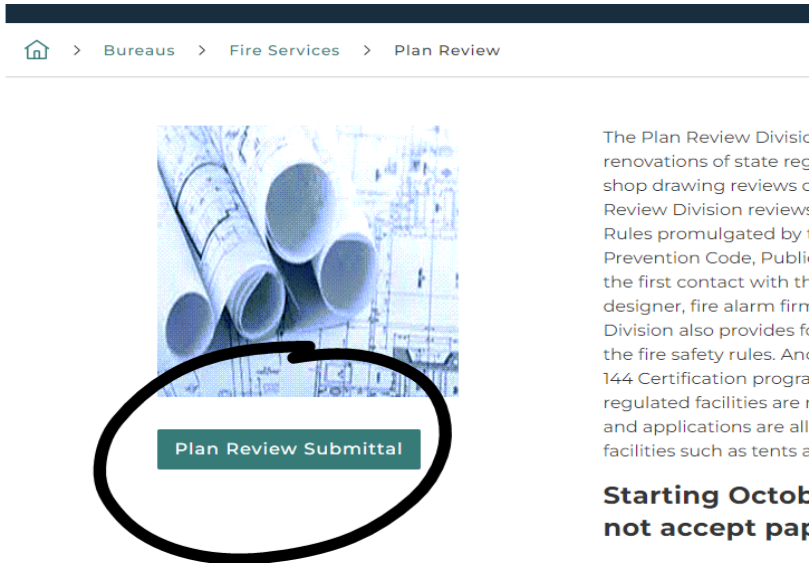


Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

1. From the plan review home page select “plan review submittal”



2. If you have not already created an account, select “create an account.”

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

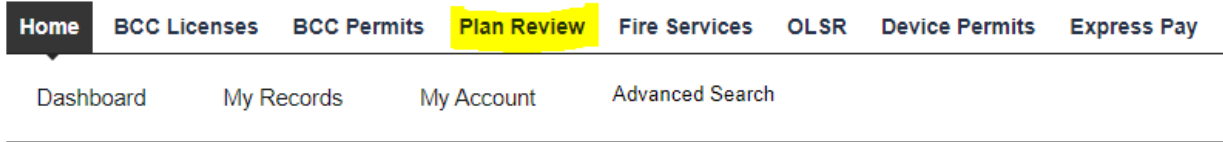
Not Registered?

CREATE AN ACCOUNT

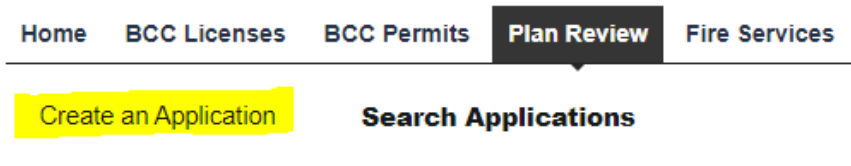
Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

3. Once logged in select "plan review"



4. Select "create an application"



5. Accept terms and select "continue application"

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

BCC at: BCCplanreviewcodemail@michigan.gov

BFS at: BFSPlanReview@michigan.gov

HFES at: LARA-BCHS-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 control mechanisms for any purposes other than those required to perform authorized data exchange with LARA. Logon IDs and passwords are never to be shared. Systems

I have read and accepted the above terms.

[Continue Application »](#)

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

6. Drop down “plan review application” and select “Bureau of Fire Services Plan Review Application” and then “continue application”

Select a Record Type

- ▶ Barrier Free Exception Request
- ▶ Compliance Assurance
- ▼ Plan Review Application
 - Bureau of Construction Codes Plan Review Application
 - Bureau of Fire Services Plan Review Application
 - Health Facilities Plan Review Application
- ▶ Mobile Home Park Permit to Construct

Continue Application »

7. Project information requires the facility name and a brief but detailed description. Can be 1-3 sentences.

Project Information

* Facility Name /
Project / Park Name /
Plant Location: ?

Test Child Care Center

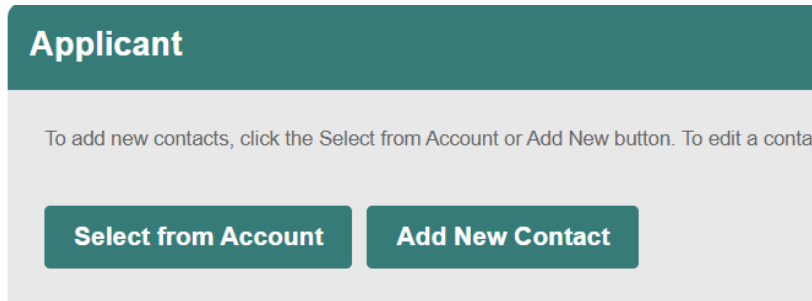
* Detailed Description: ?

