENT METHOD	
* Payment Method:	Credit Card
Save and resume later	Continue Application »

For the single Plan Review Record types – when you continue, you may get to the Payment Screen if you selected Paper Check, which then you can Continue again, and then you will get to the new Digital Projects upload area (so you can skip the next couple of slides):

For the Plan Review type – review this information:



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For the Plan Review type – you need to Open the Associated Forms and complete the application process:



Like the single Plan Review type Records – you will have required Data to complete before you can move onto

the next step:



an Review Information			
PLAN REVIEW INFORMATION			
* New Building:	0		SqFt
* Addition:	0		SqFt
Alteration:	123		SqFt
Repair:	Squa	re Footage	
*Building Use:	A-1,	Assembly (Theatres	
* Construction Type:	18 - 1	Non Combustible (🏞	
Estimated Project Cost:	1200	0	\$
Number of Occupants:			
Total Building Area, New, and Existing:	Squa	re Footage	
* Sprinkler System:	Entire	e Building 🔻	

Continue Application »

The new part of the system for the online customer: 05/13/22

Submission Pack	age Files	Comments	Approved Plans / Documents	() He
tatus: Received				View Submission Standar
(i) Enter a Submiss	on Packago Do	escrution that su	ummaries the files that you wish to submit	
		SU LIUIT LIIDE SU	annanes the mes that you wish to submit	
	on Package De			
Submission Package De	escription			
Submission Package Desc	escription	()		
Submission Package Desc	escription here	0		
Submission Package Desc	escription here	0		
Submission Package D Enter the Package Desc	escription here	0		

Follow the instructions on the screen, and it leads to the next step ...

Dpen			×	bName=PlanReview&capID1=DUB22&capI 🗖 🖻 🖈
	« Pictu > Scans V C の	Search S	cans	e Request
Organize 👻 New folde	ſ		≡ • 💷 🔞	
OneDrive - Perso	Name	Status	Date modified	
	🚞 942 Dorado Plans C1	0	12/9/2021 8:08	Add to a
Desktop	🕑 🛃 942 Dorado Plans C1	0	6/17/2021 4:56	Add to collect
	A 942 Dorado Plans C2	0	6/17/2021 4:56	
> Pictures	剧 signature invalid	Ø	5/20/2021 4:51	
🔝 TruePoint	ExecSummary20-1ReleaseNotes	0	5/14/2020 1:57	
💻 This PC	20PR0192 - WESCOTT AMENITY CENT	Ø	5/11/2020 2:32	
> 📒 Desktop	🕑 🛃 wfComments	0	4/30/2020 1:59	
> 📑 Documents	🔯 stampQs	Ø	4/28/2020 2:05	
Downloads	C2_2172 Del Cienin	0	A/27/2020 12-1	
File na	me: "wfComments" "942 Dorado Plans 🗸 🛛 All F	Files	~	The second secon
		Open	Cancel	View Submission Standards
Package is rea Submission Package 1st	ady to submit, or upload additional files Description		t [Drag files here to poload or click to select files Cannot exceed 250Mb allowed file extensions:
			L,JP2,JP	C,JPEG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF

The new part of the system for the online customer: 05/13/22



The new part of the system for the online customer: 05/13/22



When all is good you should see the above

From the last slide, here is where to clean up and sheet reference issues (see that you can zoom in and read the page reference data from the Plan).

The new part of the system for the online customer: 05/13/22



2 of 2 files are ready for submittal

EXPORT LIST

This is only available when all documents have passed the document analyzer and acceptable for submission.

For LARA applications (if you choose Credit Card payment, here are important items:



If you have paid with a paper check then the "Pay Fees Due" Action item will remain active until the check has been processed by LARA. Please allow five business days for this transaction.



