

# Submitting A Facility For Plan Review

# Submitting a Facility for Plan Review

Once Registered and Signed in

- Click on “Plan Review” then on “Create an Application”



- Read through the information, select that you have read and accepted the terms, and click “Continue Application”

Click [here](#) to see detailed instructions on how the plan files should be formatted. **PLEASE READ THESE INSTRUCTIONS**

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

BCC at: [BCCplanreviewcodemail@michigan.gov](mailto:BCCplanreviewcodemail@michigan.gov)  
BFS at: [BFSPlanReview@michigan.gov](mailto:BFSPlanReview@michigan.gov)  
HFES at: [LARA-BCC-HFES@michigan.gov](mailto: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 »**

# Submitting a Facility for Plan Review

Step 1: Facility/Contact > Location and Applicant

\* indicates a required field.

## Project Information

\* Facility Name / Project: ?

Castle Black Vocational Scho

\* Detailed Description: ?

New Construction Boys vocational school

## Project/Facility Location

REQUIRED

If you have a known project/facility address, please enter the individual address fields. For a project/facility with no address please enter as much location information you can provide, utilizing the Address Line 1 and 2 fields.

Street No.:

3101

Street Name:

Technology

Street Type:

BLVD

Address Line 1:

Address Line 2:

City:

Lansing

State:

MI

Zip:

48910

County:

Township:

Clear

- Enter the Facility Information
  - Please be sure to fill out **ALL** required information.
    - Facility Name
    - Detailed Description
    - Facility Location

# Submitting a Facility for Plan Review

## Applicant

REQUIRED



## Owner/Parent Corp

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



## Architect/Engineer/Certified Firm



- Enter the Applicant Information
  - If you are the main contact, click “Select for Account”
  - If you want to add yourself as a new contact, click “Add New Contact”

# Submitting a Facility for Plan Review

- To enter an Applicant
  - Click “Select from Account”

## Applicant

REQUIRED

Select from Account

Add New Contact

Look Up

- Select a Mailing Address for Applicant, click Continue. A Green Check Mark and “Contact Added Successfully” will appear if done correctly

### Select Contact from Account

Andrea M. Keown  
Applicant

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address	Status
<input checked="" type="checkbox"/>	Mailing	3101 Technology Blvd.	Active

[Continue](#) [Discard Changes](#)

## Applicant

REQUIRED

✔ Contact added successfully.

**Andrea M. Keown**  
keowna@michigan.gov  
Primary phone: 517-241-8847  
Secondary Phone:  
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

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

Showing 1-1 of 1

Address Type	Recipient	Address	Start Date	End Date	Phone	Fax	Primary	Status	Action
Mailing		<a href="#">3101 Technology Blvd.</a>					No	Active	<a href="#">Actions</a> ▼

# Submitting a Facility for Plan Review

## Contact Information

\* First:  Middle:  \* Last:

Company/Facility Name/Enforcing Agency Name:

Address:

Address Line 2:

City/Village/Township:  State:  Zip:

Primary Phone:  Secondary Phone:

\* E-mail:

### ▼ 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	Recipient	Address	Start Date	End Date	Phone	Fax	Primary	Status	Action
Mailing		123456 N. King Road					No	Active	<a href="#">Actions</a> ▼

When you “Add New Contact”, a box will pop up to allow you to add a contact to the account.

- Fill out new Contact Information.
- You will have to add an Additional Contact Address, even if using the same address.

# Submitting a Facility for Plan Review

- You can leave the Owner/Parent and Architect/Engineer/Certified Firm sections blank or fill them out. It is your choice, however the more information you provide, the better.
- Click “Continue Application”.

## Owner/Parent Corp

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

These you can leave blank

## Architect/Engineer/Certified Firm

Add New

Look Up

Continue Application »

Save and resume later

# Submitting a Facility for Plan Review

Step 1: Facility/Contact > Application Information

\* indicates a required field.

## Application Information

### PLAN TYPE

- Bureau of Construction Codes Plan Review:
- Bureau of Fire Services Plan Review:**
- Health Facilities Plan Review:
- Barrier Free Design Rule Exception:
- Child Care Center:
- Child Caring Institution (CCI):
- Children's Camp or Adult Foster Care Camp:

### EXPENDITURES

\* Estimated Capital Expenditure (Including Construction Costs, Professional Fees, and Fixed Equipment):

500000.00 \$

### Custom Fields

#### PAYMENT METHOD

Once a payment method is selected it will not be able to be modified.

