



DEPARTMENT OF LICENSING & REGULATORY AFFAIRS
BUREAU OF FIRE SERVICES
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MAP AND DIRECTIONS:

The Bureau of Fire Services (BFS) is located at **611 W. Ottawa, 4th Floor Lansing, Michigan (zip code 48933)** If coming from south of Lansing you will get on 127 N and merge onto I-496 W via the exit on the left toward Downtown Lansing. Take exit 6 toward Walnut St./Pine St. Merge onto W. Saint Joseph St., Take the Walnut St. ramp and turn slight right onto S. Walnut St. Turn left onto W. Ottawa St. and 611 W. Ottawa is on the left.

If coming from the north on US-127 S take until you merge onto I-496 W. via Exit 77 toward Lansing/Downtown. Take Exit 6 toward Walnut St./Pine St. Merge onto W. St. Joseph St. Take the Walnut St. ramp and turn slight right onto S. Walnut St., turn left onto W. Ottawa St. 611 W. Ottawa St. is on the left.

If coming from the west merge onto I-196 East via the ramp on the left toward Lansing. Merge onto I-496 East via Exit 95 toward Downtown Lansing. Take Exit 6 toward Walnut St./Pine St Downtown Lansing. Merge onto W Malcom X St. and take the 1st left onto S. Walnut St. Turn left onto W. Ottawa St. 611 W. Ottawa is on the left.

If coming from the east off of 96W stay on that until you merge onto I-496 W via Exit 106B toward Downton Lansing. Take exit 6 toward Walnut St./Pine St. Merge onto W. Saint Joseph St. Take the Walnut St. ramp. Turn slight right onto S. Walnut St., turn left onto W. Ottawa St. 611 W. Ottawa is on the left.

Click [here](#) for a map to our Bureau.

DIVISIONS:

Administration:

The Office of the [State Fire Marshal](#), Deputy Director and [State Fire Safety Board](#). Also handles inquiries concerning Fire Safe Cigarettes.

- Main Telephone: (517) 241-8847 / Fax: (517) 335-4061
- State Fire Safety Board: (517) 241-8847
- Fire Safe Cigarettes: (517) 241-8847 / Fax: (517) 335-4061 / [E-mail: firesafecigarettes@michigan.gov](mailto:firesafecigarettes@michigan.gov)
- General Information: (517) 241-8847 / Fax: (517) 335-4061 / [E-mail: lara-bfs@michigan.gov](mailto:lara-bfs@michigan.gov)

Field Services/Fire Marshal Division:

The [Field Services/Fire Marshal Division](#) seeks to assure maintenance of fire safe conditions in state regulated facilities [through the inspection of all new c](#)onstruction, additions or renovations of existing facilities as well as annual inspections as required by licensing agreements.

- Detroit Field Office/Lansing Field Office/Child Care Section/Grand Rapids Field Office/Gaylord Field Office Telephone: (517) 930-5599

Click [here](#) for an inspection region map.

Bureau of Fire Services does inspections for camps childcare/daycare and juvenile facilities inspections. You can contact us at lara-BFS@michigan.gov.

Please direct inspection requests [to: bfsinspectionrequest@michigan.gov](mailto:bfsinspectionrequest@michigan.gov). Note: Inspections for nursing [home](#) inspections are conducted by the [Bureau of Community and Health Systems \(BCHS\)](#).



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Fire Fighter Training Division (FFTD):

The [FFTD](#) serves the training needs fire department and fire fighters throughout the state as well as oversees the Certified Fire Inspector Program. Also, the office of the Fire Fighter Training Council.

- Lansing Central Office Telephone: (517) 241-8847
- Escanaba Office Telephone: (906) 399-4399
- [E-mail: LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov)

Click [here](#) for a link to the FFTD map.

Fireworks Program:

The [Fireworks Program](#) regulates the sale and use of consumer-grade fireworks in the state of Michigan as outlined in [Public Act 256 of 2011](#).

