

# Low Impact Renewals

If you have submitted a registration in years past and want to register that same location for another year, you may renew your registration on January 1<sup>st</sup> of the year you are renewing.

To get started you will want to go to:  
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal**

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 you click on the Accela Link, you will need to fill out:

User Name or E-mail:  
&  
Password:

Then click the Login button.

Announcements  Accessibility Support Register for an Account [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**

[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:

Remember me on this computer


[Login »](#)

[I've forgotten my password](#)  
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Click on:  
**Fire Services**

Announcements Logged in as: [redacted] Collections (0)  Cart (0) Account Management Logout

### 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, [redacted]

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.

Work in progress  [View All Records](#)

Now you will see all the Records in your account. Look for the Registration you want to renew.

Click on:  
**Renew Application**

11/30/2020 **LP00115**

Low Impact  
Registration  
Permanent  
Structure

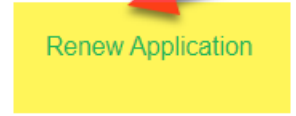
t

United  
States

0

laduk1vm Expired

[Renew Application](#)



### Step 1:

Will auto populate the facility address. If you have a different address, then what appears on your registration that is being renewed, you will have to complete a new application.

#### Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

#### Step 1 : Step 1 > Page 1

\* indicates a required field.

#### Facility Address

This address is from your registration, it cannot be changed. If your registration address has changed, you will need to submit a new application.

* Street No.:	* Street Name:	Street Type:
<input type="text" value="123456"/>	<input type="text" value="T"/>	<input type="text" value="ST"/>
* City:	* State:	* Zip:
<input type="text" value="MASON"/>	<input type="text" value="MI"/>	<input type="text" value="48854"/>
County:	Township:	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Clear"/>		

### Step 1 (continued):

If you have a new contact that you would like to add to the account.

You may add an additional Contact at this time.

### Applicant

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

#### Tori LaDuke

Email:

Address:

City:

State/Province:

Zip/Postal Code:

Phone:

Fax:

[Edit](#) [Remove](#)

#### ▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Action
--	--------------	-----------	---------	--------

No records found.

Step 1 (continued):

Application information will auto populate.

The only entry you will have to complete is your Michigan Sales Tax License Expiration Date.

### 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):

45-1234567

\* What is your current Michigan Sales Tax License Number:

? 45-1234567

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

12/31/2021



\* Business Name Listed on Sales Tax License:

T

\* Fireworks Business Name/Doing Business As:

T

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

T

\* What county will your retail sales be located:

MIT

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

Lansing



### Step 2:

Review all the information for the location that you are renewing.

Click on:  
Continue Application

### Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
----------	----------	------------	-------------------

### 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

#### Fireworks Low Impact Renewal

##### Facility Address

123456 tech

[Edit](#)

##### Applicant

Individual

Phone: [redacted]

[Edit](#)

##### Application Information

###### APPLICATION INFORMATION

Is the applicant a Sole Proprietorship: No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A): 45-1234567

What is your current Michigan Sales Tax License Number: 45-1234567

What is your current Michigan Sales Tax License Expiration Date: 12/31/2021

Business Name Listed on Sales Tax License: [redacted]

Fireworks Business Name/Doing Business As: [redacted]

At what address will you be storing fireworks (street, city, zip): [redacted]

What county will your retail sales be located: [redacted]

In which city, township or village will your retail sales be located: [redacted]

[Edit](#)

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
---	----------	----------	----------	------------	-------------------

#### 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		
<b>1 Application(s)   \$50.00</b>		
▶ 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:  
**Electronic Check**  
Or  
**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 on if you clicked on Check or Credit Card these are the screens you will have. Fill out all the fields and then Click: **Next**

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*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.

---

**Payment Method**

\*Name On Account:

\*Account Number:  What's This?

\*Re-Type Account Number:

\*Routing Number:  What's This?

\*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](mailto:noreply@fiserv.com).

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

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

---

**Payment Details**

\*Payment Amount: 50.00 USD

---

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date:

\*Card Verification Value(CVV2):  What's This?

Click:  
**Pay Now**

### MI Accela LARA

ay Now" in the box below.

irmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

Address
Billing Address: [Redacted]
Payment Method
Credit Card  [Redacted]
Payment Amount
<b>Amount:</b> 50.00 USD
<b>Total:</b> 50.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>



Once you have paid it should take you back to Accela and give you a record number. You have completed the application process.

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.

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.**