

Macomb County, MI

**Macomb County Plan Review and Permit Portal
User Guide**

v21.3

PREPARED FOR:



Contents

- Introduction..... 3
- Login..... 4
- Applying for a Plan Review 5
 - Step 1: Site Information..... 7
 - Step 2: Applicant 8
 - Step 4: Documents..... 12
 - Step 5: Review 16
 - Step 6: Pay Fees 18
 - Step 7: Record Issuance..... 20
- Home 21
 - Dashboard 21
 - My Records 22
 - My Account (Viewing and managing account information)..... 23
- Public Works 24
- Record Information..... 25
 - Record Details 26
 - Processing Status..... 30
 - Related Records..... 31
 - Project Document..... 32
- Paying Fees Due..... 33
- Resume Application 35
- Request an Inspection 36
- Collection..... 51
- Application Messages 53
- General Search 57
 - General Search 57
 - Search by Address 58
 - Search by Licensed Professional Information..... 58
 - Search by Record Information 58
 - Search by Trade Name 59
 - Search by Contact..... 59
- Related Documents..... 60

Introduction

The purpose of this document is to provide an overview of the Macomb County Public Works Plan Review and Permit Portal and to help customers get started using the system by providing step-by-step instructions for:

- Logging into the system
- Applying for a Plan Review
- Review Project Information

For more information visit Public Works Office web site at <https://publicworks.macombgov.org/index.php/PublicWorks-Home>

Login

1. Access the [Macomb County Plan Review and Permit Portal](https://aca-prod.accela.com/macomb) at: <https://aca-prod.accela.com/macomb>
2. Enter **User Name** or **E-Mail**, and **Password**, then click **Login**.

Home Public Works

User Name or E-mail: Password:

Login »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

3. Click on **Public Works** tab.

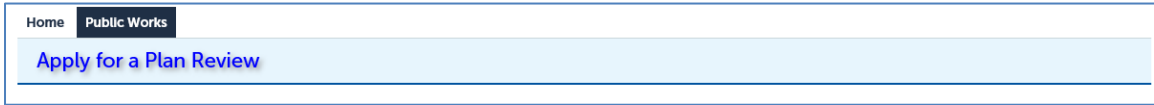
Home **Public Works**

Dashboard My Records My Account

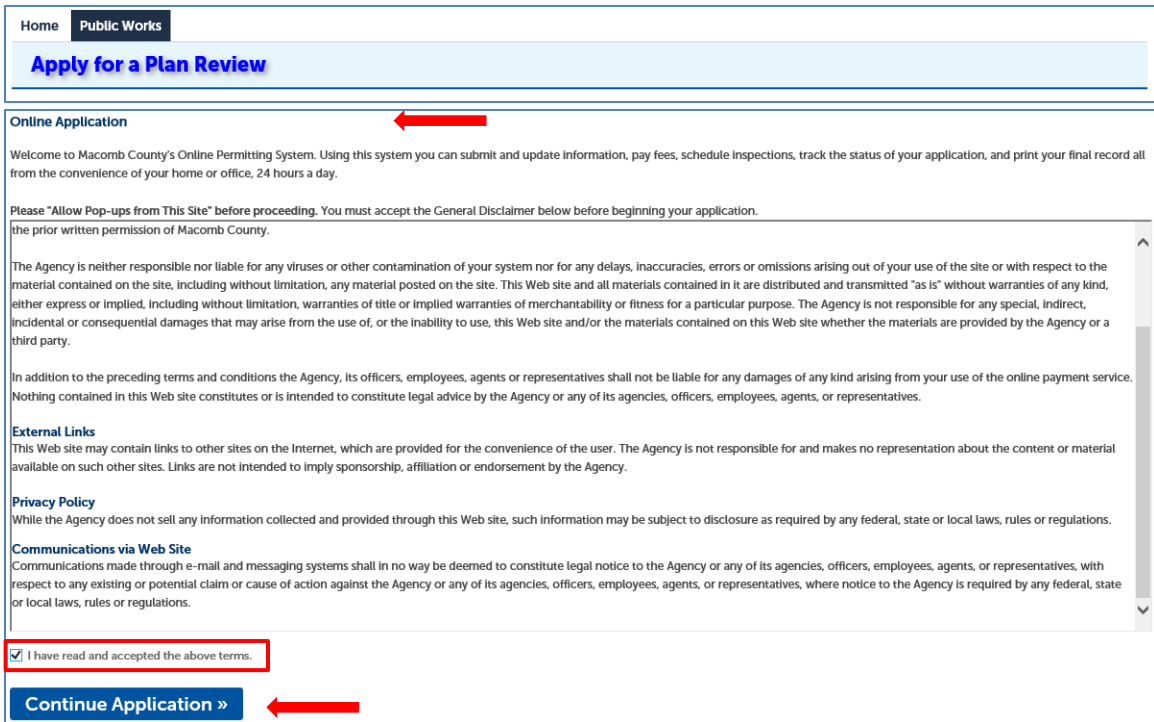
Hello, Tester1030 TestACA

Applying for a Plan Review

1. Click on **Apply for a Plan Review**.



2. Once you have read and agree to the terms, please check on **"I have read and accepted the above terms"**. Then click on **Continue Application**.



3. Click one of the three **Plan Review** options below. Then click **Continue Application**.

Home **Public Works** Env Health

[Apply for a Plan Review](#)

Select a Plan Review Type

Choose one of the following available review types.
There are three plan review options. Please read the descriptions and select the application type that matches your project.
For assistance or to apply for a record type not listed below please contact us at:

- Soil Erosion Department 586-469-5327
- Drain Department 586-469-5910

All Other Reviews
This review is for all types of residential developments (subdivisions, manufactured home community and multi-family developments), commercial/industrial projects, infrastructure projects, utility projects, drain projects, non-residential fill, wetland mitigation, etc.

Minor Project Review
This review is for residential home additions, residential in-ground pools/ponds, residential/rural fill projects, garages/pole barns, and seawalls.

Single Family Review
This review is only for new single family residential homes.

▾ **Plan Review**

- All Other Reviews
- Minor Project Review
- Single Family Review

Continue Application »

Step 1: Site Information

1. Enter the **Parcel Number** and click **Search** to pull property information into the system from GIS. The associated addresses will automatically populate.

Home **Public Works** Env Health

[Apply for a Plan Review](#)

All Other Reviews

1 Site Information	2 Applicant	3 Additional Information	4 Documents	5 Review	6
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Step 1: Site Information > Address & Parcel

What will you need to complete this application?

- Signed Soil Erosion application
- Full set of sealed Civil Plans for the proposed project
- Any other supporting documents (State permits, federal permits, etc.)
- Drain review payment

What is the application process?

1. Review application submittal starts the review process
2. Pay drain review fee if it applies to your project
3. Initial review will be approved or revisions requested (review process starts over)
4. When approved the permit will be processed
5. Make a payment for permit online
6. Permit issued
7. Download and print permit online

You may follow the review process online and check your email for review/permit status updates from noreply@macombgov.org

Who can you contact for help submitting this application?

- Soil Erosion Department 586-469-5327
- Drain Department 586-469-5910

Please enter your Parcel Identification (PIN #), Tax ID number, and address here. If you need help finding this information please use the following link to the Macomb County GIS flex viewer to locate your property information. <http://gis.macombgov.org/flexviewer2/>

* Indicates a required field.

Parcel

Please enter your Parcel Identification (PIN #) or Tax ID number.
Make sure that the Parcel Number follows the following character structure: xx-xx-xxx-xxx
If you need help finding this information please use the following link to the Macomb County GIS flex viewer to locate your property information.
<http://gis.macombgov.org/flexviewer2/>

* Parcel Number:

PLAT: Lot:

* Community:

Project Property Address

When entering the name of the street please do not use any suffix's (ex. Drive, Road, Lane, Etc.) If the street is classified as Court, use the Ct. designation

* Street No.: * Street Name:

* City: * State: * Zip:

Note

- If there are multiple addresses associated with a parcel, select appropriate address for your site then click **Select**.

2. Select **Community** from drop down list.

Parcel

Please enter your Parcel Identification (PIN #) or Tax ID number.
Make sure that the Parcel Number follows the following character structure: xx-xx-xxx-xxx
If you need help finding this information please use the following link to the Macomb County GIS flex viewer to locate your property information.
<http://gis.macombgov.org/flexviewer2/>

* Parcel Number:

PLAT: Lot:

* Community:

Note

- The community is a required field and must be selected after **Search**.

3. To go to the next step, click **Continue Application**. If you wish to save and continue later, click **Save and resume later**.

Step 2: Applicant

1. Add Applicant information can be completed two (2) ways; **Select from Account** or **Add New**, then click **Continue Application**.

All Other Reviews

1 Site Information 2 Applicant 3 Additional Information 4 Documents 5 Review 6

Step 2: Applicant > Project Contacts

If you wish to make changes to contact names or addresses in your user account, use the edit link after selecting from your account. The edit link can be used for Applicant, Landowner, and Responsible Party information.

* Indicates a required field.

LANDOWNER

Please enter the name of the current owner of the property where the construction is taking place. If you are pulling this permit on behalf of the landowner a Letter of Authorization needs to be uploaded.

Note:

- To add new contacts, click the **Select from Account** or **Add New** button. To edit a contact, click the **Edit link**.
2. When clicking **Select from Account**, the account will automatically populate with the current user or the associated property owner.

All Other Reviews

1 Site Information 2 Applicant 3 Additional Information 4 Documents 5 Review 6

Step 2: Applicant > Project Contacts

If you wish to make changes to contact names or addresses in your user account, use the edit link [after selecting from your account](#). The edit link can be used for Applicant, Landowner, and Responsible Party information.

* indicates a required field.

LANDOWNER

Please enter the name of the current owner of the property where the construction is taking place. If you are pulling this permit on behalf of the landowner a Letter of Authorization needs to be uploaded.

✔ Contact added successfully.

Thida Mc
MCIT Company
 thida.mcbratnie@macombgov.org
 Telephone: 586-921-4665
 Alternate:
 Mobile Phone: 555-222-8888
 Fax:
[Edit](#) [Remove](#)

- You may add multiple review contacts. If you wish to add another contact click **Add New** on the Applicant section. The **Contact Information** screen will display. Fill in all required fields and click on **Continue** button.

Contact Information ✕

First: Last:

Name of Business:

Country:

Address Line 1:

City:

State:

Zip:

* Phone 1: Phone 2: Phone 3:

Fax:

* E-mail:

Continue **Clear** Discard Changes

- 4. A message “**Contact added successfully**” displays once the contact’s information has been added. Click on **Continue Application** to continue the process.

APPLICANT

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

✔ **Contact added successfully.**

Jessica Happy
Public Works Office
public.works@macombgov.org
Telephone:586-469-5325
Alternate:
Mobile Phone:
Fax:
[Edit](#) [Remove](#)

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

Step 3: Additional Information

- 1. Complete the required fields on **Plan Information**, **Drain Information**, and **Soil Erosion Information** then click **Continue Application** to continue the process.

All Other Reviews

1 Site Information 2 Applicant 3 **Additional Information** 4 Documents 5 Review 6

Step 3: Additional Information > Project Details

If you need help finding information on natural features like water courses, elevations, and soil types, please use the following link to the Macomb County GIS flex viewer to locate your property information: <http://gis.macombgov.org/flexviewer2/>

* indicates a required field.