\* Payment Method:

Paper Check

Continue Application »

Save and resume later

- Select “**Bureau of Fire Services Plan Review**”
- Enter Expenditures Amount
- Choose your Method of Payment. Once you continue, you **can not** modify your payment method.



# Submitting a Facility for Plan Review

## Step 2: 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

Plan Review

#### Project Information

[Edit](#)

Facility Name / Project: Castle Black Vocational School  
Detailed Description: New Construction Boys vocational school

#### Project/Facility Location

[Edit](#)

3101 Technology BLVD  
Lansing MI 48910

#### Applicant

[Edit](#)

Jon Snow

E-mail: jon.snow@castleblack.org

#### Owner/Parent Corp

[Edit](#)

#### Architect/Engineer/Certified Firm

[Edit](#)

#### Application Information

[Edit](#)

##### PLAN TYPE

Bureau of Construction Codes Plan Review:	No
Bureau of Fire Services Plan Review:	Yes
Health Facilities Plan Review:	No
Barrier Free Design Rule Exception:	No
Child Care Center:	No
Child Caring Institution (CCI):	No
Children's Camp or Adult Foster Care Camp:	No

##### EXPENDITURES

[Edit](#)

Estimated Capital Expenditure (Including Construction Costs, Professional Fees, and Fixed Equipment): 500000

#### Custom Fields

[Edit](#)

##### PAYMENT METHOD

Payment Method:

Paper Check

[Continue Application »](#)

[Save and resume later](#)

- Step 2 is just a Review Page.
- Make any modifications you may need in this area by clicking "Edit" next to the section.
- Click "Continue Application"

# Submitting a Facility for Plan Review

- Click “Open” to take you to Step 1 of the Associated Forms

[Home](#) [BCC Licenses](#) [BCC Permits](#) **[Plan Review](#)** [Fire Services](#) [OLSR](#)

[Create an Application](#) [Search Applications](#)

## Plan Review

1 Facility/Contact	2 Review	<b>3 Associated Forms</b>	4 Pay Fees	5 Record Issuance
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### ***Step 3: Associated Forms***

#### Plan Review Forms

*Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.*

Added Items:

Fire Safety Plan Review Castle Black Vocational School

[Open](#) [Remove](#)

# Submitting a Facility for Plan Review

## Fire Safety Plan Review

1 Application Information	2 Documentation	3 Review	4 Associated Forms
---------------------------	-----------------	----------	--------------------

Step 1: Application Information > Application Information

\* indicates a required field.

### Application Information

#### PROJECT INFORMATION

\* Estimated Project Cost:  \$

Estimated Capital Expenditures:

#### FACILITY INFORMATION

\* Facility Type:

Select Facility Type from Drop Down Menu

Fire Department:

#### BFS PLAN REVIEW TYPE

Addendum / Bulletin:

Bulletin #:

Clean Agent:

Consultation:

Construction Plans/Specs:

Door Locking:

Fire Alarm:

Hood Suppression:

Modification Request:

Sprinkler:

Only select ONE Plan Review Type per Application

- EPC will already be populated from previous page
- Select your Facility Type
- Enter the nearest Fire Department to the Facility
- Select Plan Review Type
  - Only select ONE Plan Review Type PER Application.

# Submitting a Facility for Plan Review

## PLAN REVIEW INFORMATION

New Building:	<input type="text" value="Square Footage"/>
Addition:	<input type="text" value="Square Footage"/>
Alteration:	<input type="text" value="Square Footage"/>
Construction Type:	<input type="text" value="--Select--"/>
Number of Occupants:	<input type="text"/>
Area/Floor:	<input type="text" value="Square Footage"/>
Number of Floors:	<input type="text"/>
Sprinkler System:	<input type="text" value="--Select--"/>
Sprinkler System Limited Area Description:	<input type="text"/>

## Payment Method

### PAYMENT METHOD

* Payment Method:	<input type="text" value="Paper Check"/>
-------------------	--

[Continue Application »](#)

[« Back to Associated Forms](#)

[Save and resume later](#)

- Enter all the information you can on this page. The more information, the better.
- Select Construction Type from drop down menu
- Enter Sprinkler System information
- Payment Method will already be populated

# Submitting a Facility for Plan Review

This is your Payment Amount Page, please read it over. It will tell you **WHO** to make the check out to, **WHERE** to send it, and the **AMOUNT DUE**

## Step 1: Application Information > Payment Information

\* indicates a required field.

### Payment Amount

#### PAYMENT AMOUNT

-Please send check for the amount listed in the 'Total Fees' area below.