When payment is complete – Application Submitted:

Record(s) have been created:

ome BCC Li	censes BCC Perr	nits Plan Review	Fire Services	OLSR	Service Request
Dashboard	My Records	My Account	Advanced Search		
1 Select item to p	18y 2 Payment information	3 Receipt/Record issuance			
Step 3:Rece	ipt/Record issue	nce			
Your subn	nittal has been succe	ssfully received.			
PLEASE	READ THE FOLLOW		IS BASED ON WHIC	CHACTIC	ON YOU JUST PERFORMED:
LICENSE complete mail.	RENEWALS: If you the renewal payment	did not submit payme process. If you subn	ent for your license, p nitted payment, you	please vis will receiv	sit MY RECORDS to re a copy of your license in the
LICENSE regarding	APPLICATIONS: Yo the status of this app	ur application will be lication. Once your a	reviewed. Please ch pplication is reviewe	eck MY	RECORDS for updates I be notified by the department.
LICENSE	AMENDMENTS: You	ur license has been u	pdated with request	ed chang	es.
PERMITS Please ch required fi	eck your account for rom you.	updates regarding th	e status of this perm	iit applica	tion and for any additional actions
OLSR: Your Land be made t	Corner Recordation o match the LCRC. If	Certificate has been the LCRC is wrong,	received and will be please call the office	reviewed	1. If an error is found, changes will
Print Plan Revi	iew Summary/Invoice				
123 Main					
PR2022PF	R-000054				View Summary
PRCA-000	0612				View

Navigation of a specific Record:

Home BCC Licenses	BCC Permits	Plan Review	Fire Services	OLSR	Service Request				
Create an Application	Search Applie	cations							
Record PRCA-00061	2:								
Approval of Compliance Assurance									
Record Status: Docu	ument Added								
Record Info 🔻	Payments 🔻	Digital F	Projects						
Record Details									
Processing Status									
Related Records									
Documents									
Inspections									
Applicant:		Proje	ct Description:						
Individual David Boucher		db	test - digEplan						
3262 Penryn Rd			tarios ino noro						
Loomis, CA, 95650	1000								
dboucher@truepointsoluti	-4280 ions.com								
Mailing									
3262 Penryn Rd									
Loomis, CA, 95650									
United States									

More Details

Summary

Print Plan Review Summary/Invoice

Application Submitted – Record Created

The new part of the system for	the	e online cus	stomer: 05	/13/22			
	App Record	oroval of Compliance As d Status: Document Add cord Info ▼ Payme	Ied ents ▼ Digital Projects				
	Digita	Il Projects					
	₹¥ ©	Submission Package File	es Review Summary C	omments Approved Plan	is / Documents		©
	Q Se	Parch	X				DOWNLOAD
		Thumbnail	File Name	Description	Classification	Status	Submission Package
		Market with the second secon	942 Dorado Plans C1.pdf	942 Dorado Plans Cl.pdf	Plan	Uploaded	00001
		An and a second se	wfComments.pdf	wfComments.pdf	Document	Uploaded	00001
		Service Database Destination of the service of the	ExecSummary20- 1ReleaseNotes.pdf	ExecSummary20- 1ReleaseNotes.pdf	Document	Uploaded	00001

Notification of Responses Required

Auto-emails are generated and sent to the Applicant(s) when there are Mark-ups and Record is updated to "Awaiting Client Reply":

From
help@michigan.gov Sent
05/03/2022 16:01:06 To
Cc
Bcc
Title LARA BCC Plan Review PR2022MHP-000025 requires correction Attachment(s)
Content Dear Applicant:
Please be advised that your recently submitted Project PR2022MHP-000025 has been reviewed and requires correction. You may log into your Citizen Access account at aca-supp accela.com/LARA/ to view the required corrections. If you have questions about your submittal please e-mail BCCPlanReviewCodeMail@michigan.gov or call 517-241-9317.
Please do not respond directly to this email.
Thank you,

Plan Review Division

BCC

On the Record –	- Processing	Status:
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Recor	d PR2022MHP	000025:					
Mo	Mobile Home Park Permit to Construct						
Recor	d Status: Awai	ting Client Reply					
R	Record Info 🔻 Payments 💌 Digital Projects						
Proc	essing Status	\$					
Proc	essing Status	3					
Proc	essing Status	s al					
Proc *> * •	Application Submitta	5 al					
Proc * ► * ►	Application Submitter	s al sapproved on 05/03/202	22 by BSH				
Proc * ≻ * ✓	Application Submitte Plan Review Marked as Di Review Completion	s al sapproved on 05/03/202	22 by BSH				

Respond to Mark Ups





Respond to Mark Ups - Continued...

