

Directions for Using Online Permitting

General

- Permit must be for “simple” projects only. Projects that do not require plans to be reviewed.
- Permit must be located in State of Michigan enforcement area. Check BCC Statewide Jurisdiction List at:
http://www.michigan.gov/documents/dleg/dleg_bcc_statewide_jurisdiction_list_241251_7.pdf
- Payment must be made with Visa or MasterCard. Fee will be the permit fee plus \$5.00 plus 10% of the permit fee.

Sign on to the Accela Citizens Access web site by:

- accessing the Michigan Department of Licensing and Regulatory Affairs web site at
<http://www.michigan.gov/bccpermits>

Scroll down and choose Apply for a Permit.

First Time Users

Select *Apply for a Permit*

- Register by selecting **Register Here**
- Complete the entire form, select Proceed (**Mobile Home Installers enter MHINSTALLER (all uppercase) for the Business Name; Homeowners enter HOMEOWNER (all uppercase) for the Business Name, Telecommunication Installers enter TELECOMMUNICATION (all uppercase) for the Business Name**)
- Read Privacy Statement, select Proceed
- Read Terms and Conditions, select I Agree or I Disagree
- Review Registration Confirmation Page, select Proceed

Step 1 of 7: Site Address page

- Street number - If number has not been assigned to property use 99999 (lot # or section # required in Step 3)
- Direction – Select from drop down list
- Street Name
- County – Select from drop down list
- City and Community – Select from drop down list
- Select Next

Step 2 of 7: Legal Declaration

- This is considered signing your permit
- Select Agree or Disagree

Directions for Using Online Permitting

License Number

- Add License Number (add/modify)
 - Contractors enter contractor license number (**do not use dashes**)
 - Mobile Home Installers must enter:
 - Electrical permit – 61MHINSTALLER (all uppercase) or
 - Mechanical permit – 71MHINSTALLER (all uppercase) or
 - Plumbing permit – 80MHINSTALLER (all uppercase)
 - Homeowners must enter:
 - Electrical permit – 61OWNER (all uppercase) or
 - Mechanical permit – 71OWNER (all uppercase) or
 - Plumbing permit – 80OWNER (all uppercase)
 - Telecommunication Installers must enter:
 - Electrical permit – 61TELECOM (all uppercase)
- Select License Type from drop down list
 - Mobile Home Installers must select:
 - Electrical permit – 61MHINSTALLER Elec or
 - Mechanical permit – 71MHINSTALLER Mech or
 - Plumbing permit – 80MHINSTALLER Plmg
 - Homeowners must select:
 - Electrical permit – 61HOMEOWNER Elec
 - Mechanical permit – 71HOMEOWNER Mech
 - Plumbing permit – 80HOMEOWNER Plmg
 - Telecommunication Installers must enter:
 - Electrical permit – 61TELECOM Elec
- Select Add
- Select Continue
- Select Continue

Step 3 of 7: Permit Type

- Description of work to be performed (this field is required) i.e.,
 - New
 - Remodel
 - If plans have been submitted: plan review submission number, date submitted, and brief description
 - If no street number is available enter Lot # or Section #
 - Mobile Home Installers must enter their license number
- Select Permit Type drop down list
- Select Permit Sub Type from drop down list
- Select Next

Step 4 of 7: Work Items

- Answer all Yes/No questions
- Complete all applicable Work Items (Minimum Work Item requirements will be pre-populated based on the type of permit selected. The quantity of these items may be increased.)
- Select Next

Directions for Using Online Permitting

Step 5 of 7: Review Application

- Review what you have selected for the permit
 - If changes are needed use your back button to go back and change the work items
 - If everything is correct select Process Permit

Step 6 of 7: Payment

- Complete required fields
- Select Submit

Step 7 of 7: Issuance

- Write down permit number and inspector's telephone number or select View printable permit (print the permit from this site)

Work may now be started. When ready for inspection call the inspector's number printed at the bottom of the permit.

Registered users

Select *Apply for a Permit*

Login using your e-mail address and password

Step 1 of 7: Site Address page

- Street number - If number has not been assigned to property use 99999 (lot # or section # required in Step 3)
- Direction – Select from drop down list
- Street Name
- County – Select from drop down list
- City and Community – Select from drop down list
- Select Next

Step 2 of 7: Legal Declaration

- This is considered signing your permit
- Select Agree or Disagree

License Number

- Add/modify license information if necessary, otherwise select Continue

Directions for Using Online Permitting

License Number

- Select License Type from drop down list (Permits must be obtained separately)
 - Mobile Home Installers must select:
 - Electrical permit – 61MHINSTALLER Elec or
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 - Plumbing permit – 80MHINSTALLER Plmg
 - Homeowners must select:
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 - Mechanical permit – 71HOMEOWNER Mech or
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 - Telecommunication Installers must select:
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- Select Continue

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