

Low Impact Registration Process

If you want to sell Low Impact Fireworks and have an Accela account, use this tutorial.

To get started go to:

<https://www.michigan.gov/bfs>

Then under **Quick Links**, click on **Accela Automation- Citizen Portal** on the right- hand side to start the application.

OR

Click here to get to:

[Accela
Automation
Citizen's Portal](#)

DEPARTMENT OF
LICENSING AND REGULATORY AFFAIRS

BUREAU LIST

SEARCH LICENSE TYPES

VERIFY A LICENSE

FILE A COMPLAINT

LARA NEWS RELEASES

FOIA REQUEST

LARA / BUREAU LIST / FIRE SERVICES

State Fire Marshal

Fireworks

Fire Fighter Training Division

Plan Review

Storage Tank Division

Field Services


NFIRS

MI Prevention

Marijuana Plan Reviews/Inspections

Fire Services

Welcome to the Bureau of Fire Services



Mission Statement

To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

Vision Statement

The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

Sign up here to receive GovDelivery announcements from the Bureau of Fire Services

View the GovDelivery Announcements

QUICK LINKS

Contact Us

Fire Service Directory

Forms

Public Acts and Administrative Rules

FOIA Request

BFS News Releases

Fire Services Related Links

Reporting and Notification of Hazardous Material Incidents

Accela Automation | Citizen Portal

Fireworks Complaint Hotline

Once on the Verify a License page, you will need to fill out:

User Name or E-mail:
&
Password:

Then click on:
Login >>

Verify a License

You must have an account to apply for or renew a license

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? [YES](#)

First Last or License #



Home

BCC Licenses

BCC Permits

Plan Review

Fire Services

OLSR

Advanced Search ▼

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?

To get started, select one of the services listed below:

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)

Once logged into
Accela, this will be
what the Home
screen looks like.

Click on:
Fire Services

Verify a License

****You must have an account to apply for or renew a license****

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? [YES](#)

[Home](#)[BCC Licenses](#)[BCC Permits](#)[Plan Review](#)[Fire Services](#)[OLSR](#)[Dashboard](#)[My Records](#)[My Account](#)[Advanced Search](#)

Hello,

Saved in Cart (0)

[View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)

[View Collections](#)

You do not have any collections right now.

Click on:

Create/Amend an
Application/Record

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

Create/Amend an Application/Record Search Applications

Records

Showing 1-10 of 30 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Facility/Cert./Record Number	Record Type	Description	Facility/Location Name	Address	Related Records	Status	Action
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Please review and accept the terms by clicking the box that says, **“I have read and accepted the above terms”**.

Then underneath that click **“Continue Application”**.

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

Create/Amend an Application/Record

[Search Applications](#)

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final 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.

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 control mechanisms for any purposes other than those required to perform

☒ I have read and accepted the above terms.

Continue Application »

To see all the options for
Low Impact Fireworks.

Click on:
Fireworks Low Impact

If you are unsure on what
Firework Type you should
apply for, please review
the next page.

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

[Create/Amend an Application/Record](#) [Search Applications](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type contact us.



Search

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▶ Fireworks Consumer
- ▼ **Fireworks Low Impact**
 - ☐ Low Impact Registration Permanent Structure
 - ☐ Low Impact Registration Temporary Structure
- ▶ Fire Safety Fees
- ▶ Field Services Facility Inspections
- ▶ FireServices

Continue Application »



Low Impact Fireworks:

Ground sparkling devices, ground based or handheld sparklers.

Low Impact Permanent Registration:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and that is intended to remain on the site for more than 180 consecutive calendar days.

Low Impact Temporary Registration:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



*****Low impact's must be registered
10 days prior to sales.*****

Fill out the location information for your Fireworks Facility.

Click on:
Continue Application

Low Impact Registration Permanent Structure

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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Step 1: Step 1 > Location

* indicates a required field.

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Location

* Street No.:

* Street Name:

Street Type:

* City:

* State:

* Zip:

County:

Township:

Clear

Continue Application »

Save and resume later

Now click on :

Select from Account

(Below the Certificate Holder)

&

Select from Account

(Below the Site Contact)

Once you have added your
contact's click on:

Continue Application

Step 2 : Step 2 > Page 1

Certificate Holder

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

Site Contact

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

Continue Application »

* indicates a required field.

Save and resume later

Fill out all the Application
Information.

Click on:
Continue Application

Low Impact Registration Permanent Structure

1 Step 1	2 Step 2	3 Step 3	4 Review	5 Pay
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Step 3 : Step 3 > Page 2

Application Information

APPLICATION INFORMATION

* Is the applicant a Sole Proprietorship:

☐ Yes ☐ No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

AA-1234567

* What is your current Michigan Sales Tax License Number:

AA-1234567

* What is your current Michigan Sales Tax License Expiration Date:

mm/dd/yyyy

* Business Name Listed on Sales Tax License:

* Fireworks Business Name/Doing Business As:

* At what address will you be storing fireworks (street, city, zip):

* What county will your retail sales be located:

* In which city, township or village will your retail sales be located:

Continue Application »

Save and resume later

Now that all the information has been filled out, you have time to review it and make sure it is correct. If you see any errors at this time you can click on the Edit button and make changes.