Plan Information

PLAN INFORMATION

* Select the City, Village or Township where this work is being performed: --Select--

* Please select an option for Drain Review: ? --Select--

Drain Information

Drain Information

Enter the total area of the site in acres:

Enter the total developed area in acres:

Number of Taps:

Number of Crossing:

Description of Drain Permit:

[spell check](#)

Soil Erosion Information

Soil Erosion Data

Approximate Start Date:

Approximate Completion Date:

Enter the soil types at the job site: ?

[spell check](#)

Gross Acreage Disturbed in Acres: ?

How far is your property from the nearest river, lake, stream or wetland?: ?

What is the name of the nearest river, lake, stream?: ?

* Plan Type: ?

The type of work taking place on your property: ?

Other Construction taking place on your property: ?

[spell check](#)

Save and resume later
Continue Application »

Note

- If you select "OTHER" on "The type of work taking place on your property" dropdown, then it is required to enter the value on "Other construction taking place on your property" field.
- To view instruction of each, click on question mark (?)

Plan Information

PLAN INFORMATION

* Select the City, Village or Township where this work is being performed:

* Please select an option for Drain Review: ?

Drain Information

Drain Information

Enter the total area of the site in acres:

Enter the total developed area in acres:

Number of Taps:

?
Help
X

Choose a selection based on the following:

No Drain Impacted

- No county drain or easement within the parcel limits.
- No direct discharge to a county drain

Drain Review

- If there is a county drain or easement within the parcel limits.
- If you directly discharge to a county drain
- If you indirectly discharge to a county drain.
- If your project does not impact a county drain but documentation is required by the community.

Step 4: Documents

1. To upload the **attachment/document**, click **Add**.

Home Public Works Env Health

[Apply for a Plan Review](#)

All Other Reviews

1 Applicant 2 Applicant 3 Additional Information 4 Documents 5 Review 6 Record Issuance

Step 4: Documents > Project Documents * indicates a required field.

Project Documents

File names must not exceed **50 characters** including spaces. File names that are over 50 characters in length cannot be uploaded and will be removed from the upload list shortly after saving. Please rename file names to be less than 50 characters.

- Plans (APP_Plans) are required to submit an application
- Documents must be in PDF format to upload
- File may not exceed 100MB
- All documents must be scanned documents
- Architectural plans will not be accepted
- All plans must be sealed
- APP_Letter_Of_authorization is needed if you are signing on behalf of the property landowner
- APP_Application is the signed Soil Erosion application
- APP_Other_Supporting_documentation is any other supporting documentation you have that may be useful in reviewing your project (ex. photos, EGLE permit and maps)

Don't forget to click save after you add your document!

Name	Type	Size	Latest Update	Action
No records found.				

Add

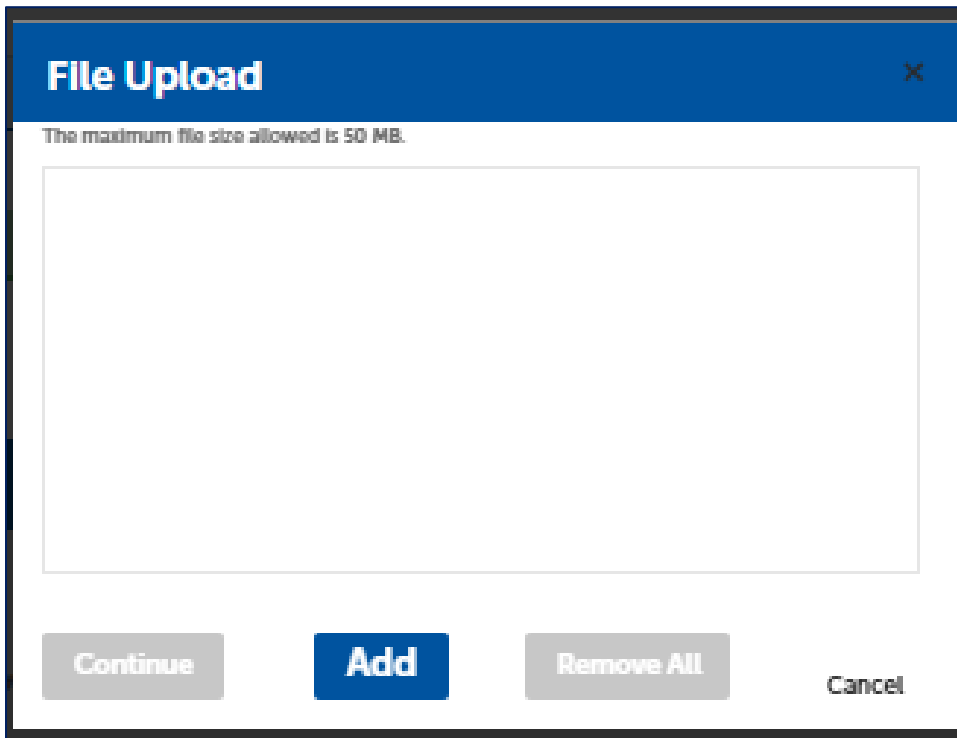
Detail Information

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

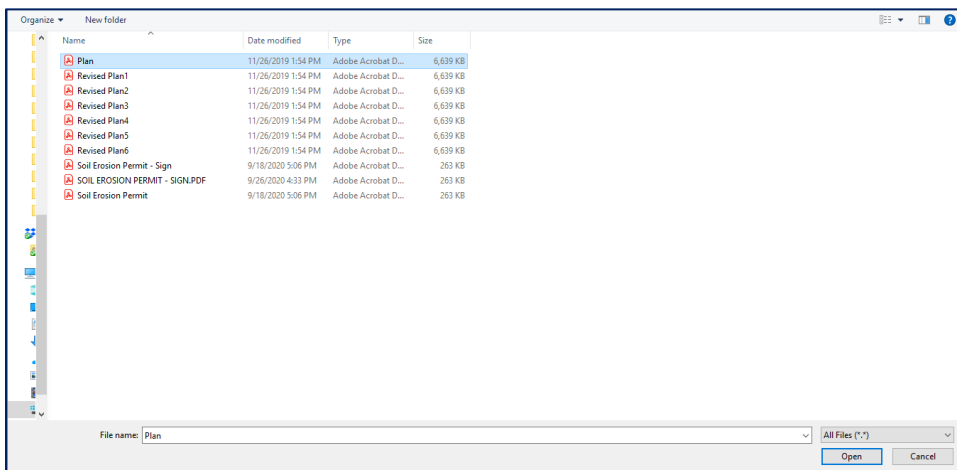
Note

- File names length must not exceed 50 characters including spaces.
- Plans (APP_Plans) are required to submit an application.
- Documents must be in PDF format to upload.
- File may not exceed 100MB.

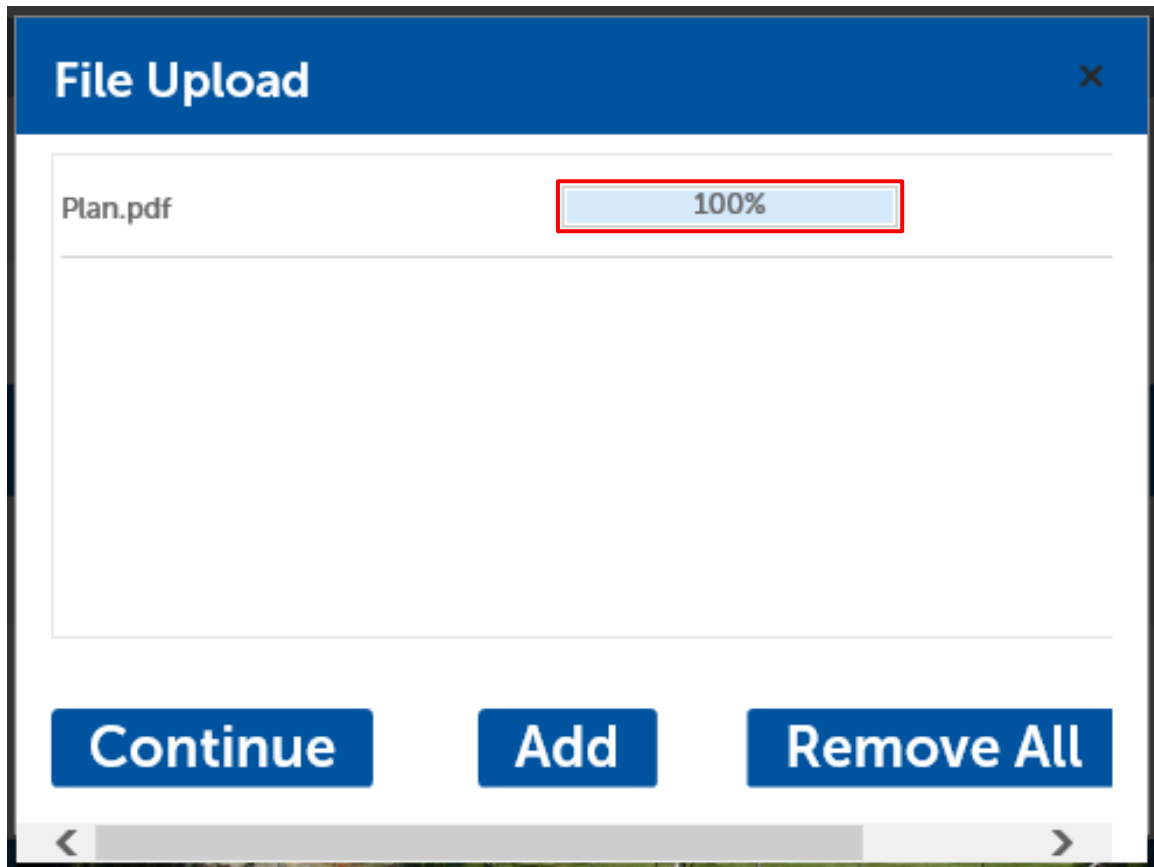
- 2. The File Upload screen displays, click **Add**.



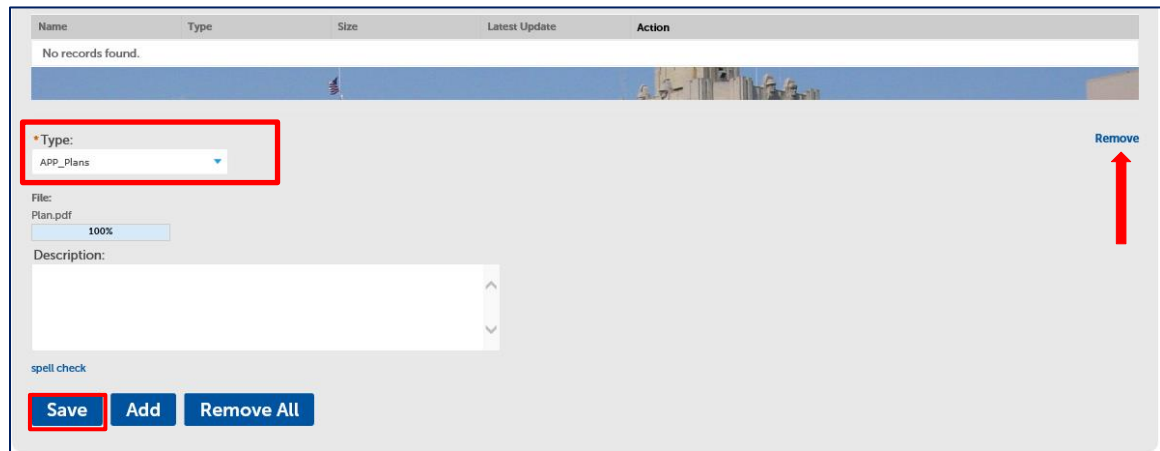
- 3. Choose the file and click **Open**.



