

Fireworks Cancellation Process

If selling fireworks is a seasonal business for you, there is a cancellation option so you no longer have to report monthly Fire Safety Fees.

At the time you are entering your last safety fees, you may cancel. You must enter all the months that you were issued or active, including the month of cancellation. Once you have entered those safety fees, mark the final month's "Certificate/Registration Cancellation" field to "Yes".

For example: If a cancellation is submitted August 2nd, but no firework sales occurred in August, a fire safety fee of "0" sales for August must be entered with the cancellation.

Login to Accela website:
[Accela Citizen Access](#)

(It is recommended that you use Google Chrome or Microsoft Edge as your internet browser for Accela.)

If you forgot your login information, click:

[Forgot Password?](#)

Licensing and Regulatory Affairs

Home Search + New \$ Express Payment Link Existing License Help

Construction Codes and Fire Services

Announcements Register for an Account Login

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

Advanced Search

Sign In

USERNAME OR EMAIL*

PASSWORD*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Once you are logged in, this will be what the Home screen looks like.

Click on the **Fire Services** tab.

The screenshot shows the LARA website interface for a logged-in user. At the top, there is a navigation bar with the LARA logo and the text "Department of Licensing and Regulatory Affairs". Below this is a secondary navigation bar with links for Home, Dashboard, Search, New, Express Payment, Link Existing License, and Help. A user status bar indicates the user is logged in, with links for Announcements, Collections (0), Cart (0), Account Management, and Logout.

Below the navigation bars, there are several instructions and links:

- To apply for a license, you must have an account. Licenses CANNOT be renewed more than 90 days prior to the license expiration date.
- If you are here to renew a license and have an address change, you must login to your account to change the address prior to renewing.
- To renew a license that is linked to your account, sign in to your account and click "My Records" and then "Renew Application".
- Click [HERE](#) to link a license to your account
- Click [HERE](#) to view all instructions/FAQs
- Click the links below for instructions to
 - CREATE AN ACCOUNT
 - RENEW A LICENSE
 - CHANGE AN ADDRESS (make address changes before submitting renewal)
- If you are here to verify a license, click [HERE](#)

A red arrow points to the "Fire Services" tab in the navigation bar, which is circled in red. A red callout box next to the arrow contains the text "Click on the Fire Services tab".

Below the navigation bar, there is a search bar with the placeholder text "First Last or License #". Below the search bar, there is a secondary navigation bar with links for Home, BCC Licenses, BCC Permits, Plan Review, Fire Services, OLSR, Device Permits, and Service Request. Below this is a tertiary navigation bar with links for Dashboard, My Records, My Account, and Advanced Search.

Below the navigation bars, there is a greeting "Hello, [user name]". Below the greeting, there are two panels:

- A panel for "Saved in Cart (0)" with a "View Cart" button. Below the panel, it says "There are no items in your shopping cart right now."
- A panel for "My Collection (0)" with a "View Collections" button. Below the panel, it says "You do not have any collections right now."

Records

Showing 21-29 of 29 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Action	Facility/Cert./Record Number	Date	Record Type	Description	Facility/Location Name	Address	Expiration Date	Status	Related Records
<input type="checkbox"/>		2023-SFR01242	05/24/2023	Sales Reporting Amendment					Completed	3
<input type="checkbox"/>	Amendment	CP00418	05/16/2023	Consumer Fireworks Certificate Permanent Structure		CP	Tester MI 48205 United States	04/30/2025	Safety Fee Due	11
<input type="checkbox"/>		2023-SFR00966	05/04/2023	Retailer Fireworks Sales Report & Safety Fees						3
<input type="checkbox"/>			04/13/2023	Consumer Fireworks Certificate Permanent Structure			12345 Hello ST, 48205 United States	04/30/2024	Issued	2
<input type="checkbox"/>			03/16/2023	Consumer Fireworks Certificate Temporary Structure			United States	04/30/2024	Issued	3
<input type="checkbox"/>		2023-SFR00446	03/09/2023	Retailer Fireworks Sales Report & Safety Fees						5
<input type="checkbox"/>		2023-SFR00450	03/09/2023	Retailer Fireworks Sales Report & Safety Fees						4
<input type="checkbox"/>			12/30/2019	Consumer Fireworks Certificate Permanent Structure			12345 Hello ST, 48205 United States			2
<input type="checkbox"/>			12/30/2019	Consumer Fireworks Certificate Temporary Structure			12345 Hello ST, LANSING MI 48854 United States	04/30/2024	Issued	2

Find the record number that you are looking to cancel. The record number is also referred to as your "CT" or "CP" number. To the left of that record, you will click on: **Amendment**.

