

STEPS TO CREATE A PROPERTY TRANSFER AUTHORIZATION APPLICATION

1. Log into <https://aca-prod.accela.com/MACOMB> and select **Create an Application** under the Environmental Health Tab.
 - Click the box that you have read and accept the terms.
 - Then click on the **Continue Application** button.

Create an Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

Continue Application

2. Select a Contractor- Select None Applicable and **Continue Application**.

Home Public Works **Environmental Health**

Create an Application Search Applications

Select a Contractor

Select a contractor for this record from the list below. The available permit record type(s) is determined by the type of the contractors associated with your account.

* Contractors:

--Select--

--Select--

Evaluator - Sewage Disposal System \$2023-001-TEST

Evaluator - Water Supply System \$2023-001-TEST

None Applicable

Continue Application

3. If you are completing the Property Transfer Authorization application for the owner, please select Property Transfer Authorization. If the application has already been submitted and you are entering your evaluation, please select Property Transfer Evaluation (you may then proceed to Submitting an Evaluation).
 - Then click on **Continue Application**.

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Select a Record Type

Choose one of the following available record types. 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 586-469-5236.

With the exception of Water Test Application and Property Transfer, most online applications require uploading of electronic files. If you do not have electronic access to these required documents (ie. Site plans or site drawings), please upload a document (in any format: image, text etc.) specifying that you will delivering required documents via mail or drop-off to MCHD (43525 Elizabeth Rd, Mt Clemens MI 48043). **NOTE: The record will not be processed until all required documents are received.**

- **Change of Occupancy:** Select this record if adding bedrooms to a home, changing a business type, installing a pool, outbuilding, or other structure, or demolishing the building.
- **Property Transfer Authorization:** Select this record if you are selling your property with a well and/or septic system and applying for authorization to transfer the property, a postponement due to vacancy or winter weather, or an exemption from the regulation.
- **Septic Permit:** Select this record if applying for a **soil evaluation** on a vacant property, a septic permit for new construction, or a repair/replacement septic permit for an existing home/business
- **Water Test:** Select this record if applying for a (WELL ONLY) water test on your home/business (not for water tests paid for as part of a permit).
- **Well Permit:** Select this record if applying for a new well permit or an existing well repair/replacement permit (residential and commercial)

▼ **EnvHealth**

- Change of Occupancy
- Property Transfer Authorization
- Septic Permit
- Water Test
- Well Permit

▶ **Property Transfer Evaluation**

- Property Transfer Evaluation

[Continue Application >](#)

- Enter the Parcel ID number **OR** the Address you would like to you are submitting for in the boxes. The reason Parcel ID says required is because for Onsite Soil evaluations they need to have the Parcel ID if there is no address yet for the property.
 - It can be easier to use the address. Enter the street number and/or street name. Do not add road, avenue, street after the name.
 - If you do enter the Parcel number, make sure you follow the correct format as shown in red above the Parcel box.

Make sure that the Parcel Number follows the following character structure: ##-##-###-###

Parcel (required)

* Parcel Number:

PLAT: [?](#)

* Community: [?](#)
 --Select--

Address (optional)