- 4. Verify the **File Upload** progress is at 100% before **click Continue**.



- 5. Choose the document **Type**, enter description (optional), then click **Save**.



Note

- To remove a document, click **Remove**.

- A message “**The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.**” when documents have been successfully uploaded. Click **Continue Application** to continue the process. If you wish to save and continue later, click **Save and resume later**.

Home
Public Works
Env Health

[Apply for a Plan Review](#)

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

All Other Reviews

1
2 Applicant
3 Additional Information
4 Documents
5 Review
6 Record Issuance

Step 4: Documents > Project Documents * indicates a required field.

Project Documents

File names must not exceed **50 characters** including spaces. File names that are over 50 characters in length cannot be uploaded and will be removed from the upload list shortly after saving. Please rename file names to be less than 50 characters.

- Plans (APP_Plans) are required to submit an application**
- Documents must be in PDF format to upload**
- File may not exceed 100MB**
- All documents must be scanned documents
- Architectural plans will not be accepted
- All plans must be sealed
- APP_Letter_Of_authorization is needed if you are signing on behalf of the property landowner
- APP_Application is the signed Soil Erosion application
- APP_Other_Supporting_documentation is any other supporting documentation you have that may be useful in reviewing your project (ex. photos, EGLE permit and maps)

Don't forget to click save after you add your document!

Name	Type	Size	Latest Update	Action
Plan.pdf	APP_Plans	6.48 MB	02/01/2021	Actions ▾

Add

Detail Information

Save and resume later

Continue Application »

Step 5: Review

1. You will be prompted to review the plan detail and contact information. Please review and if any changes are needed, click the Edit button for the specific section that needs changed.

1
2 Applicant
3 Additional Information
4 Documents
5 Review
6 Record Issuance

Step 5: Review

Save and resume later
Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Review Type

All Other Reviews

Parcel Edit

Parcel Number: 11-03-426-001
Community: Ray Township

Project Property Address Edit

21417 DUNHAM
CLINTON TOWNSHIP MI 48036

LANDOWNER Edit

Kitty May
Dee Company
588 Lovely Ln
Clinton, MI, 48043
United States
Phone 1:586-921-4665
Phone 2:555-855-2222
E-mail: thida.mcbratnie@macombgov.org

APPLICANT Edit

Thida Mc
ABC Company
MI
Phone 1:5869214665
E-mail: tktimes@hotmail.com

Plan Information Edit

PLAN INFORMATION

Select the City, Village or Township where this work is being performed: Macomb Township
Please select an option for Drain Review: Drain Review

Drain Information Edit

Drain Information

Enter the total area of the site in acres:	5
Enter the total developed area in acres:	0.25
Number of Taps:	3
Number of Crossing:	2
Description of Drain Permit:	test

Soil Erosion Information Edit

Soil Erosion Data

Approximate Start Date:	01/11/2021
Approximate Completion Date:	03/30/2021
Enter the soil types at the job site:	LH
Gross Acreage Disturbed in Acres:	0.888
How far is your property from the nearest river, lake, stream or wetland?:	2.5
What is the name of the nearest river, lake, stream?:	CLINTON
Plan Type:	Commercial
The type of work taking place on your property:	OTHER
Other Construction taking place on your property:	test

Project Documents Edit

File names must not exceed **50 characters** including spaces. File names that are over 50 characters in length cannot be uploaded and will be removed from the upload list shortly after saving. Please rename file names to be less than 50 characters.

- **Plans (APP_Plans) are required to submit an application**
- **Documents must be in PDF format to upload**
- **File may not exceed 100MB**
- All documents must be scanned documents
- Architectural plans will not be accepted
- All plans must be sealed
- APP_Letter_Of_authorization is needed if you are signing on behalf of the property landowner
- APP_Application is the signed Soil Erosion application
- APP_Other_Supporting_documentation is any other supporting documentation you have that may be useful in reviewing your project (ex. photos, EGLE permit and maps)

Don't forget to click save after you add your document!

Name	Type	Size	Latest Update	Action
Plan.pdf	APP_Plans	6.48 MB	02/01/2021	Actions ▾

2. To confirm your information is correct, check on “By checking this box, I agree to above certification.” Checkbox and then click **Continue Application**.

By checking this box and providing my electronic signature, I certify that the information provided is true and correct and also express my agreement to conduct this transaction by electronic means and be bound by the terms of the Soil Erosion and Sediment Control and drain permitting process.

By checking this box, I agree to the above certification. Date: 01/11/2021

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

Step 6: Pay Fees

The fee is required for **Drain Review** and **No Objection Letter** before the review process may begin. Soil Erosion Permits are paid for once the permit is issued. You will be notified via email when the payment is due.

1. Review the calculated fees. Then click **Continue Application**.

All Other Reviews

1 2 3 Additional Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: 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
APPLICATION FEE	1	\$265.00

TOTAL FEES: \$265.00
 Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#) [Pay In Person »](#)

Note

- Select **“Pay In Person”** if you wish to complete payment other than by using the online payment process.

2. Click **Payment Options**, please provide all required information. After all of the information is entered, click **Submit Payment**.

https://aca-prod.accela.com/MACOMB/Cap/CapPayment.aspx?Module=PublicWorks&stepNumber=7&pageNumber=2&isPay4ExistingCap=N

Home **Public Works**

[Apply for a Plan Review](#)

All Other Reviews

1 2 3 Additional Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Please select a payment method and then fill in all required information.
 The available payment methods are:

- Credit Card

Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$265.00
 Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

Note

- If you wish to return to the previous step, double click on the step section.

1	2	3 Additional Information	4 Documents	5 Review	6 Pay Fees	7 Record Issuance
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Step 7: Record Issuance

1. When a record is successfully entered by completing payment process or selecting **Pay in Person**, you will receive a message that reads **“Your application has been successfully submitted”**.

All Other Reviews

1 2 3 Additional Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 7: Record Issuance

Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is REV20-01269.

Please use the record number provided if you need to reference your review/permit.

If you have selected to Pay In Person, to complete the payment process please contact the Macomb County Public Works office.

Soil Erosion Department 586-469-5327
 Drain/Engineering Department 586-469-5325

[View Record Details »](#)

Note

- You will need this record number to check the status of your application.
2. To view record detail, select **View Record Details**.

Record REV20-01269: [Add to collection](#) [Tweet](#)

All Other Reviews

Record Status: IN REVIEW

Record Info Payments

Work Location

43565 ELIZABETH
 MOUNT CLEMENS MI 48043

Record Details

Applicant:
 Thida Mc
 MCIT Company
 117 St Grosbeck test
 Mt Clemens, MI, 48043
 United States
 Phone 1:586-921-4665
 Phone 2:555-222-8888
 thida.mcbratnie@macombgov.org

Project Description:
 Acreage

[More Details](#)

Home

Dashboard

The first page you will receive after you log in is your Account Dashboard. It will provide you with information about the transactions you have in the system. From this page you can see:

- A.** Items that have been saved in your shopping cart, for which you have not yet paid.
- B.** Collections: This is a useful tool that allows you to group records together providing the ability to treat them as a group for viewing, obtaining statistical information, making payments, etc.
[See How to Assign a Record to a Collection](#)
- C.** Work in Progress: The last 10 records recently created by you, but not yet completed.
- D.** My Records link: Provides a list of all of your records.
- E.** My Account/Account Management – Allows you to view and update your personal account information.
- F.** Logout Link - Use this to log out of the system.

Logged in as: Tester1030 TestACA Collections (1) Account Management Logout

Home Public Works My Records My Account

Hello, Tester1030 TestACA

My Collection (1) View Collections

3 Records My All Other Reviews
Last Updated 02/18/2020

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
All Other Reviews	20TMP-000017	PublicWorks	2/26/2020	Resume Application
All Other Reviews	19TMP-000222	PublicWorks	12/16/2019	Resume Application
All Other Reviews	19TMP-000226	PublicWorks	12/16/2019	Resume Application
All Other Reviews	19TMP-000210	PublicWorks	12/13/2019	Resume Application
All Other Reviews	19TMP-000196	PublicWorks	12/5/2019	Resume Application
Single Family Review	19TMP-000194	PublicWorks	12/5/2019	Resume Application
All Other Reviews	19TMP-000197	PublicWorks	12/5/2019	Resume Application
All Other Reviews	19TMP-000186	PublicWorks	11/19/2019	Resume Application

My Records

This page will provide you with information about the records you have in the system. From this page you can see:

1. Navigate to Home>My Records

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/27/2020	REV20-00020	All Other Reviews		Thida New House		SUBMITTED		
<input type="checkbox"/>	02/26/2020	20TMP-000017	All Other Reviews		test			Resume Application	
<input type="checkbox"/>	02/06/2020	REV20-00010	All Other Reviews		Macomb Accala Citizen Access		SUBMITTED		
<input type="checkbox"/>	01/22/2020	REV20-00005	Single Family Review	This project for testing	My New house		SUBMITTED		
<input type="checkbox"/>	01/22/2020	REV20-00004	All Other Reviews	This project for testing	My New house		SUBMITTED	Pay Fees Due	
<input type="checkbox"/>	01/22/2020	20PER-00000-00021	Industrial	This project for testing	My New house		SUBMITTED		
<input type="checkbox"/>	01/22/2020	20PER-00000-00019	Industrial	This project for testing	My New house		SUBMITTED		

#	Column Name	Description
1	Date	The date when a record is created.
2	Record Number	Click on the blue record number to go to the record detail page.
3	Record Type	The record type is the description of the review or permit that you applied for.
4	Project Name	The project name associated with the plan.
5	Expiration Date	The expiration date of the permit record if the permit has been issued.
6	Status	The current status of the review or permit.
7	Action	The action of the record. When you click on action hyperlink, will bring you to the record detail page. <ol style="list-style-type: none"> 1) Pay Fees Due: When a record is required to pay fee, the action will show “Pay Fees Due” 2) Resume Application: When you click Save and resume later, the action of the record will be Resume Application. See Resume Application steps.

My Account (Viewing and managing account information)

To view or manage your account, you can find your account information from Home>My Account or Account Management

The screenshot displays the 'My Account' page with the following elements:

- Top Navigation:** Logged in as: Tester1030 TestACA, Collections (1), **Account Management**, Logout.
- Menu:** Home, Public Works, **My Account** (highlighted), Dashboard, My Records.
- Section: Manage Your Account**
 - Text: Your current account information is shown below. Click an Edit button to update information within a section.
 - Account Type:** Citizen Account. *To edit Login Information click on Edit button.*
 - Login Information:** Includes fields for User Name (Thida1030), E-mail (tktimes@hotmail.com), Password (*****), and Security Question (email). An **Edit** button is highlighted. *To add a new contact click on Add a Contact.*
- Section: Contact Information**
 - Text: Showing 1-3 of 3. *To edit Contact Information click on Actions>View*
 - Table:**

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Tester1030		TestACA	ABC Company			LANDOWNER	Approved	Actions ▾	Tester1030 TestACA
Jane	A	May	XYZ Company			AGENT FOR APPLICANT	Pending	Actions ▾	Jane A May
Thida		Mc	XYZ Company			RESPONSIBLE PARTY	Pending	Actions ▾	Thida Mc
 - Buttons:** **Add a Contact** (highlighted).