Check should be made payable to 'State of Michigan' and sent along with a printed copy of the record receipt to the following address:

State of Michigan - LARA  
P.O. Box 30700  
Lansing, MI 48909

Total Fee:

\$800.00

[Continue Application »](#)

[« Back to Associated Forms](#)

[Save and resume later](#)

# Submitting a Facility for Plan Review

Step 2: Documentation > Documents

## Attachment

\*Indicates a required field.

Please read all instructions before uploading documents.

Important note: AutoCAD 2016 and newer version users will need to change their AutoCAD setting to "EPDFSHX=0" before saving and uploading a document.

Each plan (or plan set) must be saved in **PDF format**. Please flatten the drawing layers in your CAD program before creating the PDF. For plan review projects where the page count is up to 75 pages, creating a single PDF document is acceptable and the file name should be unique and descriptive of the project itself. For larger projects that exceed 75 pages we recommend grouping and submitting plans in smaller sets. **Please do not include any symbols, spaces, or unnecessary punctuation in the document file name.**

Pages must all be in landscape format and viewable without rotation. Failure to submit correctly oriented plans may result in a 'hold' being placed on the submittal which will delay review. Plans must be saved and submitted at 100% scale, in black and white only, and cannot be password protected or locked. Scanned drawings in PDF format can be submitted, but are required to be legible and must follow all submittal requirements. Each sheet containing scaled drawings must include a scale of known dimension.

Revisions and resubmissions must match up exactly to the original submittal and file name, and contain the same page order. Do not reorder, extract, or insert pages in the middle of your corrected plan sets. Any pages added to the document set need to be after the final original page. Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review. If pages are removed from the scope of work, simply mark those pages accordingly. Do not remove any such pages. Resubmitting the pages in the original order ensures that the plan reviewers comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate and expedited document reviews.

To address plan review deficiencies, applicants must resubmit a complete set of plans through the Accela Citizens Access (ACA) portal. Once the plans have been processed, the 'Resubmit' action becomes available in the Attachments section of the appropriate record in ACA. Plan sets addressing correction requests must be resubmitted through the 'Resubmit' link associated with the plans in order to avoid processing delays.

For more extensive instructions, click [here](#)

The maximum file size allowed is 100 MB.  
htm;htm;html;txt;xml;doc are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BOC Plan Review will not allow new file upload after issuance or Closure.

Name	Type	Description	Size	Document Status	Action	Latest Update	Status Date	Upload Date	Virtual Folders
No records found.									

Select from Account

Add

Continue Application »

« Back to Associated Forms

Save and resume later

## • Uploading Plan Drawings

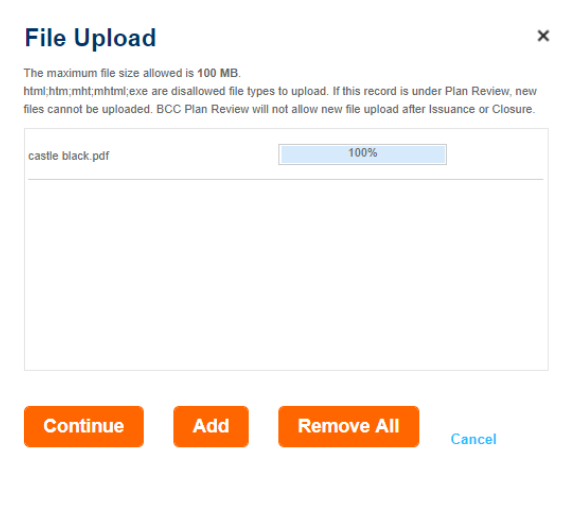
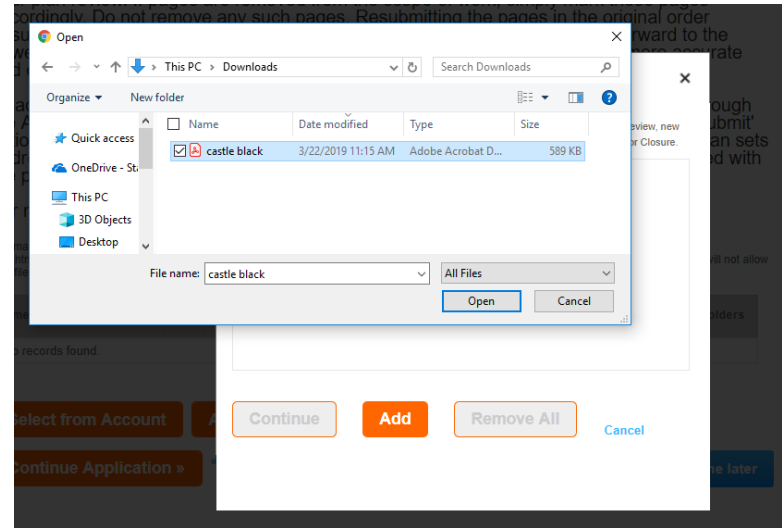
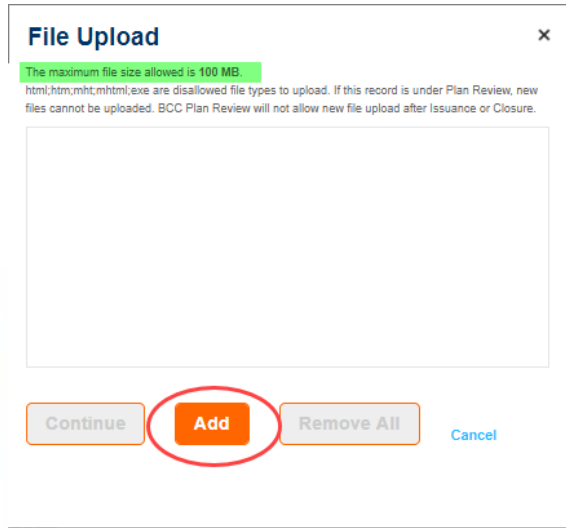
– Most Incomplete submittals happen because PDF's are not:

