

Consumer Fireworks Certificate Application Process

If you want to sell consumer fireworks at a NEW LOCATION, please use this tutorial.

Note: Once you have a consumer certificate, you do NOT need a low impact certificate, as low impact sales are included under the consumer certificate monthly safety fee reports.

Applications may be submitted January 1st – April 1st

(It is recommended that you use Google Chrome or Microsoft Edge as your internet browser for Accela.)

Login to Accela website:
[Accela Citizen Access](#)

If you do not have an Accela
account, click
CREATE AN ACCOUNT
at the bottom of the page

If you already have an Accela
account and you would like to
create an application for a new
location, go to the next slide.

The screenshot shows the LARA Accela website interface. At the top, there is a navigation bar with links: Home, Search, New, Express Payment, Link Existing License, and Help. Below this is a large banner for "Construction Codes and Fire Services". A search bar on the right contains the text "First Last or License #". Below the banner is a secondary navigation bar with links: Home, BCC Licenses, BCC Permits, Plan Review, Fire Services, OLSR, Device Permits, and Express Pay. Below this is an "Advanced Search" bar. The main content area is titled "Sign In" and contains a login form with fields for "USERNAME OR EMAIL:" and "PASSWORD:". Below the password field is a link for "Forgot Password?". A large green "SIGN IN" button is positioned below the form. Below the button is a checkbox labeled "Remember me on this device". At the bottom of the page, there is a link "Not Registered?" and a button "CREATE AN ACCOUNT". A red text box with a blue arrow points to the "CREATE AN ACCOUNT" button, containing the text "Click here if you have not yet created an Accela account".

Licensing and Regulatory Affairs

Home Search New Express Payment Link Existing License Help

Construction Codes and Fire Services

Announcements Register for an Account Login

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

Advanced Search

Sign In

USERNAME OR EMAIL:

PASSWORD:

Forgot Password?

SIGN IN

☐ Remember me on this device

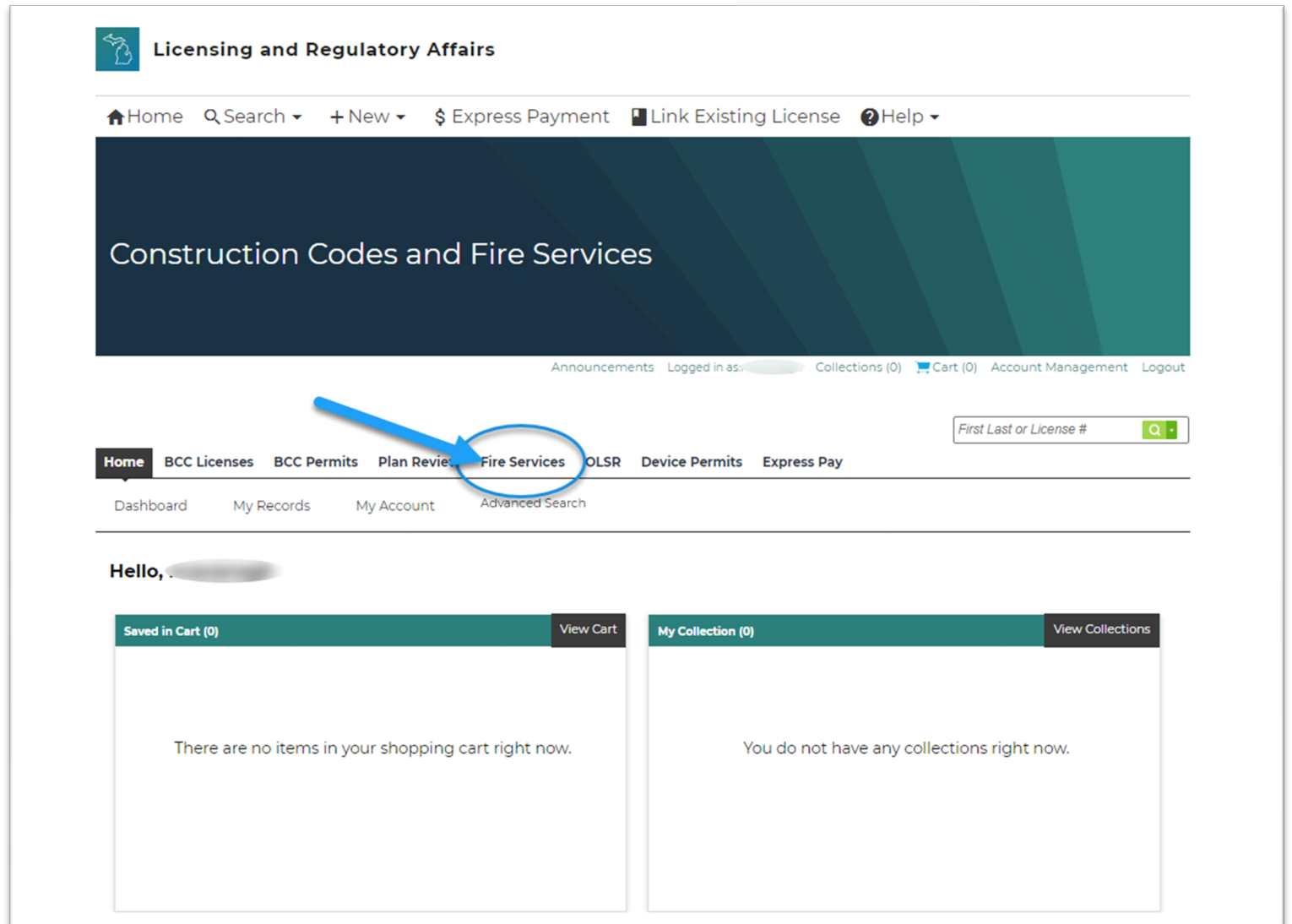
Not Registered?