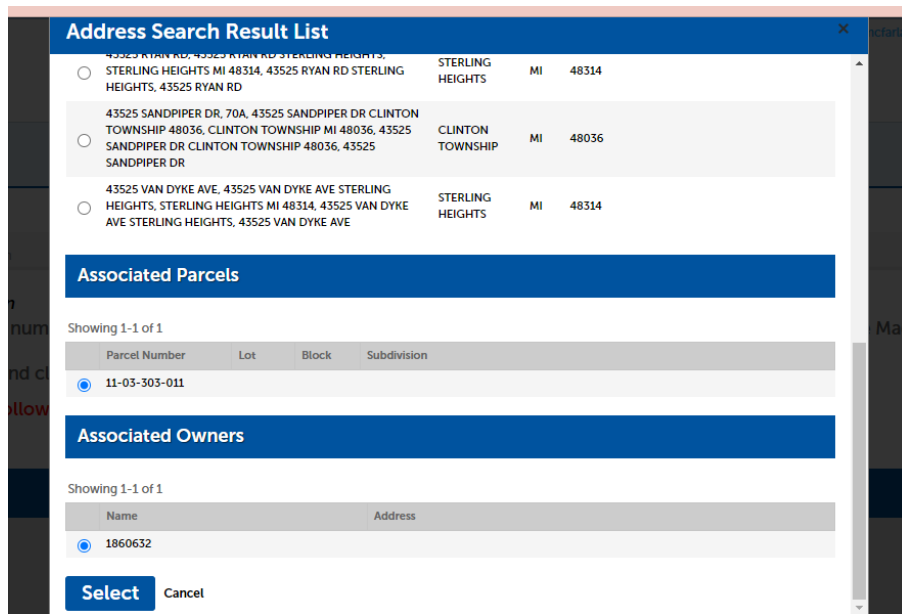
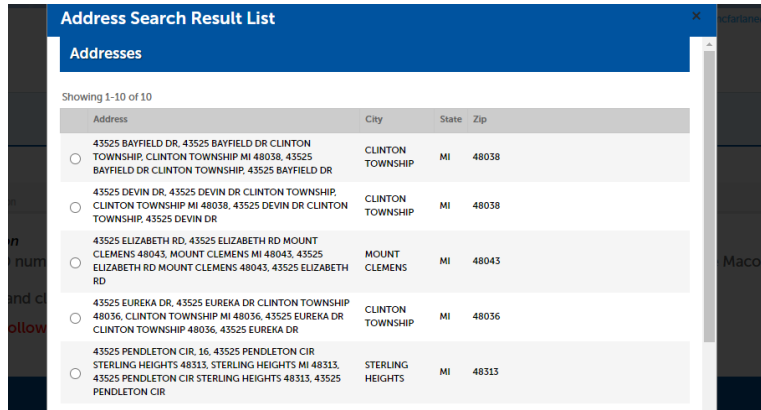
if unable to find full street name please enter first part with % sign and search. If parcel search gives incomplete street name, manually update the street name

Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: * Zip:

- If you enter the address or part of the address and click Search, the system will search for related addresses/parcel. Select the address you are submitting for and scroll down the list and click on **Select**.
- The Address and Parcel boxes will now be auto populated. You can either **Save and resume later** or **Continue Application**



5. You are now on Step 2 of the application.

- You will select the Authorization information
 - Specify if there is an Onsite Water Supply System and Onsite Sewage Disposal System. Many of the questions will appear dynamically as other questions are answered.
 - If you answer “Yes” to either system question, you will then be asked if this is for a postponement.
 - If you answer “Yes” that the application is for a postponement, you will need to answer what is the reason for the postponement: Vacant, winter weather or other.
 - If you answer “No” that the application is for a postponement, then you will need to specify what type of Authorization is being requested:
 - Evaluation- if you are hiring a private, registered evaluator to perform the inspection
 - Exemption- if, under the regulation, you are not required to have an evaluation performed
 - Request for Evaluation- if you want to contract the health department to perform the inspection. You are required to hire and schedule a septage hauler to be present at the time of the evaluation to pump the septic tank.
 - You will be asked if the building is occupied and since what date. If you answer that the building is not occupied, then you need to enter a date the building became vacant. If the building has had continuous occupancy, please select a date at least 3 months previous.
 - Property Use- select if the property is primarily residential, commercial or mixed used.

* Onsite Drinking Water Supply System(s): Yes No

Water Supply - Evaluation Postponement: * Yes No

Water Supply - Authorization Type: * ?

* Onsite Sewage Disposal System(s): Yes No

* Sewage Disposal - Evaluation Postponement: Yes No

Sewage Disposal - Authorization Type: * ?

* Property Use:

Occupied: * Yes No

Number of Bedrooms: *

Uninterrupted Occupancy Since. If you do not have exact date (3+ months of occupancy), please enter approximate date: * ?

- Once all the questions are answered you can either **Save and resume later** or **Continue Application**

6. Step 3- Contact Information

- Landowner- the property owner's information needs to be entered here, including an email address. The email address is important for signing documents. If they do not have an email address, enter an email address of someone who can assist them with signing the documents (such as a relative). If obtaining an email is not possible, then the Occupancy Statement that will be generated later will need to be signed on a paper copy and will need to be uploaded to Accela.
- If Evaluation was selected for Authorization Type, then an evaluator(s) needs to be selected. If you are filling this out for the owner you can select yourself for the evaluation type(s) you have been hired to conduct. If there is a second evaluator, you can select them for the system they will be inspecting.
 - If an owner fills out the application and they select you for the evaluation, you will see an automatic email with the PTA record number so that you will be able to enter the evaluation. They should already have hired you prior to filling out the application. If they are applying for a postponement then an evaluator does not need to be selected.