Public Works

The Public Works tab will provide you with information about the transactions you have in the system with Public Works. From this page you can see:

- A. [Apply for a Plan Review.](#)
- B. [Records](#)
- C. [General Search](#)

Home
Public Works

Apply for a Plan Review
A

Records
B

Showing 1-10 of 28 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/06/2020	REV20-00010	All Other Reviews		Macomb Accala Citizen Access		SUBMITTED		
<input type="checkbox"/>	01/22/2020	REV20-00005	Single Family Review	This project for seising	My New house		SUBMITTED		
<input type="checkbox"/>	01/22/2020	REV20-00004	All Other Reviews	This project for seising	My New house		SUBMITTED	Pay Fees Due	
<input type="checkbox"/>	01/22/2020	20PER-00000-00021	Industrial	This project for seising	My New house		SUBMITTED		
<input type="checkbox"/>	01/22/2020	20PER-00000-00019	Industrial	This project for seising	My New house		SUBMITTED		
<input type="checkbox"/>	01/22/2020	20PER-00000-00023	Industrial	This project for seising	My New house		SUBMITTED		
<input type="checkbox"/>	01/17/2020	PER20-00016	Site Development	This project for seising	My New house		ISSUED		
<input type="checkbox"/>	12/20/2019	VIO19-00121	PW Violation				Not-Approved	Pay Fees Due	
<input type="checkbox"/>	12/20/2019	VIO19-00120	PW Violation				Not-Approved	Pay Fees Due	
<input type="checkbox"/>	12/18/2019	19TMP-000238	Single Family Review		This House			Resume Application	

[< Prev](#)
1
2
3
[Next >](#)

Search for Records
 Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search
General Search

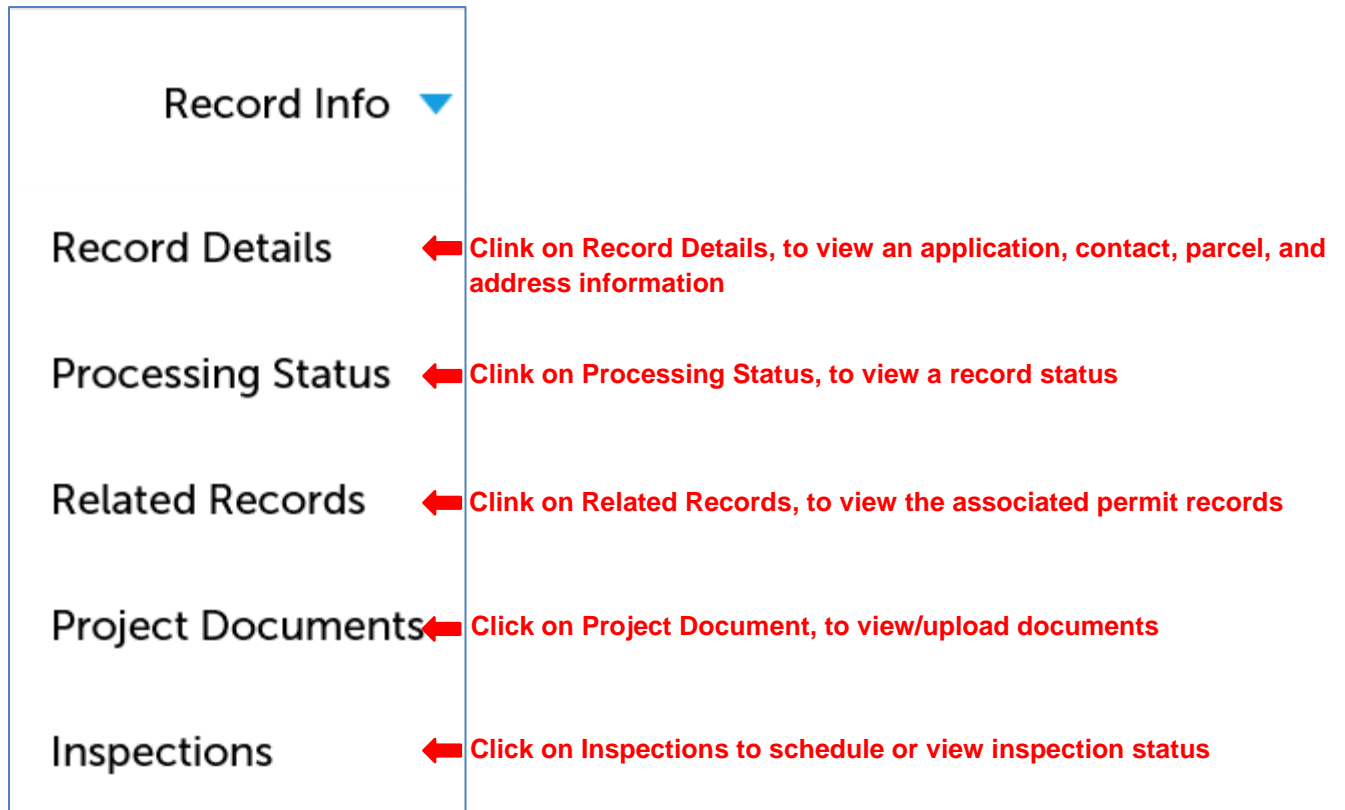
 Search my records only

C

Record Number: Record Type:

Record Information

The **Record Info** menu include five (5) sub- menus below.



The image shows a screenshot of a web application's 'Record Info' dropdown menu. The menu is open, showing five sub-menu items. Red arrows point from each sub-menu item to a red text box explaining its function. The sub-menu items and their corresponding explanations are:

- Record Info** (with a blue downward arrow)
- Record Details** → Click on Record Details, to view an application, contact, parcel, and address information
- Processing Status** → Click on Processing Status, to view a record status
- Related Records** → Click on Related Records, to view the associated permit records
- Project Documents** → Click on Project Document, to view/upload documents
- Inspections** → Click on Inspections to schedule or view inspection status

Record Details

The **Record Details** displays the Applicant, Owner and Project Description information.

You can find record details at Record Info>Record Details:

1. Navigate to Public Works>Select a link to open the record.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/27/2020	REV20-00020	All Other Reviews		Thida New House		SUBMITTED		

2. The record will display and default at the **Record Details** screen.

Record REV20-00020: [Add to collection](#)

All Other Reviews

Record Status: SUBMITTED

Record Info ▼ | Payments ▼ | Custom Component

Work Location

21417 DUNHAM
CLINTON TOWNSHIP MI 48036

Record Details

Applicant:
Jessica Happy
Public Works Office
21777 Dunham Rd
Clinton Township, MI, 48036
Phone 1:586-469-5325
public.works@macombgov.org

Project Description:
Thida New House

▶ More Details

3. To view the record information, click on the down arrow ▼ next to “Record Info” and select “Record Details”.

Record Status: RELEASED ← Current status

Record Info ▼ ←	Payments ▼	Custom Component
Record Details		
Processing Status		

- The **Work Location** displays the property address.

Work Location

44890 VIC WERTZ DR
CLINTON TOWNSHIP MI 48036

Record Details

<p>Applicant: Thida Nana ABC Company 8888 Maint street Clinton, MI, 48048-1234 Phone 1:586-921-4665 Phone 2:555-888-2222 thida.mcbrainle-test@macombgov.org</p>	<p>Project Description: My New house This project for testing</p>
--	--

▼ **More Details**

- ☐ Related Contacts
- ☐ Application Information
- ☐ Parcel Information

- Click on the ▶ to expand **More Details** to see the **Application Information** and **Parcel Information**.

Record Details

<p>Applicant: Thida Nana ABC Company 8888 Maint street Clinton, MI, 48048-1234 Phone 1: 586-921-4665 Phone 2: 555-888-2222 thida.mcbrainle-test@macombgov.org</p>	<p>Project Description: My New house This project for testing</p>
---	--

▼ **More Details**

- Related Contacts**
- Application Information**
- Parcel Information**

- Click the “+” next to **Related Contacts** to display the related contact information.

Record Details

<p>Applicant: Thida Nana ABC Company 8888 Maint street Clinton, MI, 48048-1234 Phone 1: 586-921-4665 Phone 2: 555-888-2222 thida.mcbrainle-test@macombgov.org</p>	<p>Project Description: My New house This project for testing</p>
---	--

▼ **More Details**

- Related Contacts**
 LANDOWNER information
 Tester1030 TestACA
 ACA Company
 1234 Maint St
 Anywhere City, MI, 48043
 Phone 1: 586-921-4665
 Phone 2: 123-555-8888
 Phone 3: 555-999-8888
 E-mail: thida@mcbrainle.com
- Application Information**
- Parcel Information**

7. Click the “+” next to **Application Information** to display the information.

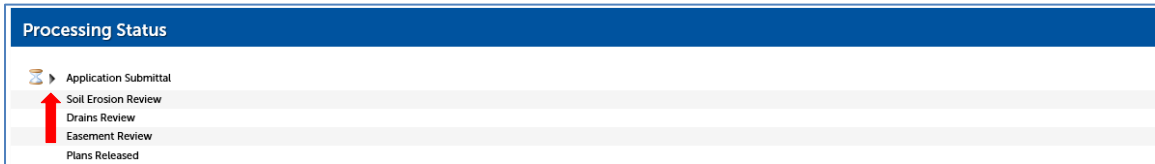
<input checked="" type="checkbox"/> Application Information
PLAN INFORMATION
Plan Type: Commercial
Municipality: Armada Township
Total Acres: 10
Developed Acres: 2.5
Soil Type: LH,CLAY
Drain Review Type: Drain Review
<input checked="" type="checkbox"/> Parcel Information
Parcel Number: 11-01-100-041

8. Click the “+” next to **Parcel Information** to display the parcel information.

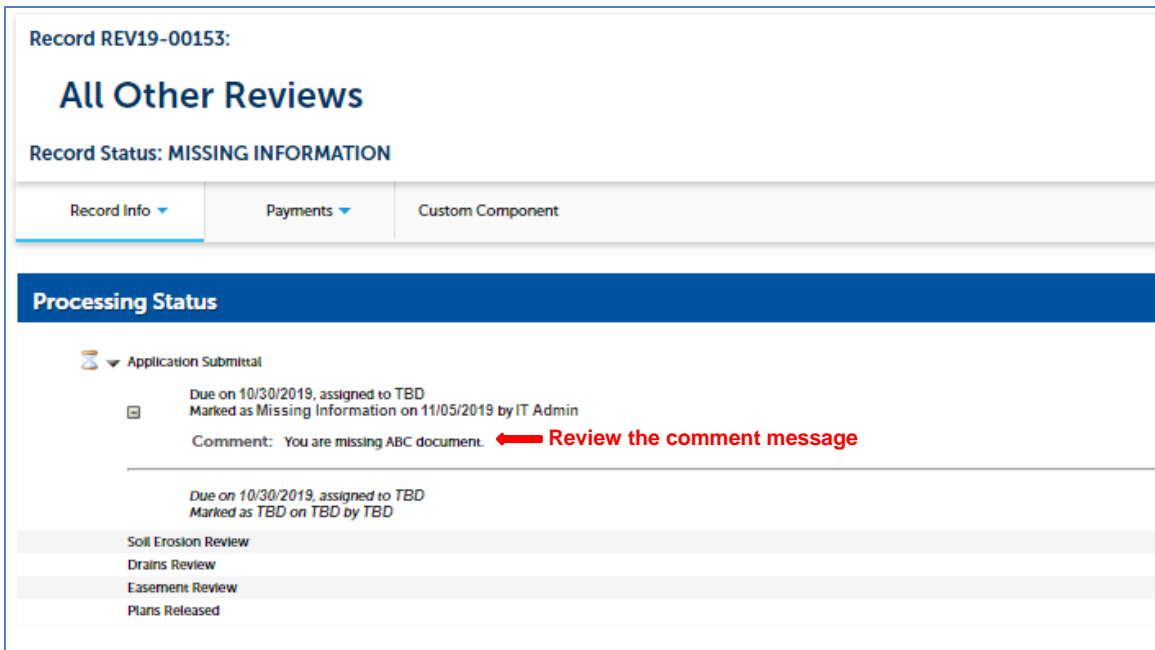
<input checked="" type="checkbox"/> Parcel Information
Parcel Number: 11-01-100-041

Processing Status

1. When click on **Processing Status**, all processes record displays.
2. Click on the ▶ next to review the processing status details.