CREATE AN ACCOUNT

Click here if you have not yet created an Accela account

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

Click on:
Fire Services



Construction Codes and Fire Services

Announcements ▾ Logged in as: Collections (0) Cart (0) Reports (2) ▾ Account Management Logout

First Last or License #



[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#) [Device Permits](#) [Express Pay](#)

[Create/Amend an Application/Record](#)

[Search Applications](#)

Records

Showing 1-10 of 39 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Action	Facility/Cert./Record Number	Date	Record Type	Description	Facility/Location Name	Address	Expiration Date	Status	Related Records
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Sales Reporting

Check the box to accept the
General Disclaimer.

Click **Continue Application**

[Home](#) [Search](#) [+ New](#) [Express Payment](#) [Link Existing License](#) [Help](#)

Construction Codes and Fire Services

[Announcements](#) [Logged in as](#) [Collections \(0\)](#) [Cart \(0\)](#) [Reports \(2\)](#) [Account Management](#) [Logout](#)

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[Create/Amend an Application/Record](#) [Search Applications](#)

Online Application

Welcome to LARA'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.

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☒ I have read and accepted the above terms.

[Continue Application »](#)

Select the Record Type that you would like to create by expanding the dropdown for Fireworks Consumer.

(If you are unsure on what Record Type you should apply for, please review the next slide that explains the different types.)

Click **Continue Application**

Construction Codes and Fire Services

Announcements Logged in as Collections (0) Cart (0) Reports (2) Account Management Logout

First Last or License #

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ Aboveground Storage Tanks
- ▶ Fireworks Sales Report
- ▶ Underground Storage Tanks
- ▶ Add Facility to My Records Storage Tanks
- ▶ Release Report Underground Storage Tanks
- ▶ Fireworks Cancellation
- ▼ Fireworks Consumer
 - ☐ Consumer Certificate - Refund Request Form
 - ☐ Consumer Certificate - Transfer of Facility Type
 - ☐ Consumer Certificate - Transfer of Location
 - ☐ Consumer Certificate - Transfer of Ownership
 - ☐ Consumer Fireworks Certificate Permanent Structure
 - ☐ Consumer Fireworks Certificate Temporary Structure
- ▶ Fireworks Low Impact
- ▶ FireServices

Continue Application »

Consumer Fireworks

Referred to as 1.4G, includes: Roman candles, bottle rockets, and other items that leave the ground.

Consumer Permanent Application:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and is intended to remain on the site for more than 180 consecutive calendar days.

Consumer Temporary Application:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



Step 1: Location

Enter the facility or company name.

Enter the Retail Sales Address.