Evaluator(s)

REQUIRED - if you selected "Evaluation" option.
If you selected Postponement, you are NOT required to provide Evaluator's Information at this time.
You will be required to provide evaluator information BEFORE postponed evaluation takes place.

NOTE! You must contact evaluator PRIOR to selecting them on this application.

To add evaluator, click the Lookup button and search by any available field.

If you are the evaluator, click the Select from Account.

Select from Account **Look Up**

Select from Account

Showing 0-0 of 0

Contractor Number	Contractor Type	Contact Name	Business Name	Action
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No records found.

Additional Contacts

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

- Additional Contacts- here you can add anyone else who might be associated with the sale of this property. This can include real estate agents, family members (son/daughter assisting parent), buyer, etc. Documents will not be automatically sent to these contacts, but if they call us and their email is already in the record, we can email the specific document(s) that they need.
 - You can either **Save and resume later** or **Continue Application**
7. Step 4- Review
- Review that the information provided is accurate.
 - Read the certification statement and check the box that you agree to it.
 - You may then **Continue Application** and the application will be submitted.

[Create an Application](#)

Search Applications

Property Transfer Authorization

1 Location Information	2 Property Information	3 Contact Information	4 Review	5 Record Submittal
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Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is **PTA2023-19146**.

You will need this number to check the status of your application, check inspections details, view/download permits, inspection reports, upload documents, pay fees etc

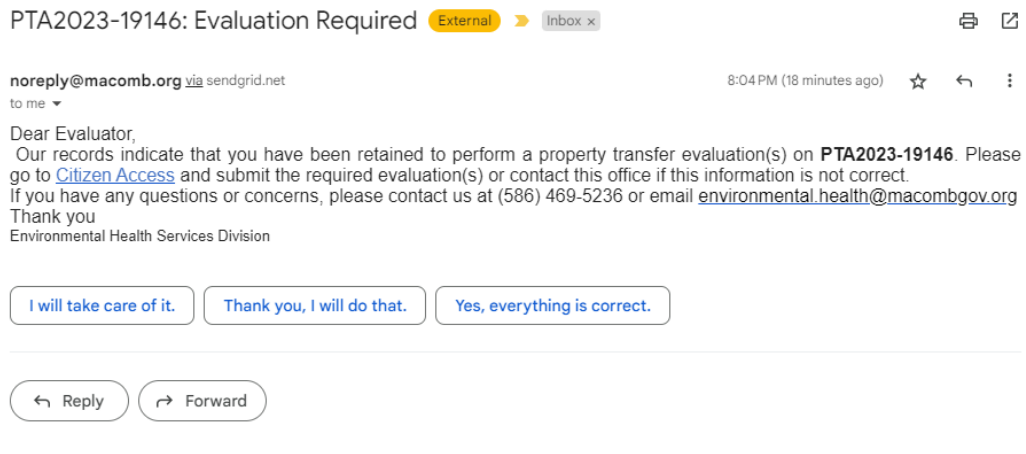
[View Record Details »](#)

- Applicant will receive application submittal email with the PTA record number.
- Owner will receive disclosure of occupancy letter to sign.

*** If you select request for evaluation by the health department, you will see the Payment section after review. You can complete payment by using credit card or defer payment (pay with check or cash later).

Occupancy statement

- An email with the Occupancy will sent for signature when the PTA application is submitted. It will go to the email address listed for the owner. Once they electronically sign the statement, it will automatically be sent back to Accela.
- When Accela receives the document back, it will automatically send an email back to the owner that the document is completed. There will be a link in this email to DocuSign where the owner can download the signed copy for their records. It will also be available in Accela.
- The evaluators should receive an email (if they selected by the applicant to perform evaluations) when the Property Transfer Authorization (PTA) application is submitted.



SUBMITTING AN EVALUATION

NOTE: *You will need the PTA record number to enter an evaluation.*

1. On the Accela main screen select Create An Application under the Environmental Health tab. Continue the application.
2. Under Select A Contractor you can select None Applicable and then [Continue Application](#).
3. On the next screen select Property Transfer Evaluation and the [Continue Application](#).

regulation.