3. The screen shot below shows an example of **Processing Status** with a note from the plan reviewer.



Related Records

- 1. When selecting **Related Records**, all associated permit records will display.

Record REV19-00153:
All Other Reviews
Record Status: RELEASED

Record Info | Payments | Custom Component

Related Records

View Entire Tree > Click View to view record information

Record Number	Record Type	Project Name	Date	View
REV19-00153	All Other Reviews	My New house	10/30/2019	
19CAP-00000-000FB	Drain Permit	My New house	11/05/2019	View ←
19PER-00000-00555	Infrastructure	My New house	11/05/2019	View

↑ Temporary permit number displays when permit is in the issuing process

Record REV19-00153:
All Other Reviews
Record Status: RELEASED

Record Info | Payments | Custom Component

Related Records

View Entire Tree > Actual permit number displays when permit is issued

Record Number	Record Type	Project Name	Date	View
REV19-00153	All Other Reviews	My New house	10/30/2019	
DRN19-00053	Drain Permit	My New house	11/05/2019	View
19PER-00000-00555	Infrastructure	My New house	11/05/2019	View

↓

- 2. Selected record displays and you can view more information from Record Info menu.

Record 19CAP-00000-000FB:
Drain Permit
Record Status: SUBMITTED

Record Info | Payments | Custom Component

←

Project Document

The Project Document section displays all documents uploaded to the record. The document could be added by an applicant or by Macomb County Staff.

1. Click document name to download a document, click ▼ next to **Action** to view or delete the attachment, or click **Add** to upload documents.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
PLAN.PDF	REV21-00007	All Other Reviews	Record	APP_Plans	6.48 MB	02/02/2021	Actions ▼	All Other Reviews - REV21-00007

[Add](#)

View Details
Delete

Paying Fees Due

Any records that appear in the list with the **Pay Fees Due** action link can be sent to the shopping cart for payment.

The **Pay Fees Due** link can be accessed in two areas:

1. In the **Action** column in your record list

Records							
Showing 1-10 of 28 Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Action
<input type="checkbox"/>	02/06/2020	REV20-00010	All Other Reviews		Macomb Accala Citizen Access		SUBMITTED
<input type="checkbox"/>	01/22/2020	REV20-00005	Single Family Review	This project for testing	My New house		SUBMITTED
<input type="checkbox"/>	01/22/2020	REV20-00004	All Other Reviews	This project for testing	My New house		SUBMITTED Pay Fees Due

2. Or through the record detail by navigating to **Payments>Fees** then select **Pay Fees**.

Home **Public Works**

Apply for a Plan Review

Record REV20-00004:
All Other Reviews

Record Status: SUBMITTED

Record Info | Payments | Custom Component

Fees (selected in dropdown)

Trust Account Information

Outstanding:

Date	Invoice Number	Amount	
01/22/2020	188340	\$265.00	Pay Fees

Total outstanding fees: \$265.00

3. You will be sent to the **Application Fees** review screen, review charges and click **Continue Application** to be sent to the **Payment Options**.

Home **Public Works**

Apply for a Plan Review

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
APPLICATION FEE	1	\$265.00

TOTAL FEES: \$265.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

4. Select a payment option, complete credit card information and credit card holder information then click **Submit Payment**.

Home **Public Works**

Apply for a Plan Review

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card
•Bank Account
•Trust Account
Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$265.00
 Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ
* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:


E-mail:

Submit Payment »


Resume Application

The Save and resume later **Save and Resume later** option allows you to save your application at any point without losing the data you have entered. It is located at the bottom of each page during the application process. There are 3 options to resume record.

1. Navigate to Home>Dashboard: You will see the **“Work in progress”** section then click on **Resume Application** at the **Action** column.

Home		Public Works		
Dashboard	My Records	My Account		
Work in progress ?				View All Records
Record Name	Record ID	Module	Creation Date	Action
All Other Reviews	20TMP-000018	PublicWorks	2/27/2020	Resume Application 
All Other Reviews	20TMP-000017	PublicWorks	2/26/2020	Resume Application
All Other Reviews	19TMP-000222	PublicWorks	12/16/2019	Resume Application
All Other Reviews	19TMP-000226	PublicWorks	12/16/2019	Resume Application
All Other Reviews	19TMP-000210	PublicWorks	12/13/2019	Resume Application
All Other Reviews	19TMP-000196	PublicWorks	12/5/2019	Resume Application
Single Family Review	19TMP-000194	PublicWorks	12/5/2019	Resume Application
All Other Reviews	19TMP-000197	PublicWorks	12/5/2019	Resume Application
All Other Reviews	19TMP-000186	PublicWorks	11/19/2019	Resume Application

2. Navigate to Public Works>Record>click on **Resume Application** at the **Action** column.

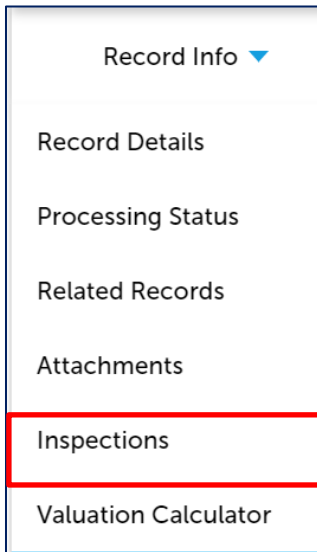
Home		Public Works							
Apply for a Plan Review									
Records									
Showing 1-10 of 30 Add to collection									
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/27/2020	20TMP-000018	All Other Reviews		Thida New House			Resume Application 	
<input type="checkbox"/>	02/26/2020	20TMP-000017	All Other Reviews		test			Resume Application	

Request an Inspection

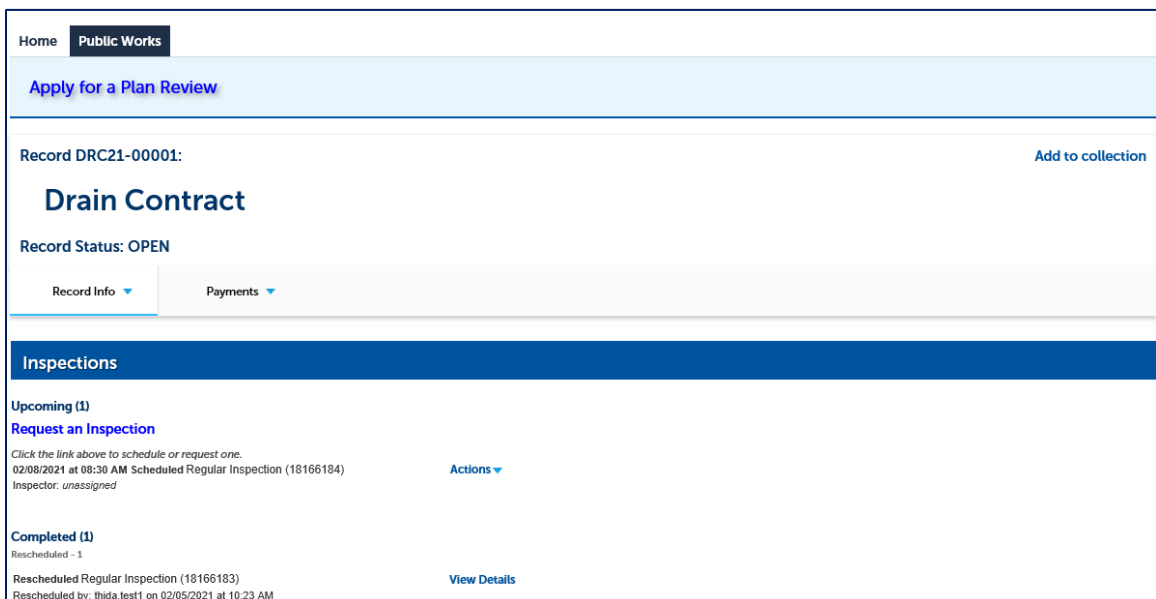
Note: Request/View Inspections

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

1. To schedule an inspection, click on the record number> Record Info>Inspections.



2. You are then directed to the “Inspections” screen.



- 3. Click **Request an Inspection**.

Inspections

Upcoming (1)

[Request an Inspection](#) ←

Click the link above to schedule or request one.

02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184)

Inspector: *unassigned*

Actions ▾

- 4. Select an inspection type from Available Inspection Types list.

Request an Inspection ×

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

Available Inspection Types (3)

Show optional inspections

Final Inspection (optional)

Release of Contingency (optional)

Storm Water (optional)

Continue Cancel

Note

- *The available inspection types based on the permit type.*

5. Click Continue button.

Request an Inspection ✕

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

Available Inspection Types (3)

Show optional inspections

Final Inspection (optional)

Release of Contingency (optional)

Storm Water (optional)

Continue ← Cancel

6. Select inspection Date and Time then select **Continue** button.

Request an Inspection ✕

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

Inspection type: Storm Water

Please contact Public Works Office if you would like to reschedule/cancel an inspection date. To continue, select an appointment date and time range by clicking a link on the calendar below:

Feb 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2021

Su	Mo	Tu	We	Th
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

[« Prev](#)

08:00 AM - 08:30 AM
 08:30 AM - 09:00 AM
 09:00 AM - 09:30 AM
 09:30 AM - 10:00 AM
 10:00 AM - 10:30 AM
 10:30 AM - 11:00 AM
 11:00 AM - 11:30 AM
 11:30 AM - 12:00 PM

12:00 PM - 12:30 PM
 12:30 PM - 01:00 PM
 01:00 PM - 01:30 PM
 01:30 PM - 02:00 PM
 02:00 PM - 02:30 PM
 02:30 PM - 03:00 PM
 03:00 PM - 03:30 PM
 03:30 PM - 04:00 PM

Continue

[Back](#) [Cancel](#)

7. Verify location and contact information.

Request an Inspection ✕

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

Inspection type: Storm Water

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
6131 PARK
WASHINGTON TOWNSHIP MI 48094

Contact
Thida Mc
5869214665

[Change Contact ▼](#)

Continue **Back** **Cancel**

- 8. To change a contact information select **Change Contact** ▼ then enter your new contact information and select **Submit** button after that select **Continue** button.