Click: **Continue Application**

1 Location Information 2 Contacts 3 Application Information 4 Plan Review Information 5 Documents 6 7 8

Step 1: Location Information > Location

* Indicates a required field.

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Address

* Street No.: * Street Name: Street Type: --Select--

* City: * State: MI * Zip:

County: Township:

Search Clear

Save and resume later Continue Application »

Step 2: *Contacts > Contact Information*

Click **Add New Contact** for both the certificate holder and site contact.

Please enter the email that you check most often, since our communication to you is primarily by email.

After the Contact Information has been entered, click:
Continue Application

1 Location Information 2 **Contacts** 3 Application Information 4 Plan Review Information 5 Documents 6 7 8

Step 2: Contacts > Contact Information *Indicates a required field.

Certificate Holder

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

Select from Account **Add New Contact**

Site Contact

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

Select from Account **Add New Contact**

Save and resume later **Continue Application >**

Step 3: Application Information > Questions

Complete the Application Information.

Click: **Continue Application**

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):

*What is your current Michigan Sales Tax License Number:

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

*Business Name Listed on Sales Tax License:

*Name of Person Filed w/Dept. of Treasury for MI Sales Tax License (NOTE: "Person" means an individual, agent, association, charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization, or any other legal or commercial entity.) WARNING: This must be accurate in order for application to be approved.:

*Fireworks Business Name/Doing Business As:

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

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

*What county will your retail sales be located:

*Sentenced for Felony Conviction within the preceding 5 years: ☐ Yes ☐ No

*Ever been convicted of a felony involving theft, fraud, or arson: ☐ Yes ☐ No

*Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules: ☐ Yes ☐ No

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

Note: If you select "no" then you are required to have an inspection prior to selling product

Step 4: Plan Review Information > Plan Review

Complete the Plan Review
Exemption Information. Make
sure to answer the Yes/No
questions.

Click [Here](#) for more Plan
Submittal information.

Click: **Continue Application**

1 2 Contacts 3 Application Information 4 Plan Review Information 5 Documents 6 Review 7 8

Step 4: Plan Review Information > Plan Review

* indicates a required field.

Plan Review Exemption

PLAN REVIEW EXEMPTION

* PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?: ☐ Yes ☒ No

* Are you exempt from submitting site plans or floor plans (see Fireworks Safety General Rules to determine this): ☐ Yes ☒ No

Previous Year Certificate:

* Have any changes occurred to the site, facility structure, or floor plan since previous certificate: ☐ Yes ☒ No

* PERMANENT FACILITY- Does this location have an approved automatic fire sprinkler system?: ☐ Yes ☒ No

* Will the fireworks on hand be under the exempt amount as per Section 7.3.1 of NFPA 1124, 2006 edition?: ☐ Yes ☒ No

* Date you intend to start selling?: MM/DD/YYYY

Save and resume later **Continue Application »**

Step 5: Documents > Attachment

Click **Add** to select the documents from your files. Add attachments that are needed at this time for your application (Bond, Sales Tax License, Site Plans, Floor Plans).

After they load to 100%, click **Continue**.

1 2 3 Application Information 4 Plan Review Information 5 Documents 6 Review 7 Pay Fees 8

Step 5: Documents > Attachment * indicates a required field

Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules. Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 100 MB.
ade;adp;ai;bat;bmp;chm;cmd;com;cpl;eps;exe;gif;hta;htm;html;indd;in are disallowed file types to upload.

Name	Type	Size
No records found.		

Add

Save and resume later

Step 1

File Upload

The maximum file size allowed is 100 MB.
ade;adp;ai;bat;bmp;chm;cmd;com;cpl;eps;exe;gif;hta;htm;html;indd;in are disallowed file types to upload.

MI Sales Tax License.csv 100%

Step 2

Continue

Add

Remove All

Continue

Step 5: Documents > Attachment (Continued)

Choose the **Type** of document
from the dropdown.

Click: **Save**

To add multiple documents,
click: **Add** and repeat the
process.

When you've uploaded all
necessary documents, click:
Continue Application

Step 5: Documents > Attachment

* indicates a required field.