Test child care center submitting a plan review for opening a new child care center license.

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

8. Add yourself as a contact in the applicant section

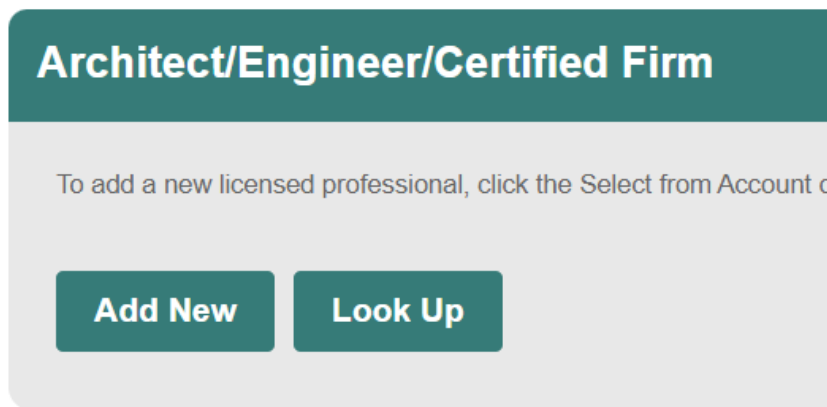


Applicant

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

Select from Account **Add New Contact**

9. If you're using an architect, put their information in the architect/engineer/certified firm section

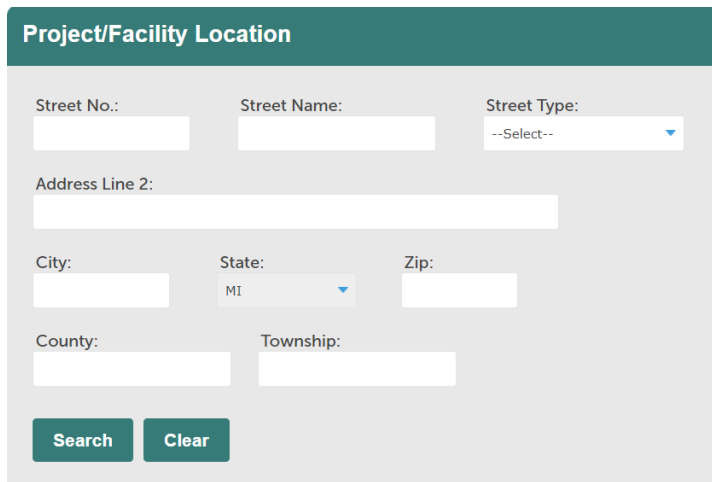


Architect/Engineer/Certified Firm

To add a new licensed professional, click the Select from Account or Add New button.

Add New **Look Up**

10. Enter the address of the facility in the project/facility location section



Project/Facility Location

Street No.: Street Name: Street Type:

Address Line 2:

City: State: Zip:

County: Township:

Search **Clear**

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

11. If you spent or are spending more than \$15,000 on renovations or construction you are required to use an architect to submit your drawings. For facility type select "child care center" and the fire department city name in which your facility is located. If you are not sure of amounts you can put "zero".

Application Information

PROJECT INFORMATION

* Estimated Project Cost: \$

* Estimated Capital Expenditures:

FACILITY INFORMATION

* Facility Type:

Fire Department:

If your child care center is in a K-12 school building, you will select school under the facility type

FACILITY INFORMATION

* Facility Type:

Fire Department:

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

12. For review type, select “construction plan/specs”. Other review types require separate applications.

BFS PLAN REVIEW TYPE	
Addendum / Bulletin:	<input type="checkbox"/>
Clean Agent:	<input type="checkbox"/>
Consultation:	<input type="checkbox"/>
Construction Plans/Specs:	<input checked="" type="checkbox"/>
Door Locking:	<input type="checkbox"/>
Fire Alarm:	<input type="checkbox"/>
Hood Suppression:	<input type="checkbox"/>
Modification Request:	<input type="checkbox"/>
Sprinkler:	<input type="checkbox"/>

13. For the plan review information, complete what you know. It is ok if spaces are left blank.

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"/>

14. For number of licensed children, put the number of “capacity requested” you entered on your application. Your consultant will determine the final number during their on-site inspection.

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

Child Care Center

Child Care Center

* Number of Licensed Children:

15. Do not complete the sections “child caring institution” or “children’s camp or adult foster care camp”

16. Plan reviews are free. You must select “paper check”

Payment Method

PAYMENT METHOD

* Payment Method:

17. You will notice the fee is \$0. Select “continue application”

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

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

Total Fee:

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](http://michigan.gov)

18. Next is uploading your plan review drawing/s. Click on the box to upload document/s. If you have an architect, they are required to submit the blueprints through their portal.