The screenshot shows a web form titled "Request an Inspection" with a close button (x) in the top right corner. The form is divided into two main sections: "Location" and "Contact".

Location:
6131 PARK
WASHINGTON TOWNSHIP MI 48094

Contact:
Thida Mc
5869214665

Below the contact information is a blue link labeled "Change Contact" with a downward arrow. A red arrow points to this link. A modal window is open below this link, containing the following options:

- Select an existing contact**
A dropdown menu shows "Thida Mc (5869214665)".
- Specify another person (for this inspection only)**
This section includes three input fields: ***First Name**, **Middle Name**, and ***Last Name**.
Below these is a ***Phone Number** input field.

At the bottom of the modal window are two buttons: a blue "Submit" button and a "Cancel" button.

At the bottom of the main form are three buttons: a blue "Continue" button, a "Back" button, and a "Cancel" button.

- 9. To add note, select Include Additional Notes, then you can add comments or instructions for your inspector, then select **Finish** button.


Request an Inspection ✕

- Inspections can only be requested for issued permits, approved records or enforcement records.
- Inspections on drain permits must be scheduled at least 72 hours in advance.
- The only Soil Erosion inspections that may be requested online are those associated with violations. Please allow 24 hours for inspections excluding weekends and holidays. The Soil Erosion Department does not accept inspection requests for specific times. The time of inspection will be based upon inspector availability.

Confirm Your Selection

Please contact Public Works Office if you would like to reschedule/cancel an inspection date.

Storm Water
2/19/2021 9:00 AM
6131 PARK
WASHINGTON TOWNSHIP MI 48094
Thida Mc 5869214665

Include Additional Notes 

Optional Comments or Instructions for your Inspector:

[spell check](#)
(Please include an alternate phone number if different from the contact information provided in your application.)

Finish Back Cancel

- Then you will return to the main page and the **Upcoming** section is updated to Upcoming (1).

Inspections

Upcoming (2)
[Request an Inspection](#)

Click the link above to schedule or request one.

02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184) Inspector: <i>unassigned</i>	Actions ▼
02/19/2021 at 09:00 AM Scheduled Storm Water (18166223) Inspector: <i>unassigned</i>	Actions ▼

Completed (1)
Rescheduled - 1

Rescheduled Regular Inspection (18166183) Rescheduled by: thida.test1 on 02/05/2021 at 10:23 AM	View Details
--	------------------------------

- To view details, reschedule or cancel an inspection, select Actions▼ drop down list menu.

Inspections

Upcoming (2)
[Request an Inspection](#)

Click the link above to schedule or request one.

02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184) Inspector: <i>unassigned</i>	Actions ▼ <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;"> View Details Reschedule Cancel </div>
02/19/2021 at 09:00 AM Scheduled Storm Water (18166223) Inspector: <i>unassigned</i>	

Completed (1)
Rescheduled - 1

Rescheduled Regular Inspection (18166183) Rescheduled by: thida.test1 on 02/05/2021 at 10:23 AM	View Details
--	------------------------------

- To view completed inspection, click the down arrow next to **Actions**. Click **View Details** at **Completed** section

Inspections

Upcoming (2)
[Request an Inspection](#)

Click the link above to schedule or request one.

02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184) Inspector: <i>unassigned</i>	Actions ▼
02/19/2021 at 09:00 AM Scheduled Storm Water (18166223) Inspector: <i>unassigned</i>	Actions ▼

Completed (1)
Rescheduled - 1

Rescheduled Regular Inspection (18166183) Rescheduled by: thida.test1 on 02/05/2021 at 10:23 AM	View Details
--	------------------------------

- The inspection detail screen displays.

Regular Inspection (18166183, Optional)
✕

6131 PARK
WASHINGTON TOWNSHIP MI 48094 [Print](#)

Status	Details
Rescheduled 2/5/2021 10:23 AM Desired Date: TBD <i>Last updated</i> thida.test1 2/5/2021 10:23 AM View Status History View Result Comments	Record DRC21-00001 Drain Contract

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

- To view status history, click on **View Status History**. The **Status History** section will expand to show all status history.

Status

Corrective Action Required
2/17/2021 2:59 PM
Desired Date: TBD

Last updated
IT Admin
2/17/2021 3:01 PM

[View Status History](#) ←

[View Result Comments](#)

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Corrective Action Required	2/17/2021 2:59 PM	IT Admin	2/17/2021 3:01 PM	IT Admin	Correct action require... read more
Scheduled	2/19/2021 9:00 AM	IT Admin	2/17/2021 2:50 PM	thida.test1	

- To view result comments, click on **View Result Comments**. The **Result Comments** section will expand to show comments.

View Result Comments

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Corrective Action Required	2/17/2021 2:59 PM	IT Admin	2/17/2021 3:01 PM	IT Admin	Correct action require... read more
Scheduled	2/19/2021 9:00 AM	IT Admin	2/17/2021 2:50 PM	thida.test1	

Result Comments

Showing 1-1 of 1

IT Admin (2/17/2021 3:01 PM)
Correct action required , this is a comment for the inspection result

- To print inspection details, click on **Print** button display on the top of the screen. The inspection detail will open a new window then click Print again.

Print Inspection - Internet Explorer

Storm Water (18166223, Optional)
6333 PARK
WASHINGTON TOWNSHIP MI 48094

Print

Status **Details**

Corrective Action Required
2/17/2021 2:59 PM
Destred Date: TBD
Last updated
IT Admin
2/17/2021 3:01 PM

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Corrective Action Required	2/17/2021 2:59 PM	IT Admin	2/17/2021 3:01 PM	IT Admin	Correct action require...
Scheduled	2/19/2021 9:00 AM	IT Admin	2/17/2021 2:50 PM	thida.test1	

Result Comments

17. Select the printer from Destination list and click Print.

The screenshot shows a web interface for an inspection. On the left, there's a main content area with sections for 'Status', 'Details', 'Status History', 'Result Comments', and 'Related Inspections'. On the right, a sidebar titled 'Print' contains settings for '1 sheet of paper', 'Destination' (ITLJ02 on VSPS03.hq), 'Pages' (All), 'Copies' (1), and 'Layout' (Portrait). At the bottom of the sidebar, there are 'Print' and 'Cancel' buttons, with the 'Print' button highlighted by a red rectangle.

18. To view incomplete schedule inspection, from the inspections section, click on the Actions menu and select “View Details”.

The screenshot displays the 'Inspections' section of the portal. Under the heading 'Upcoming (1)', there is a link to 'Request an Inspection'. Below this link, a specific inspection is listed: '02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184)' with the inspector listed as 'unassigned'. On the right side of the inspection entry, there is an 'Actions' dropdown menu with three options: 'View Details', 'Reschedule', and 'Cancel'. The 'View Details' option is highlighted in blue.

19. From the inspections section, click on the Actions menu and select “View Details”.

Regular Inspection (18166184, Optional)

6131 PARK
WASHINGTON TOWNSHIP MI 48094

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status	Details
<p>Scheduled</p> <p>2/8/2021 8:30 AM</p> <p>Estimated Arrival Time: 08:30 AM - 09:00 AM</p> <p>AM</p> <p>Desired Date: TBD</p> <p><i>Last updated</i></p> <p>thida.test1</p> <p>2/5/2021 10:23 AM</p> <p>View Status History</p> <p>View Result Comments</p>	<p>Record</p> <p>DRC21-00001</p> <p>Drain Contract</p>

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

20. To reschedule inspection, click on the Actions drop-down selection and select “Reschedule” or click on Reschedule button on Inspection Detail screen from the previous step.

Inspections

Upcoming (1)

[Request an Inspection](#)

Click the link above to schedule or request one.

02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184)

Inspector: *unassigned*

Actions ▾

- [View Details](#)
- [Reschedule](#) ←
- [Cancel](#)

21. Select the rescheduled date and complete the scheduling process.

Request an Inspection

Clicking a link on the calendar below.

Feb 2021							Mar 2021							Apr 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
	1	2	3	4	5	6	1	2	3	4	5	6						1		
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8		
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15		
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22		
28							28	29	30	31				25	26	27	28	29		

[« Prev](#)

08:00 AM - 08:30 AM 08:30 AM - 09:00 AM 09:00 AM - 09:30 AM 09:30 AM - 10:00 AM 10:00 AM - 10:30 AM 10:30 AM - 11:00 AM 11:00 AM - 11:30 AM 11:30 AM - 12:00 PM

12:00 PM - 12:30 PM 12:30 PM - 01:00 PM 01:00 PM - 01:30 PM 01:30 PM - 02:00 PM 02:00 PM - 02:30 PM 02:30 PM - 03:00 PM 03:00 PM - 03:30 PM

Continue Cancel

22. To cancel a scheduled inspection, click on the **Actions** drop-down selection and select “Cancel” or click on the **Cancel** button on the Inspection Detail screen from the previous step.

Inspections

Upcoming (1)
[Request an Inspection](#)

Click the link above to schedule or request one.
 02/08/2021 at 08:30 AM Scheduled Regular Inspection (18166184)
 Inspector: *unassigned*

Actions ▾

- [View Details](#)
- [Reschedule](#)
- [Cancel](#) ←

23. Confirm the cancellation by clicking on “Cancel Inspection”.

Cancel Inspection ×

Confirm Your Selection

Please contact Public Works Office if you would like to reschedule/cancel an inspection date.

Regular Inspection
 2/8/2021 8:30 AM
 6131 PARK
 WASHINGTON TOWNSHIP MI 48094

Cancel Inspection Close

24. The canceled inspection will be shown at Completed section.

Inspections

Upcoming
[Request an Inspection](#)

You have not added any inspections.
Click the link above to schedule or request one.

Completed (3)
 Cancelled - 1; Corrective Action Required - 1; Rescheduled - 1

- Rescheduled Regular Inspection (18166183) [View Details](#)
 Rescheduled by: thida.test1 on 02/05/2021 at 10:23 AM
- Corrective Action Required Storm Water (18166223) [View Details](#)
 Result by: IT Admin on 02/17/2021 at 02:59 PM
- Cancelled Regular Inspection (18166184) ← [View Details](#)
 Cancelled by: thida.test1 on 02/17/2021 at 03:13 PM

Collection

The collections feature allows users to create folders to organize and manage their records. Summary information, including drain and soil erosion permits, can then be obtained for the collection.

1. To create a collection: Go to your records list by clicking the My Records link. Mark the check box next to each record you want to organize into a group. Click the 'Add to collection' link. Enter a name and description for the group when prompted.