- FULLY Flattened – No Layers or Comments
- In Landscape format
- Or there are no drawings at all.

After reading the Instructions, click "Add"

# Submitting a Facility for Plan Review

A small box will open, select Add → Select the document you wish to upload → Select the document you wish to upload



\*If you need to add more documents, select "Add". Otherwise click "Continue".

# Submitting a Facility for Plan Review

Once all documents are uploaded

- Select the Document Type from the drop-down menu;
  - Addendum
  - BFS 12A
  - Letters
  - Miscellaneous
  - Plans
  - Project Inspection Report
  - Specifications

**\*\* Plans and Letters are the most commonly selected \*\***

- Enter a Description for each
- Click “Save” then “Continue Application”

\* Type: Plans Remove

File: Castle Black aerial.pdf  
100%

Description: Plans for Review

---

\* Type: Plans Remove

File: Winterfell\_map.pdf  
100%

Description: Location map

Save Select from Account Add Remove All

Continue Application » « Back to Associated Forms Save and resume later



# Submitting a Facility for Plan Review

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

Create an Application Search Applications

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

## Fire Safety Plan Review

1 Application Information	2 Documentation	3 Review	4 Associated Forms
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### Step 2: Documentation > Documents

The maximum file size allowed is 100 MB.  
html,htm,mht,mhtml,exe are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BCC Plan Review will not allow new file upload after Issuance or Closure.

Name	Type	Description	Size	Document Status	Action	Latest Update	Status Date	Upload Date	Virtual Folders
Winterfell_map.pdf	Plans	Location map	65.36 KB	Uploaded	<a href="#">Actions</a> ▼	03/22/2019	03/22/2019	03/22/2019	
Castle Black aerial.pdf	Plans	Plans for Review	8.46 MB	Uploaded	<a href="#">Actions</a> ▼	03/22/2019	03/22/2019	03/22/2019	

Select from Account

Add

**Continue Application »**

« Back to Associated Forms

Save and resume later

The top of the next page will let you know the documents were uploaded successfully.

The bottom of the next page will list the documents.

Click Continue Application

# Submitting a Facility for Plan Review

## Step 3: Review

[Continue Application »](#)

[« Back to Associated Forms](#)

[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

Fire Safety Plan Review

### Application Information

#### PROJECT INFORMATION

Estimated Project Cost: 500000  
Estimated Capital Expenditures: 500000

[Edit](#)

#### FACILITY INFORMATION

Facility Type: College/University  
Fire Department: Moes Town

[Edit](#)

#### BFS PLAN REVIEW TYPE

Addendum / Bulletin: No  
Bulletin #:   
Clean Agent: No  
Consultation: No  
Construction Plans/Specs: Yes  
Door Locking: No  
Fire Alarm: No  
Hood Suppression: No  
Modification Request: No  
Sprinkler: No

[Edit](#)

#### PLAN REVIEW INFORMATION

New Building:   
Addition:   
Alteration:   
Construction Type:   
Number of Occupants:   
Area/Floor:   
Number of Floors:   
Sprinkler System:   
Sprinkler System Limited Area Description:

[Edit](#)

### Payment Method

#### PAYMENT METHOD

Payment Method: Paper Check

[Edit](#)

### Payment Amount

#### PAYMENT AMOUNT

Total Fee: \$800.00

[Edit](#)

### Attachment

[Edit](#)

Please read all instructions before uploading documents.