* indicates a required field.

Digital Projects Uploads

[Submission Package](#) [Files](#) [Comments](#) [Approved Plans / Documents](#) [Help](#)

Status: **NOSTATUS** [View Submission Standards](#)

i Upload files. The following Document Types must be uploaded for this permit application: • **Plans**

Submission Package Description*
Submission Package 1

↑ Drag files here to upload or click to select files

Cannot exceed 140Mb. Allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDG,GIF,HDP,HTM,HTML,,JP2,JPC,JPEG,JP...

19. Click on continue application. This is the final review of your application to make sure no edits are needed. Once clicking “continue application” from this screen your application will be submitted.

20. Your record number will be generated at the bottom

[Print Plan Review Summary/Invoice](#)

105 ALLEGAN ST, LANSING MI 48933

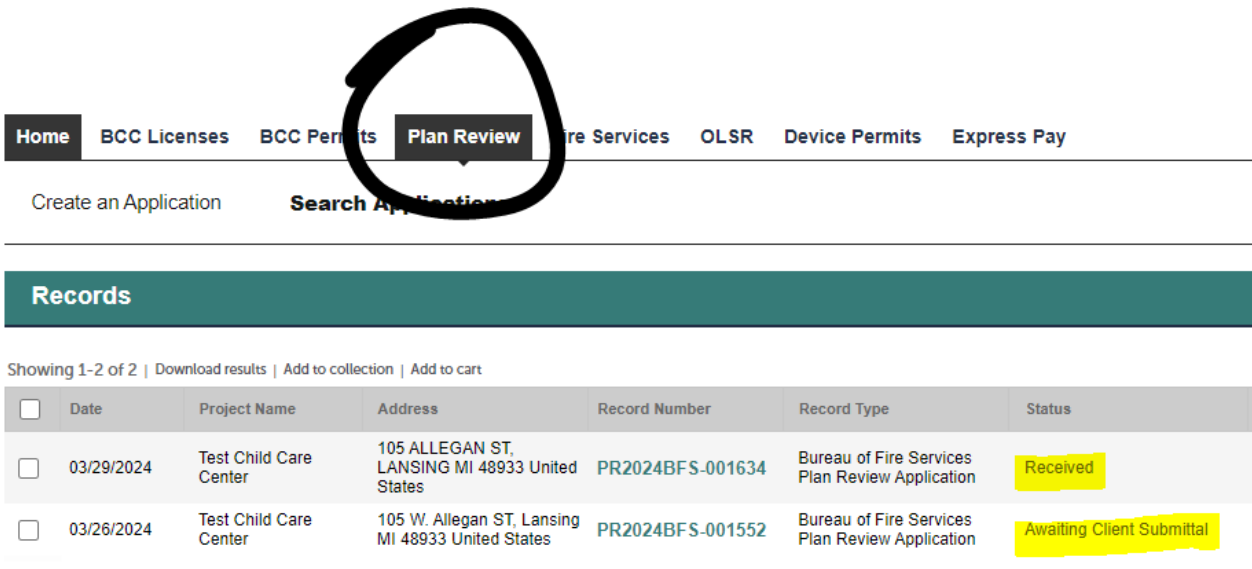
PR2024BFS-001634

[View Summary](#)

21. To view your application and status, click the “plan review” button at the top near the home button.

Child Care Center Plan Review Submittal Process

[Plan Review \(michigan.gov\)](https://michigan.gov)



The screenshot shows the Michigan.gov website navigation bar with the following items: Home, BCC Licenses, BCC Permits, Plan Review (highlighted with a black circle), Fire Services, OLSR, Device Permits, and Express Pay. Below the navigation bar are links for 'Create an Application' and 'Search Application'. A 'Records' section is visible, showing a table of records with columns for Date, Project Name, Address, Record Number, Record Type, and Status. Two records are listed, both for 'Test Child Care Center' projects.

<input type="checkbox"/>	Date	Project Name	Address	Record Number	Record Type	Status
<input type="checkbox"/>	03/29/2024	Test Child Care Center	105 ALLEGAN ST, LANSING MI 48933 United States	PR2024BFS-001634	Bureau of Fire Services Plan Review Application	Received
<input type="checkbox"/>	03/26/2024	Test Child Care Center	105 W. Allegan ST, Lansing MI 48933 United States	PR2024BFS-001552	Bureau of Fire Services Plan Review Application	Awaiting Client Submittal

22. A plan reviewer from BFS will contact you if more information is needed. Once plans are accepted your case will be sent to the fire inspector who will then reach out to schedule your on-site fire inspection.