- Telephone: (517) 335-4058
- Consumer Fireworks Applicants and Certificate Holders: [E-mail: fireworks@michigan.gov](mailto:fireworks@michigan.gov)
- Fireworks Appeals: [E-mail: fireworksappeals@michigan.gov](mailto:fireworksappeals@michigan.gov)

MI Prevention:

A [community risk reduction program that fosters collaborative relationships, implements education programs, and increases community outreach](#) in order to decrease the number of fire deaths, injuries, and property loss in Michigan.

- Telephone: (616) 250-4147 / [E-mail: pashkowskyk@michigan.gov](mailto:pashkowskyk@michigan.gov)

National Fire Incident Reporting System (NFIRS):

Through an automated reporting system, [NFIRS](#) collects accurate data of fire department activity in order to better understand the fire problem in Michigan and develop strategies to address these issues to increase safety.

- Telephone: (517) 241-0691 / [E-mail: nfirs@michigan.gov](mailto:nfirs@michigan.gov)



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Plan Review Division:

The [Plan Review Division](#) performs plan reviews of all new construction, additions or renovations of state regulated facilities as well as provides formal training for the fire service and constituents in the interpretation of the fire safety rules. The Division also oversees the certification of certified firms and qualified persons.

- Telephone: (517) 241-8847

To release plans to a field inspector, please submit an inspection request [to: bfsinspectionrequest@michigan.gov](mailto:bfsinspectionrequest@michigan.gov). Note: [Inspections for nursing home](#) inspections are conducted by the [Bureau of Community and Health Systems \(BCHS\)](#).

Bureau of Fire Services does inspections for camps childcare/daycare and juvenile facilities inspections. You can contact us at lara-BFS@michigan.gov.

Storage Tank Section:

The [Storage Tank Section](#) regulates both above and underground storage tanks, gas stations, trucking companies, generator tanks and any petroleum or hazardous substance tank over 110 gallons.

- Central Office Telephone: (517) 241-8847
- Billing & Invoices: Telephone: (517) 241-9486 / blockj@michigan.gov
- Financial Responsibility: Telephone: (517) 335-7260 / [E-mail: brittenj2@michigan.gov](mailto:brittenj2@michigan.gov)
- Tank Registrations and Removals: Telephone: (517) 335-7210/ [E-mail: stewardj@michigan.gov](mailto:stewardj@michigan.gov)
- Plan Reviews, Site Assessments, Variance Requests & Product Approvals:
 - Telephone: (517) 335-2137
 - [E-mail: tannerj@michigan.gov](mailto:tannerj@michigan.gov)
- Regions 1 Field Office Telephone: (989) 385-1162
- Regions 2 Field Office Telephone: (906) 235-5096
- Reporting and Notification of Hazardous Material Incidents: [E-mail: lara-ust-ast@michigan.gov](mailto:lara-ust-ast@michigan.gov) / Phone: 800-292-4706 for the Department of Environmental Quality's Pollution Emergency Alerting System

Click [here](#) for an inspection region map.



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FOIA REQUESTS:

Requests for public records under the Freedom of Information Act (FOIA) can be submitted to the Department Licensing and Regulatory Affairs (LARA) FOIA Coordinator. For more information or to access the Request for Public Records form, please visit the FOIA webpage at: <http://michigan.gov/lara/0,4601,7-154-72704-357923--,00.html>

Marijuana Unit:

The [Marijuana Unit](#) performs fire safety field inspections of all medical and adult-use marijuana licensed facilities. Fire Safety Plan Reviews are also performed for all Grow, Processor, Microbusiness and Designated Consumption Establishment Facilities. The Unit works with the Marijuana Regulatory Agency which is also part of LARA.