- **Septic Permit:** Select this record if applying for a **soil evaluation** on a vacant property, a septic permit for new construction, or a repair/replacement septic permit for an existing home/business
- **Water Test:** Select this record if applying for a (WELL ONLY) water test on your home/business (not for water tests paid for as part of a permit).
- **Well Permit:** Select this record if applying for a new well permit or an existing well repair/replacement permit (residential and commercial)

▼ **EnvHealth**

- Change of Occupancy
- Property Transfer Authorization
- Septic Permit
- Water Test
- Well Permit

▶ **Property Transfer Evaluation**

- Property Transfer Evaluation

[Continue Application »](#)

4. Step 1- Authorization Information
 - Enter the PTA number (PTA2023-XXXXX) and [Continue Application](#)
5. The property information is on the following page. Verify that the information is correct for the evaluation you are submitting. You will not be able to change anything. Contact the Health Department if something is not correct. Then click on [Continue Application](#).
6. Evaluator- You should already be selected to do this. If you are doing both septic and well and only selected for one, you can add yourself here. You can also add yourself if you are doing an evaluation after a postponement.
7. Step 2- Evaluation Information
 - Enter the number of systems you are evaluating. If there are any additional non-drinking wells, including abandoned wells, enter the number of Other Wells and a brief description of the wells, such as irrigation well in use, well not in use, abandoned well, etc.
 - You can either [Save and resume later](#) or [Continue Application](#)

Evaluation Information

EVALUATION INFORMATION

Number of Septic Tanks: * 1

Number of Drainfields (in use): * 1

Number of Pump Systems: * 0

Number of structures being served: * 1

Number of Drinking Water Wells: * 1

* Number of Other Wells: 1

Other Wells - Description: * Irrigation well in use.

spell check

Is municipal sewer available: * Yes No

Is a municipal water supply available: * Yes No

8. Well Evaluation

- Enter the evaluation information. Some questions will dynamically appear as you answer other questions.
- For isolation distances, select the number of rows you want to add. You can also select one at a time.
- If the well termination is not found, put it in the notes.
- You can either **Save and resume later** or **Continue Application**

Step 2: Evaluation Information > Well Evaluation

Well Evaluation

WELL EVALUATION

* Evaluation Date: 06/25/2023

* System Location: West side of house- front yard

spell check

* Is record of installation available: Yes No

Year of Installation: 1992

Permit Number: 1236

* Repair permit(s) issued: Yes No

* Well Log Available: Yes No

9. Septic Tank Evaluation

- Enter all required fields
- For isolation distances, if there are additional wells, such as irrigation, you can select well and then add irrigation under Description. You can also add abandoned wells here.

Septic Tank Evaluation

SEPTIC TANK EVALUATION

* Evaluation Date:

* Record of Installation: Yes No

* System Location:

Year of Installation:

Permit Number:

* Repair permit(s) issued: Yes No

Repair Permit Number:

Repair Date:

Repair Description:

10. Drainfield Evaluation

- Continue entering the evaluation

1 Authorization Information 2 Evaluation Information 3 Attachments 4 Review 5 Pay Fees 6

Step 2: Evaluation Information > Drainfield Evaluation

* Indicates a required field.

Drainfield Evaluation

DRAINFIELD EVALUATION

* Evaluation Date:

* Location:

* Landscaping or Structures Over Field: Yes No

* Adequate Size: Yes No

* Effluent In Trench: Yes No

* Effluent At Or Above Tile Invert: Yes No

* Effluent On Ground Surface: Yes No

11. Plumbing Evaluation

- Enter the plumbing information

12. Step 3- Attachments

- Upload water test results, pictures and drawing with location of septic system and wells, structure, sources of possible contamination, 4 bore holes, etc. and side view of each bore hole.
- Pictures must all be submitted. We have tested iPhones and it appears that the pictures will upload to Accela and we can open them.

Step 3: Attachments > Attachments

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

Add

Save and resume later

Continue Application »

File Upload

The maximum file size allowed is 100 MB.

Continue **Add** Remove All

File Upload

The maximum file size allowed is 100 MB.

Drawing from report example.pdf 100%

Lab report example.pdf 100%

Continue **Add** Remove All

13. Select the type of document for each file uploaded. You can add a description, such as “pic of tank after pumping”

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

*Type: PTA_Site Drawing

File: Drawing from report example.pdf
100%

Description:

spell check

Remove

*Type: PTA_Water Quality Analytical Report

File: Lab report example.pdf
100%

Description:

spell check

Remove

[Save](#) [Add](#) [Remove All](#)

[Save and resume later](#)

[Continue Application »](#)

14. Make sure file(s) have been 100% uploaded before proceeding. Click Save.

- You can either [Save and resume later](#) or [Continue Application](#)

15. Step 4- Review

- Verify that the information you entered is correct. You can make changes at this point but not once the report has been submitted.