**Important note:** AutoCAD 2016 and newer version users will need to change their AutoCAD setting to "EPDFSHX=0" before saving and uploading a document.

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Revisions and resubmissions must match up exactly to the original submittal and file name, and contain the same page order. Do not reorder, extract, or insert pages in the middle of your corrected plan sets. Any pages added to the document set need to be after the final original page. Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review. If pages are removed from the scope of work, simply mark those pages accordingly. Do not remove any such pages. Resubmitting the pages in the original order ensures that the plan reviewers comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate and expedited document reviews.

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For more extensive instructions, click [here](#)

The maximum file size allowed is 100 MB.   
html,htm,xml,mhtml,xps are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BCC Plan Review will not allow new file upload after Issuance or Closure.

Name	Type	Description	Size	Document Status	Action	Latest Update	Status Date	Upload Date	Virtual Folders
Winterfell_map.pdf	Plans	Location map	65.36 KB	Uploaded	<a href="#">Actions</a>	03/22/2019	03/22/2019	03/22/2019	
Castle Black aerial.pdf	Plans	Plans for Review	8.46 MB	Uploaded	<a href="#">Actions</a>	03/22/2019	03/22/2019	03/22/2019	

[Continue Application »](#)

[« Back to Associated Forms](#)

[Save and resume later](#)

This will take you to a final review page.

Look over all information, make any edits, then click "Continue Application".

# Submitting a Facility for Plan Review

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

Create an Application Search Applications

**Plan Review**

1 Facility/Contact	2 Review	<b>3 Associated Forms</b>	4 Pay Fees	5 Record Issuance
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**Step 3 : Associated Forms**

Plan Review Forms

Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.

Added Items:

Fire Safety Plan Review Castle Black Vocational School	<a href="#">View</a>	<a href="#">Remove</a>
--	----------------------	------------------------

**Continue to Payment »**

Save and resume later

Back at the Associated Forms page, click "Continue to Payment"

# Submitting a Facility for Plan Review

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

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

## Step 3 : Receipt/Record issuance

### Receipt

Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.  
Once your application is approved you will be notified by the department.  
If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check.  
See invoice for mailing information.

[Print Plan Review Summary/Invoice](#)

3101 Technology BLVD, Lansing MI 48910

PR2019PR-00033



**Ignore this number**

[View Summary](#)

PR2019BFS-00028



**This is your BFS Project Number**

[View Summary](#)

[Print Plan Review Summary/Invoice](#)

You've successfully submitted a Facility for Plan Review.

At the bottom you will see two project numbers, one is a Parent Record (PR) and the other is the Bureau of Fire Services (BFS) project number.

**Only use the BFS project number when requesting status updates**

Select "Print Plan Review Summary/ Invoice" to generate an Invoice to submit your paper check.

Click on the Project Number to take you to the Project Records Page.

# Submitting a Facility for Plan Review

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

Create an Application Search Applications

Record PR2019BFS-000028:

Fire Safety Plan Review  
Record Status: Fees Due

[Add to cart](#)  
[Add to collection](#)

Record Info ▾

Payments ▾

Custom Component

Record Details

Processing Status

← Check project status

Documents

← Upload any additional documents

Inspections

Valuation Calculator

**Applicant:**

Mailing  
123456 N. King Road  
Up North, MI, 99999  
United States

**Project Description:**

Castle Black Vocational School  
New Construction Boys vocational school

► **More Details**

[Print Plan Review Summary/Invoice](#)

By selecting the Record Info Drop-Down Menu you will be able to:

- Check the Status
- Upload any additional

# Submitting a Facility for Plan Review



Jon Snow  
.

## INVOICE

Record Number: PR2019BFS-000028  
Record Date: 03/22/2019  
Facility Name: Castle Black Vocational School  
Facility County:  
Amount Due: \$800.00  
Payment Due Date: 04/21/2019

---

### INVOICE DETAIL:

Fire Safety Plan Examination Fee 253

### FEES:

\$800.00

### SKU CODE:

1003

**Total Amount Paid:**

**Total Balance Due:**

**\$800.00**

This is what your invoice should look like.

Make all checks or money orders payable to:  
**State of Michigan - LARA**

Mail checks to:

P.O. Box 30255  
Lansing, MI 48909

**RETURN COPY OF INVOICE WITH PAYMENT**