[Telephone: \(517\) 241-8847](tel:5172418847) / [Fax: \(517\) 335-4061](tel:5173354061)

[E-mail: LARA-BFS-Cannabis@michigan.gov](mailto:LARA-BFS-Cannabis@michigan.gov)

Manager	Fire Safety Inspectors – Marijuana Unit	
Brian Williams WilliamsB@michigan.gov	Jim Bradford BradfordJ@michigan.gov	Paul Dove DoveP1@michigan.gov
ph 517-241-9371 cell 517-230-5223	cell 517-582-1278	cell 517-582-1427
Plan Reviewers	John Hager HagerJ@michigan.gov	Melissa Bodnar BodnarM1@michigan.gov
Adam Dailide DailideA@michigan.gov	cell 517-582-1167	cell 517-643-4908
ph 517-335-4057	Don Carter CarterD25@michigan.gov	Ron Ryback RybakR@michigan.gov
Robert Stewart StewartR4@michigan.gov	cell 517-614-2410	cell 517-599-2872
Ph 517-241-0076	Caleb Hart	
Dept. Analyst	Hart7@michigan.gov	
Kathy Saba sabak@michigan.gov	Cell 517-648-5166	
ph 517-335-0371		



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MAILING ADDRESSES:

Please refer to the table below to help determine which address your correspondence should be sent to. ***For online payment options, refer to pages 5 and 6.***

Mailing address:	Items to be mailed:
LARA/Bureau of Fire Services Attn: (Insert Division Name) PO Box 30700 Lansing, MI 48909	<ul style="list-style-type: none"> • <u>General correspondence without payment</u> • Fireworks Citation Appeals (Attn: Violations Bureau/State Fire Marshal) • State Fire Safety Board Appeals • Fireworks Citation Appeals to MAHS
Mailing address:	Items to be mailed:
LARA/Bureau of Fire Services Attn: (Insert Division Name) 2407 N. Grand River Avenue Lansing, MI 48906	<ul style="list-style-type: none"> • Plans submitted to Plan Review • Check payments to Plan Review • <u>Fireworks Safety Fees send overnight mail</u> • <u>Overnight Fire Safe Cigarette Registration and Payment Processing</u>
LARA Attn: Cashiers Office UST/AST PO Box 30033 Lansing, MI 48909	<ul style="list-style-type: none"> • UST/AST Proof of Financial Responsibility • Payment to the Storage Tank Division
LARA/Bureau of Fire Services Attn: Fireworks Program PO Box 30642 Lansing, MI 48909	<ul style="list-style-type: none"> • Fireworks Safety Fees • Fireworks Citation Fines
LARA/BFS/Fire Safe Cigarette Program c/o LARA Office Services Mailroom P.O. Box 30015 Lansing, MI 48909	<ul style="list-style-type: none"> • Fire Safe Cigarette Registration and Payment Processing
LARA/Bureau of Fire Services Attn: (Insert Division Name)	<ul style="list-style-type: none"> • <u>Overnight packages only</u> • <i>Note: if payment is included, please submit online when able.</i>



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611 W. Ottawa St., 4 th Floor Lansing, MI 48933 <i>Note: There is not a mail receptacle located at this address.</i>	
LARA Attn: FOIA Coordinator Ottawa Building, 4 th Floor P.O. Box 30004 Lansing, MI 48909	<ul style="list-style-type: none"> • FOIA Requests

ONLINE PAYMENTS:

BFS is also pleased to offer several online payment options. Please refer to the list below.

Online Payment Link:	Payment Type:
https://aca3.accela.com/LARA https://www.thepayplace.com/mi/deleg/firesafetyfines	Plan Review Project and Inspection Fees 12-A Documentation Fee False Final Inspection Fees
	Fireworks Citation Fines
Online Payment Link:	Payment Type:
https://aca3.accela.com/LARA	Aboveground Storage Tanks registration fees
https://aca3.accela.com/LARA	Underground Storage Tanks Registration fees
www.michigan.gov/elicense	Hospital Bed Fees
https://aca3.accela.com/LARA	Fireworks Applications Fire Safety Fees (FSF)
www.michigan.gov/fscregistration	Fire Safe Cigarette Registration Fees