Note: You may have to comb through a couple of pages to see the Record number that you want.

< Prev 1 2 **3** Next >

Step 1: Safety Fee Reporting

Click **Yes** to cancel your certificate.

The current month and year will auto-populate.

Sales Reporting

SALES REPORT INFORMATION

Firework Certificate/Registration Number:

Are you cancelling your Certificate or Registration?: Yes No

* Month:

* Year:

Step 1: Safety Fee Reporting

Click **Add a Row** to report a safety fee

Once you have entered all safety fees through the current month, click:
Continue Application

Monthly Safety Fee Reporting

SALES REPORT INFORMATION

Showing 1-10 of 11

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
No	0	0	0	0	04/06/2023	March	
No	0	0	0	0	04/06/2023	April	
No	0	0	0	0	04/06/2023	May	
No	0	0	0	0	01/11/2024	June	
No	0	0	0	0	01/11/2024	July	
No	0	0	0	0	01/11/2024	August	
No	0	0	0	0	01/11/2024	September	
No	0	0	0	0	01/11/2024	October	
No	0	0	0	0	01/11/2024	November	
No	0	0	0	0	01/11/2024	December	

< Prev **1** 2 Next >

Add a Row ▾

Save and resume later

Continue Application »

Step 1: Safety Fee Reporting

You will receive an error message if you are missing safety fee entries.

Enter the missing safety fees and click:
Continue Application

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

Create/Amend an Application/Record Search Records

 **An error has occurred.**
Registration will be marked cancelled starting DECEMBER 2024
You are required to enter the following months for reporting:
FEBRUARY 2024
MARCH 2024
APRIL 2024

Sales Reporting Amendment

1 Safety Fee Reporting 2 Review 3 Pay Fees

Step 1: Safety Fee Reporting > Page 1

Step 2: Review

Review and click
Continue Application

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Records

Sales Reporting Amendment

1 Safety Fee Reporting 2 Review 3 Pay Fees 4 Record Issuance

Step 2: Review

Save and resume later **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Sales Reporting Amendment

Sales Reporting

SALES REPORT INFORMATION **Edit**

Firework Certificate/Registration Number:	CP00418
Are you cancelling your Certificate or Registration?:	No

Monthly Safety Fee Reporting

Step 3: Pay Fees

Click
Check Out

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Applications

Sales Reporting Amendment

1 Safety Fee Reporting 2 Review 3 Pay Fees 4 Record Issuance

Step 3: 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
Safety Fee	1102.76	\$1,102.76

TOTAL FEES:: \$1,102.76
Note: This does not include additional inspection fees which may be assessed later.

Check Out » **Continue Shopping »**

Cart

Click
Checkout

And you will then be
redirected to the
CEPAS payment site

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

Dashboard My Records My Account Advanced Search

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.

No Address
1 Application(s) | \$1,102.76
▶ Sales Reporting Amendment 24TMP-091382 Total due: \$1,102.76

Total amount to be paid: \$1,102.76
Note: Application fees are non-refundable.

Checkout » Edit Cart » Continue Shopping »

Click:
Pay by Electronic Check
Or Pay by Credit Card

Click: Next

Follow the payment prompts to
complete your safety fee payment
(if any)

LARA Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's Official Website

Payment Method

MI Permit Lic Plan Review

Welcome to the CEPAS 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, Discover, or American Express) or an electronic check.

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal

Pay by credit card



Important Information Regarding Debit Blocks
Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

Once you have paid, you will be directed to a Receipt page that will state that your submittal has been successfully received.

Scroll to the bottom of the page and see the record number of your safety fee and cancellation record.

Announcements Logged in as: Collections (2) Cart (0) Account Management Logout

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

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.

[Print Plan Review Summary/Invoice](#)

No Address

2024-SFR00003 [View Summary](#)

[Print Plan Review Summary/Invoice](#)

If you have any questions or concerns, please
do not hesitate to contact us at:
fireworks@michigan.gov

Thank You!