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Document Status	Action
Drawing from report example.pdf	PTA_Site Drawing	595.04 KB	06/26/2023	Uploaded	Actions ▾
Lab report example.pdf	PTA_Water Quality Analytical Report	60.46 KB	06/26/2023	Uploaded	Actions ▾

true, complete, and correct and that no material information has been omitted. I understand that this application and all subsequent evaluations are made in accordance with Regulations Governing On-Site Sewage Disposal and On-site Water Supply System Evaluation and Maintenance in Macomb County, Michigan. I will supply additional information requested by the Macomb County Health Department to the best of my abilities. I understand that knowingly supplying false information or omitting information is a violation of the regulations and may result in penalties as outlined in Article XVII. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 06/26/2023

[Save and resume later](#)

[Continue Application »](#)

16. Select Pay now or Pay in person.

- If paying online, enter your credit card information. You can only pay by credit card online. You will **not** be charged a fee to use a credit card.
- If you select to pay in person, you may come to our office or still use the drop box. You must specify which evaluations you are paying for by supplying both the PTA Record number(s) and the address(es).

Property Transfer Evaluation

1 Evaluation Information 2 Attachments 3 Review 4 Pay Fees 5 Record Submittal

Step 5: Pay Fees

The available payment methods is:
 •Credit Card

* Indicates a required field.

Payment Options

Amount to be charged: \$156.00

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 [Name]

17. Record is submitted after paying or selecting pay in person:

Home Public Works **Environmental Health**

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Property Transfer Evaluation

1 Evaluation Information 2 Attachments 3 Review 4 Pay Fees 5 Record Submittal

Step 6: Record Submittal

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is EVL2023-19146.

You will need this number to check the status of your application, check inspections details, view/download permits, inspection reports, upload documents, pay fees etc

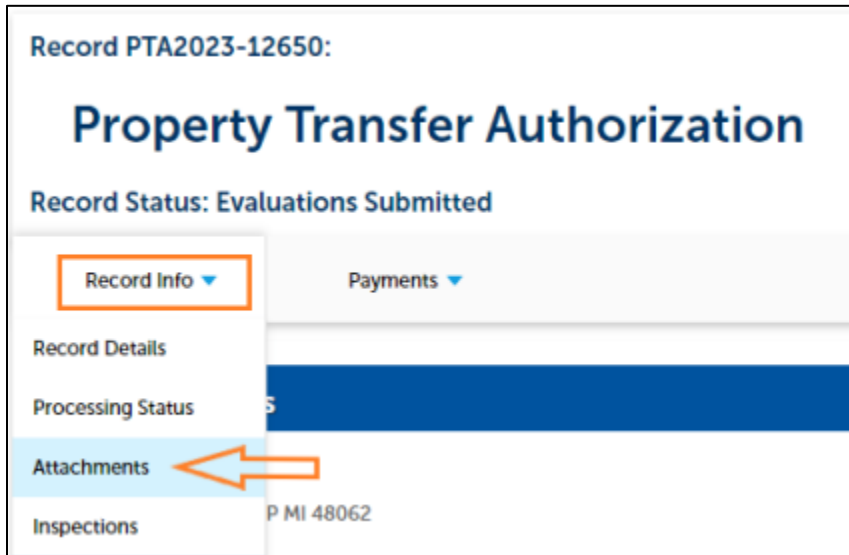
[Print/View Receipt](#)

[View Record Details »](#)

After submittal:

- Staff will review the report. If it is accepted, you will receive an email to sign the report through DocuSign. Once the report is signed, the staff review is completed. Please sign the report as soon as you can so we can close staff review and start the Authorized/Not Authorized process and get the letter out to the property owner. We will continue moving through the authorization process.
 - If the system passes, an authorization letter will be generated and uploaded to Accela. The owner will receive an email that the document/letter is ready to download.
 - If the system fails, a failure/not authorized letter will be generated and uploaded to Accela. The owner will receive an email that the document/letter is ready to download.
 - Conditions (Deficiencies/corrections) will also show up in the Accela Citizen Access portal.

- Documents for repairs/corrections of failures can be uploaded to Accela. You can upload receipts and pictures for corrections. Please include a description of what you are uploading.



2. For evaluation submittal after a postponement, you will need the PTA record number for the postponement. The new owner should have that number on the postponement authorization. Please contact this department if you are not provided with this number.

Note: you can track everything from the PTA record. After submitting the evaluation the EVL record will not be updated.