Here are more instructions [click here](#)

Home **Public Works**

Apply for a Plan Review Schedule an Inspection

Records

Showing 1-10 of 28 | [Add to collection](#) ←

<input type="checkbox"/>	Date	Record Number	Record Type	Description
<input checked="" type="checkbox"/>	02/06/2020	REV20-00010	All Other Reviews	
<input type="checkbox"/>	01/22/2020	REV20-00005	Single Family Review	This project for testing
<input type="checkbox"/>	01/22/2020	REV20-00004	All Other Reviews	This project for testing
<input type="checkbox"/>	01/22/2020	20PER-00000-00021	Industrial	This project for testing

2. Once you click “**Add to Collection**” You can choose to add them to an existing or create a new one then click **Add**.

Add to Existing Collection

My All Other Reviews

Create a New Collection

* Name:

Description:

spell check

Add **Cancel**

3. Once you click Add, a message “Your selection has been added to the collection” displays.

Showing 1-10 of 28 | [Add to collection](#)

<input type="checkbox"/>	Date	Your selection has been added to the collection.		
--------------------------	------	--	--	--

- 4. You can quickly find your Collections by clicking Collections at the top of the page at any given time.

Logged in as: Tester1030 TestACA Collections (1)

Home Public Works

Dashboard My Records My Account

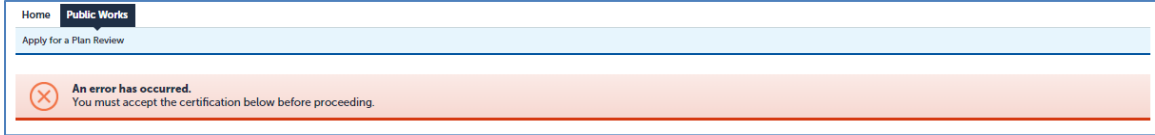
My All Other Reviews
Contains all other plan review
Total Records: 3 (3 Public Works)
Inspections Summary: 1 (1 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
Fees Summary: \$260.00 Paid, \$265.00 Due

Rename Collection

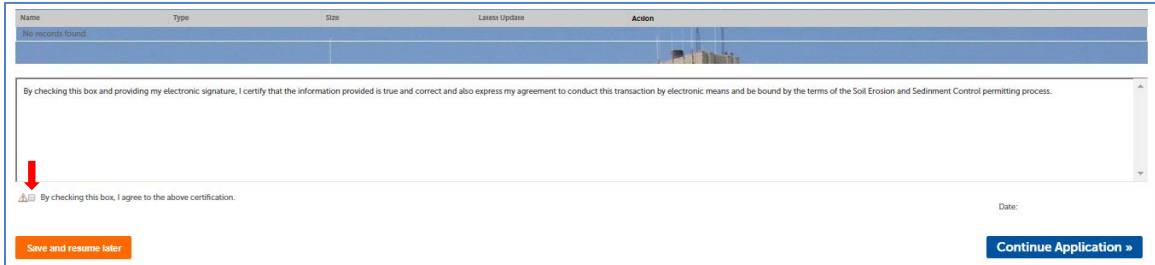
Application Messages

The following error messages may occur during your process:

1. An error message “You must accept the certification below before proceeding” displays when click “Continue Application” without checking on certification box.

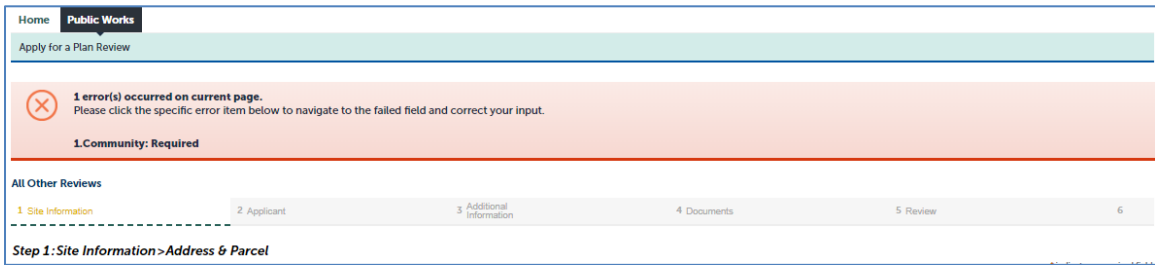


The screenshot shows a web interface with a navigation bar containing 'Home' and 'Public Works'. Below the navigation bar is a breadcrumb trail 'Apply for a Plan Review'. A prominent red error banner contains a red 'X' icon and the text: 'An error has occurred. You must accept the certification below before proceeding.'

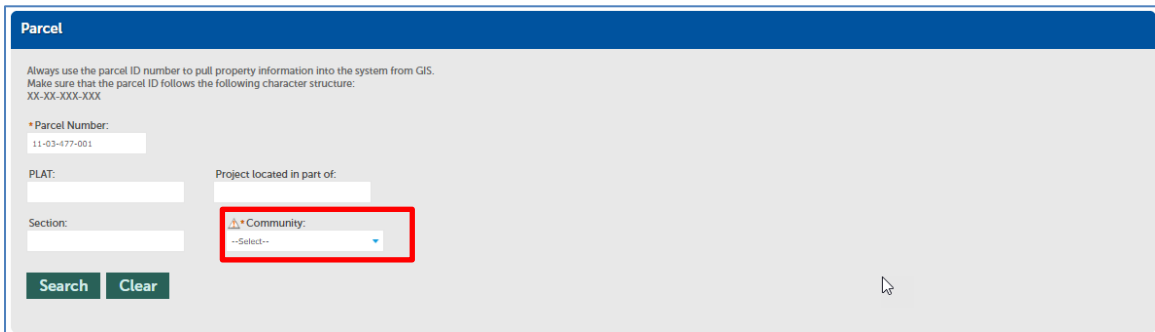


The screenshot shows a table with columns: Name, Type, Size, Latest Update, and Action. Below the table is a text area for certification: 'By checking this box and providing my electronic signature, I certify that the information provided is true and correct and also express my agreement to conduct this transaction by electronic means and be bound by the terms of the Soil Erosion and Sediment Control permitting process.' Below the text area is a checkbox and the text: 'By checking this box, I agree to the above certification.' A red arrow points to the checkbox. At the bottom left is a 'Save and resume later' button, and at the bottom right is a 'Continue Application >' button.

2. An error message below displays when click Continue Application at step 1 Site Information and left blank on required fields. The **Community** is a required field.

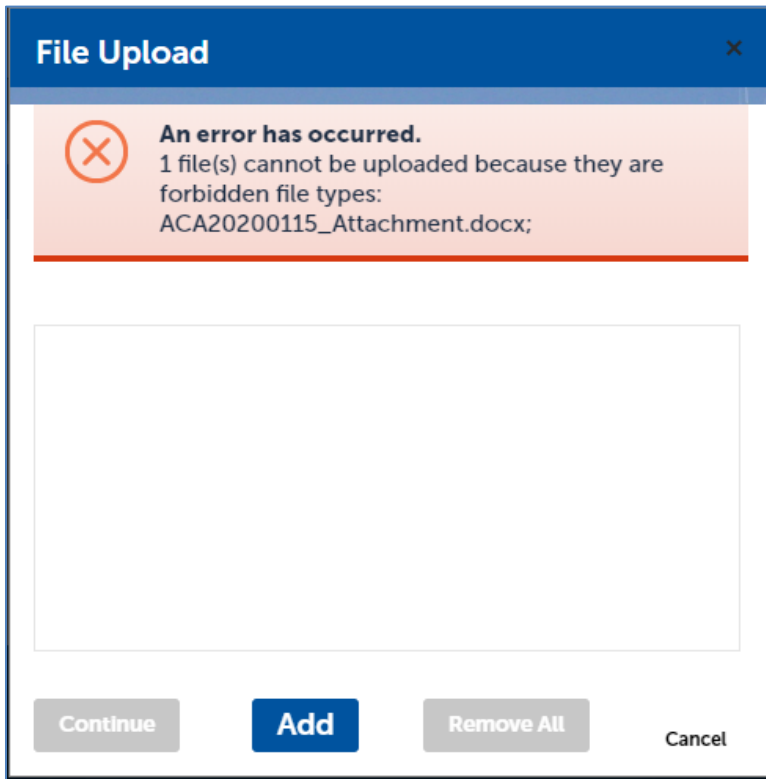


The screenshot shows a web interface with a navigation bar containing 'Home' and 'Public Works'. Below the navigation bar is a breadcrumb trail 'Apply for a Plan Review'. A prominent red error banner contains a red 'X' icon and the text: '1 error(s) occurred on current page. Please click the specific error item below to navigate to the failed field and correct your input. 1.Community: Required'. Below the error banner is a progress bar with steps: 1 Site Information, 2 Applicant, 3 Additional Information, 4 Documents, 5 Review, and 6. The '1 Site Information' step is highlighted. Below the progress bar is the text: 'Step 1: Site Information > Address & Parcel'.



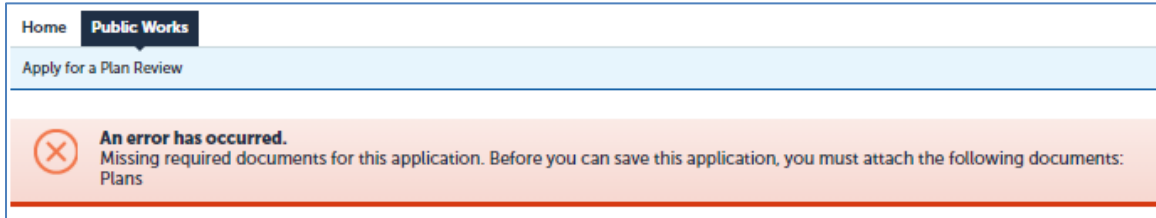
The screenshot shows a form titled 'Parcel'. It contains the following fields: 'Parcel Number:' with the value '11-03-477-001', 'PLAT:', 'Section:', 'Project located in part of:', and 'Community:' with a dropdown menu showing '--Select--'. A red box highlights the 'Community:' dropdown menu. At the bottom left are 'Search' and 'Clear' buttons.

- 3. An error message “<x> file(s) cannot be uploaded because they are forbidden file types :<file name>” displays when your uploaded document file type does not match with file format allowed. The file format allowed must be PDF, png, jpeg, or jpg.



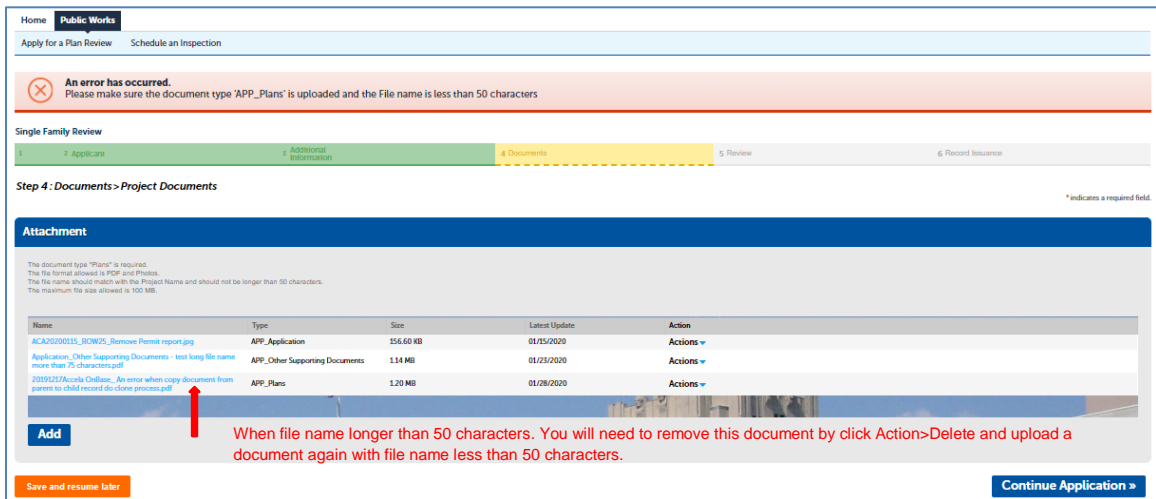
- An error message below displays when you click **Continue Application** without the uploaded required document type.