Low Impact Registration Permanent Structure

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: 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

Low Impact Registration Permanent Structure

Retail Sales Location Name

[REDACTED]

[Edit](#)

Retail Sales Location

[REDACTED]

[Edit](#)

Custom Fields

COPY INFO FROM ANOTHER RECORD

Copy Information From Previous Certificate/Registration: No

[Edit](#)

Certificate Holder

[REDACTED]

[REDACTED]

[Edit](#)

Site Contact

[REDACTED]

[REDACTED]

[Edit](#)



FIRE SERVICES

Once you are done reviewing your information.

Please review and accept the terms by clicking the box that says, **“By Checking this box, I agree to the above certification”**.

Then underneath that click **“Continue Application”**.

Application Information

APPLICATION INFORMATION

[Edit](#)

Is the applicant a Sole Proprietorship: No
What is your Federal Taxpayer Identification Number (if not applicable enter N/A): AA-1234567
What is your current Michigan Sales Tax License Number: AA-1234567
What is your current Michigan Sales Tax License Expiration Date: 12/31/2020
Business Name Listed on Sales Tax License: fireworks
Fireworks Business Name/Doing Business As: Firworks
At what address will you be storing fireworks (street, city, zip): 1245 Boom
What county will your retail sales be located: Ingham
In which city, township or village will your retail sales be located: Lansing

Owner/Cert Holder

OWNER/CERT HOLDER INFORMATION

[Edit](#)

First Name: Fireworks
Last Name: Rocks
Fireworks Business Name: Fireworks
Street Address 1: 12345 Fireworks
Street Address 2:
City: Lansing
State: MI
Zip Code: 48911
Phone: 517-251-4444
Email: fireworks@michigan.gov

Custom Lists

SALES REPORT INFORMATION

[Edit](#)

No Custom Lists data for the sub group above.

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: 01/16/2020

[Continue Application »](#)[Save and resume later](#)

Then you will want to click on:
Check Out

Low Impact Registration Permanent Structure

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: 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
	1	\$50.00

TOTAL FEES:: \$50.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Continue Shopping »

Then you will want to click on:
Check Out

***If you have more applications to
complete, then click on:

Continue Shopping

Then you will want to continue the
process again with next location you
may have. ***

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

[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. If you are unable to pay now see the Pay Later section below.

1

1 Application(s) | \$50.00
▶ Low Impact Registration Permanent Structure
20TMP-007957

Total due: \$50.00

Total amount to be paid: \$50.00
Note: Application fees are non-refundable.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Click on:
Pay by Electronic Check
Or
Pay by Credit Card
Click on:
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 electronic check

* Account Type:

☐ 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.

International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

Check Payment Screen

Depending if you clicked on Electronic Check or Credit Card these are the screens you will have. Fill out all the highlighted fields and then Click: **Next**

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

*Name On Account:

*Account Number:

*Re-Type Account Number:

*Routing Number:

*Account Type:

☒ Checking
 ☐ Savings

or

Credit Card Payment Screen

MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

To continue the payment process, click the "Next" button in the box below.

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

*Payment Amount: 50.00 USD

*Name on Card:

*Card Number:

*Expiration Date:

*Card Verification Value(CVV2):

Click:
Pay Now

Payment Review

MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.


If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address

Billing Address:

1000 Technology Way
Ann Arbor, MI 48106
734.769.1100
www.michigan.gov

Payment Method

Credit Card 
T
x1111 12/30

Payment Amount

Amount: 50.00 USD

Total: 50.00 USD

[Back](#) [Pay Now](#) [Exit](#)

Once you have paid it should take you back to Accela and give you a record number.
*Make sure to scroll to the bottom of the page to review the record number. *

10 days after you register your renewal your LP or LT number will switch from the status of “Renewal Received” to “Active” and you will then be able to sell Low Impact Product.

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

[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.

PLEASE READ THE FOLLOWING INSTRUCTIONS BASED ON WHICH ACTION YOU JUST PERFORMED:

LICENSE RENEWALS: If you did not submit payment for your license, please visit [MY RECORDS](#) to complete the renewal payment process. If you submitted payment, you will receive a copy of your license in the mail.

LICENSE APPLICATIONS: Your application will be reviewed. Please check [MY RECORDS](#) for updates regarding the status of this application. Once your application is reviewed you will be notified by the department.

LICENSE AMENDMENTS: Your license has been updated with requested changes.

Accela account once payment is posted.

Underground Storage Tank Registration: Changes/updates/renewals will be posted in your Accela account upon review by Division staff.

OLSR:
Your Land Corner Recordation Certificate has been received and will be reviewed. If an error is found, changes will be made to match the LCRC. If the LCRC is wrong, please call the office.

1001 BARNES ST, MASON MI 48854

LT00175

Copy
Record