

Uploading 12A System Documentation

1. The System Documentation (12A form) will be an attachment to the automated e-mail received after plan review is complete and in an approved status.
2. System Documentation may be signed and returned (uploaded) after the system has been placed in proper operating condition in accordance with MCL 29.29.
3. To upload the signed 12A form: From your Accela Citizen Access Account (ACA) select your project.

First Last or License #

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

Create an Application Search Applications

Records

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<input type="checkbox"/>	Date	Project Name	Address	Record Number	Record Type	Status	Action	Short Notes
<input type="checkbox"/>	05/03/2022	12A System Documentation	1303 ALPINE DR, DEWITT MI 48820	PR2022BFS-000056	Fire Safety Plan Review	Awaiting 12A Response	Pay Fees Due	

***Projects not submitted though Accela (submitted by mail) – Signed 12A documentation shall be e-mail to bfsinspectionrequest@michigan.gov

4. Select Digital Projects

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Create an Application Search Applications

Record PR2022BFS-000056:

Fire Safety Plan Review

Record Status: Awaiting 12A Response

Record Info Payments Digital Projects

Work Location

1303 ALPINE DR
DEWITT MI 48820

5. Select Submission Package

Record PR2022BFS-000056:

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Fire Safety Plan Review

Record Status: Awaiting 12A Response

Record Info ▾Payments ▾Digital Projects

Digital Projects

Submission PackageFilesReview SummaryCommentsApproved Plans / Documents

Status: Awaiting 12A Response

Enter a Submission Package Description that summarizes the files that you wish to submit

Submission Package Description

Enter the Package Description here

6. Enter the Package Description as: Signed 12A Documentation

Record PR2022BFS-000056:

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Fire Safety Plan Review

Record Status: Awaiting 12A Response

Record Info ▾Payments ▾Digital Projects

Digital Projects

Submission PackageFilesReview SummaryCommentsApproved Plans / Documents

Status: Awaiting 12A Response

Package is ready to submit, or upload additional files

Submission Package field updated

Submission Package Description

Signed 12A documentation

Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:

BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JP
EG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TEXT,W
MF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

7. Drag File to upload or click to select file

Record PR2022BFS-000056: Add to cart
Add to collection

Fire Safety Plan Review

Record Status: Awaiting 12A Response

Record Info ▾ Payments ▾ Digital Projects

Digital Projects

Submission Package Files Review Summary Comments Approved Plans / Documents

Status: Awaiting 12A Response [View Submission Standards](#)

i Package is ready to submit, or upload additional files

Submission Package Description
Signed 12A documentation

⬆ Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JPEG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,WMF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

8. Select your signed 12A document

9. Select Document Type as – BFS 12A

Digital Projects

Submission Package Files Review Summary Comments Approved Plans / Documents

Status: Awaiting 12A Response [View Submission Standards](#)

i Check file status

Submission Package Description
Signed 12A documentation

⬆ Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JPEG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,WMF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

☰ 🗑 🔍 Search ✕

<input type="checkbox"/> File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document	Actions
<input type="checkbox"/> 22-001141S 12A.pdf	Enter file description	Select type <i>i</i> <div><input type="text" value="Search"/> Addendum BFS - 12A Letters</div>	Adam Krouse	05/03/2022 14:46:14	● Set doc type			

0 of 1 files are ready for submittal

10. Choose Previous Document

Status: Awaiting 12A Response [View Submission Standards](#)

Check file status

Submission Package Description
Signed 12A documentation

Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JP
EG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,W
MF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

<input type="checkbox"/>	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document	Actions
<input type="checkbox"/>	22-001141S 12A.pdf	Enter file des	BFS - 12A	Adam Krouse	05/03/2022 14:46:14	Choose Previous Document		Choose Previous Document	

0 of 1 files are ready for submittal

[SUBMIT PACKAGE FOR REVIEW](#) [EXPORT LIST](#)

11. Select – New Document

Status: Awaiting 12A Response [View Submission Standards](#)

Check file status

Submission Package Description
Signed 12A documentation

Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JP
EG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,W
MF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

<input type="checkbox"/>	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document	Actions
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Select 'Previous Submission Document'

Name	Uploaded Date
No 'Previous Submission Document' identified, select 'New Document' to continue	

Documents with Required Corrections ☐ All Documents

[NEW DOCUMENT](#)

12. Submit the submission package for Review

Status: Awaiting 12A Response [View Submission Standards](#)

Package is ready to submit, or upload additional files

Submission Package Description
Signed 12A documentation

Drag files here to upload or click to select files

Cannot exceed 250Mb allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JPEG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,WMF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

<input type="checkbox"/>	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document	Actions
<input type="checkbox"/>	22-001141S 12A.pdf	Enter file description	BFS - 12A	Adam Krouse	05/03/2022 14:46:14	Ready to Submit		New Submission Document	

1 of 1 files are ready for submittal

[SUBMIT PACKAGE FOR REVIEW](#) [EXPORT LIST](#)

13. Your signed 12A has been successfully uploaded.

Thank you, your Submittal Package '00002 - Signed 12A documentation' has been submitted for review

14. The record status will change to '12A Received'. BFS staff will vet the 12A and change the record status to '12A complete' or will communicate back any errors or omissions.

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