*“Missing required documents for this application. Before you can save this application, you must attach the following documents:
Plans”*



- An error message below displays when you click **Continue Application** when uploading a document with file name longer than 50 characters or missing required document type.

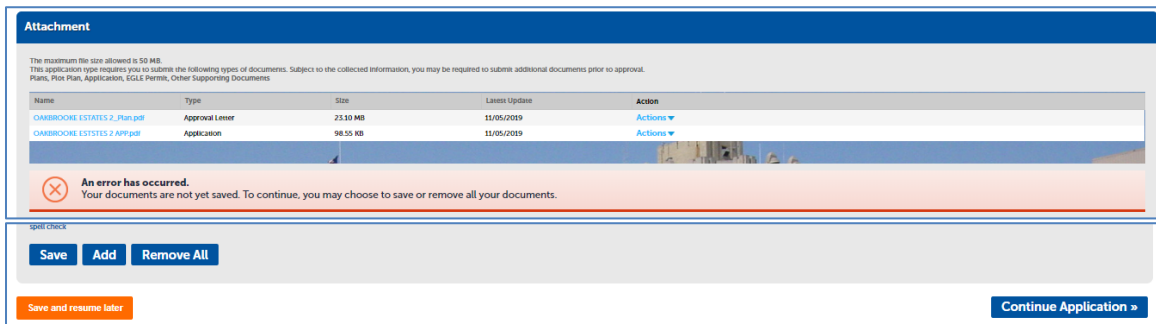
“Please make sure the document type 'APP_Plans' is uploaded and the File name is less than 50 characters”



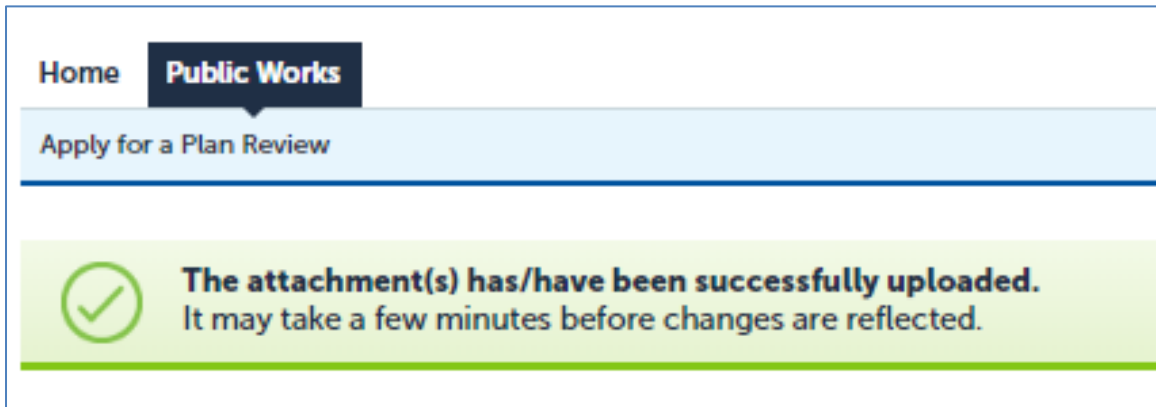
Note

- To upload document, see [Project Document](#) section

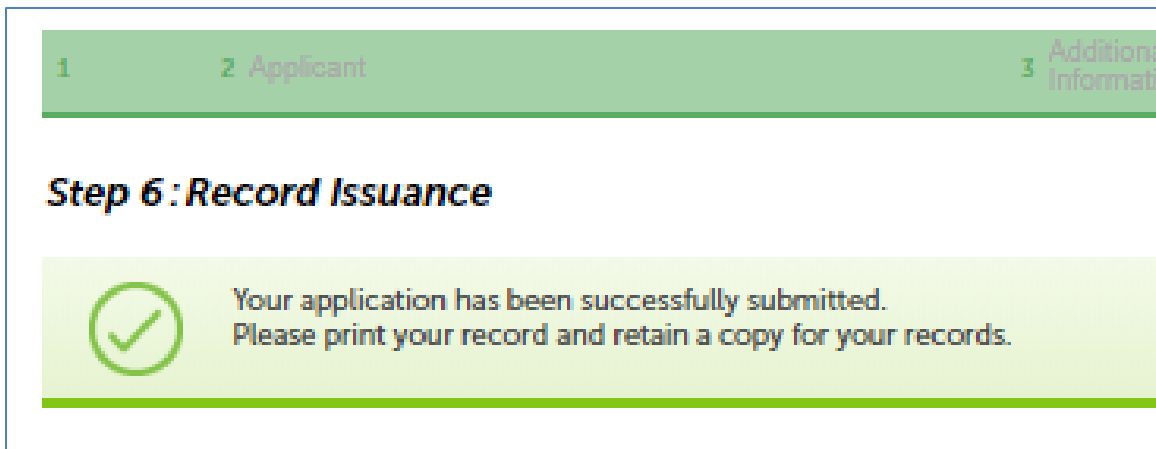
- An error message “Your documents are not yet saved. To continue, you may choose to save or remove all your documents” displays when you click **Continue Application** without clicking **Save**.



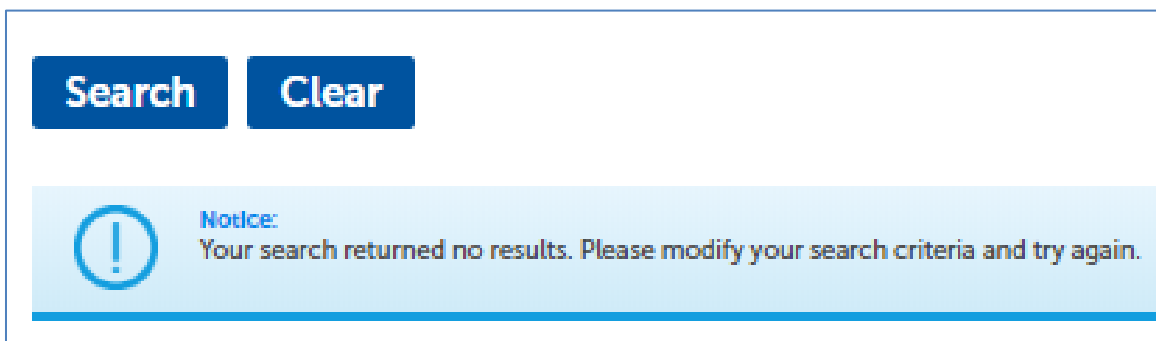
7. A confirmation message “*The attachment(s) has/have been successfully uploaded*” displays when you click **Save** and have successfully uploaded the document.



8. A confirmation message “*Your application has been successfully submitted. Please print your record and retain a copy for your records*” displays when you click **Continue Application** and has been successfully submitted.



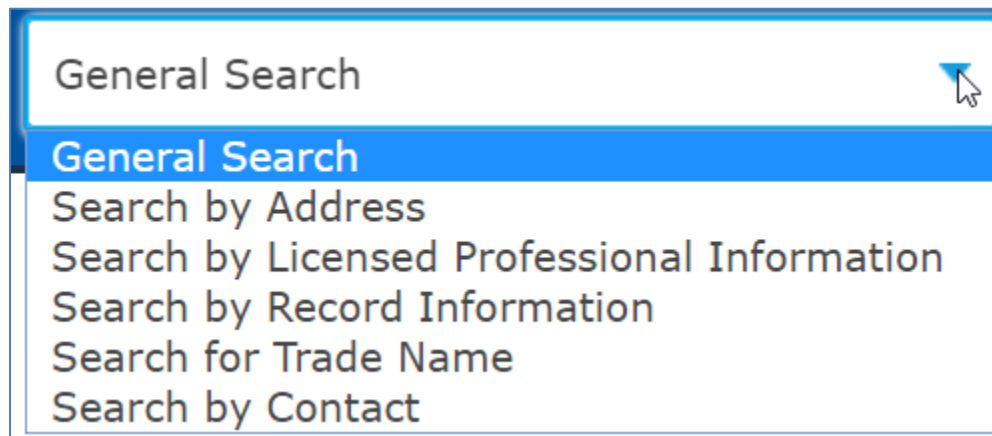
9. When clicking **Search** on the **General Search** section and your search returns no results, an information message “*Your search returned no results. Please modify your search criteria and try again*” displays.



General Search

You can find the following information from the General Search section:

- General Search
- Search by Address
- Search by Licensed Professional Information
- Search by Record Information
- Search by Trade Name
- Search by Contact



General Search

A screenshot of the 'General Search' form. The form is titled 'General Search' and includes a search button and a 'Clear' button. The form contains several input fields and dropdown menus for filtering search results. The fields include: 'Record Number', 'Record Type', 'Project Name', 'Start Date' (12/10/1997), 'End Date' (12/02/2019), 'License Type', 'State License Number', 'First', 'Last', 'Name of Business', 'Business License #', 'Street No.', 'Direction', 'Street Name', 'Street Type', 'Unit Type', 'Unit No.', 'Parcel No.', 'City', 'State', 'Zip', and 'Country'. There is also a 'Search Additional Criteria' link and a 'Search my records only' checkbox.

Search by Address

Search by Address Search by Address

Search my records only

Country:

Street No.: Direction:

Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Search **Clear**

Search by Licensed Professional Information

Search by Licensed Professional Information Search by Licensed Professional Information

Search my records only

License Type: State License Number:

First: Last: Name of Business:

Business License #:

Search **Clear**

Search by Record Information

Search by Record Information Search by Record Information

Search my records only

Record Number: Record Type:

Project Name:

Start Date: End Date:

[Search Additional Criteria](#)

Search **Clear**

- To include additional criteria click on **Search Additional Criteria**

Do not include Additional Criteria

PLAN INFORMATION

Plan Type:

Municipality:

CONTRACT INFORMATION

Municipality:

Drain:

DRAIN INFORMATION

Municipality:

Drain:

Number of Crossing:

EASEMENT INFORMATION

Easement Type:

Municipality:

PLAN INFORMATION

Municipality:

PLAN INFORMATION

Search by Trade Name

Search for Trade Name Search for Trade Name

English Trade Name: Arabic Trade Name: Record Status:

Trade Name Type:

Search **Clear**

Search by Contact

Search by Contact Search by Contact Search my records only

Contact Type: Salutation: Title: First: Middle: Last:

Name of Business:

Address Line 1:

Address Line 2:

City:

State:

Zip: P.O. Box:

Country:

Home Phone: Work Phone: Mobile Phone:

Fax:

e-Mail:

[Search Additional Criteria](#)

Search **Clear**

Related Documents

You can find the following related documents on the Public Works Office web site:

[Register for an Account](#)