Attachments

Attach Copy of Michigan Sales Tax License or any other necessary documents and Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules.
Click [HERE](#) for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 100 MB.

adep,adp,ai,bat,bmp,chg,cmd,com,cpl,eps,exe,gif,hta,htm,html,indd,ins,isp,jar,jse,lib,lnk,mde,metafile,mht,mhtml,msc,msp,mst,php,pif,psd,raw,scr,sct,shb,sys,tga,tiff,vb,vbe,vbs,vxd,wbmp,wsc,wsf,wsml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Sales Tax License



Remove

File:

MI Sales Tax License.csv

100%

Description:

Save

Add

Remove All

Save and resume later

Continue Application »

Step 6: Review

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

If any information is
incorrect, you can click on:
Edit
and it will take you back to
that section that may need
to be edited

Then click:
Continue Application

Consumer Fireworks Certificate Temporary Structure

1

2

3

4 Plan Review Information

5 Documents

6 Review

7 Pay Fees

8 Record Issuance

Step 6: 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.

Record Type

Consumer Fireworks Certificate Temporary Structure

Retail Sales Location Name

Facility/Project Name:123

Edit

Retail Sales Address

123 example
CITY OF LANSING
LANSING INGHAM MI 48906

Edit

Certificate Holder

Edit

Step 7: Pay Fees

If everything is correct, click: **Check Out** and you will be redirected to the CEPAS Payment site.

The fee for a permanent consumer certificate is \$1,250.00.

The fee for a temporary consumer certificate is \$1,000.00.

If you have more applications to complete, click on: **Continue Shopping** and repeat the process for the next location that you have before checking out.

Construction Codes and Fire Services

Announcements Logged in as Collections (2) Cart (0) Reports (2) Account Management Logout

First Last or License # Q

Home BCC Licenses BCC Permits Plan Review **Fire Services** OLSR Device Permits Express Pay

Create/Amend an Application/Record Search Records

Consumer Fireworks Certificate Temporary Structure

1 2 3 4 Plan Review Information 5 Documents 6 Review 7 Pay Fees 8 Record Issuance

Step 7: 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
Applicant Fee.	1	\$1,000.00

TOTAL FEES: \$1,000.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out » Continue Shopping »

Construction Codes and Fire Services

Announcements ▾ Logged in as Collections (2) ▾  Cart (1) Account Management Logout

First Last or License #



Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Device Permits Express Pay

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.

123 example, LANSING MI 48906

1 Application(s) | \$1,000.00

▶ Consumer Fireworks Certificate Temporary Structure
24TMP-000549 Total due: \$1,000.00

Total amount to be paid: \$1,000.00

Note: Application fees are non-refundable.

Checkout »

Edit Cart »

Continue Shopping »

(Step 7: Pay Fees – Continued)

Click:
Pay by Electronic Check
Or Pay by Credit Card

Click: **Next**

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Website

Payment Method

MI Permit Lic Plan Review

Welcome to the CEPAS 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, Discover, or American Express) or an electronic check.

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

☐ Pay by electronic check

* Account Type: Personal

☒ Pay by credit card

VISA

MasterCard

Discover

AMERICAN EXPRESS

Back

Next

Exit

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.

Check Payment Screen

Depending on if
you clicked on
Electronic Check
or Credit Card,
these are the
screens you will
see.

Fill out all
the highlighted
fields and then
Click: **Next**

* 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: 1250.00 USD

Payment Date:

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 9:59 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

* 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: 1250.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date:

*Card Verification Value(CVV2): [What's This?](#)

Click: **Pay Now**

(Note that the most common reason for a “**failed verification**” is because the zip code does not match what is on file with the cardholder’s card company. Please verify that information with your card company if needed.)

Payment Review

MI Permit Lic Plan Review

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address

Billing Address:

Payment Method

VISA

Payment Amount

Amount: 1000.00 USD

Total: 1000.00 USD

[Back](#) [Pay Now](#) [Exit](#)

Once you have paid, you will be directed to a Receipt page that will state that your submittal has been successfully received.

Scroll to the bottom of the page and see the certificate number that you have been given. You will upload any new documents needed to that number.

Our office has 30 days to review your application. We will notify you of any changes needed by email.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#) [Device Permits](#) [Express Pay](#)

[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.

123 example, LANSING MI 48906

CT01476

View Summary

Print Plan Review Summary/Invoice

If you have any questions or concerns, please
do not hesitate to contact us at:
fireworks@michigan.gov

Thank You!