Item of Note: Click and it Zooms to Mark-up/Comment, Customer can edit before Submitting all responses, and General Comments are by themselves.



Respond to Mark Ups – More...

Once you submit the Response, now you can upload a new Plan:

A-101		
This is a comment box		
	David Boucher: 03/01/2022 05:29:51 This is the response area	Ø
	David Boucher: 03/01/2022 05:42:15	0
Enter Response	Can have multiple responses to 1	RESPOND

What your Record will show when Responses Submitted:

me BCC Licenses	BCC Permi	ts Plan Review	Fire Services	OLSR Service R	equest			
Create an Application	Searcl	n Applications						
Records								
Showing 1-10 of 13 Downloa	ad results Add to	collection Add to cart						
	Date	Project Name	Address	Record Number	Record Type	Status	Action	Short Notes
	02/28/2022	Project Name	123 main, MI United States	PR2022BCC- 000025	BCC Plan Review	Received		
	02/24/2022	db test - digEplan	123 Main, MI United States	PR2022BCC-	BCC Plan Review	In Review	Pay Fees Due	
	02/24/2022	db test - digEplan2	123 W. Main, MI United States	PR2022BCC- 000021	BCC Plan Review	Responses Received		
	02/24/2022	Project Name	132 Mina, MI United States	PR2022BCC- 000023	BCC Plan Review	Document Added		



What your Record will show when Updated Plan(s) are submitted:

Home	BCC Licenses	BCC Permi	ts Plan Review	Fire Services	OLSR Service R	equest			
Create	an Application	Search	Applications						
Reco	ords								
Showing	g 1-10 of 13 Downloa	d results Add to	collection Add to cart						
		Date	Project Name	Address	Record Number	Record Type	Status	Action	Short Notes
		02/28/2022	Project Name	123 main, MI United States	PR2022BCC- 000025	BCC Plan Review	Received		
		02/24/2022	db test - digEplan	123 Main, MI United States	PR2022BCC- 000020	BCC Plan Review	In Review	Pay Fees Due	
		02/24/2022	db test - digEplan2	123 W. Main, MI United States	PR2022BCC- 000021	BCC Plan Review	Document Added	-	
				132 Mina. MI United	PR2022BCC.				

Notification of Approved Plans

Auto-emails are generated and sent to the Applicant(s) when the record is updated to "Approved" or "Issue Permit" or "Issue Certificate" or "Inspections" (depending on the Record type...)

From	
noreply@accela.com [noreply@a Sent	iccela.com]
05/03/2022 16:55:20	
Cc	
Bcc	
Title LARA HFES Plan Review PR202 Attachment(3)	2HFES-000012 plans approved
Content Dear Applicant:	1

Please be advised that your secontly submitted application, PR2022HFES-000012, has been reviewed and approved. You may log into your Citizen Access account at https://aca3.accela.com/lara/ to check the status of your application in the future.

If you have questions about the submittal process, please e-mail LARA-BCHS-HFES@michigan.gov or call 517-241-3408. If you have questions regarding the plan review, please contact your plan reviewer.

NOTE: There may be comments pertaining to the project on your approved plans.

Please do not respond directly to this e-mail.

Thank you,

HFES

On the Record – Processing Status:

Record PR2022HFES-000005:

Health Facilities Plan Review Application

Record Status: Approved



Processing Status Image: Application Submittal Image: Plan Route Image: Plan Review Image: Plan Review

Approved Plans / Documents

In Digital Projects: When you have an Approved Plan set, you will find it in that area. You will also still have access to the "Files" area for the rest of the documents uploaded to this record. Also, see the "Download" feature to save a copy/print this document or any document whenever you need to.



0 of 1 file(s) selected