

Camp SITE Plan Review Help Page

Children’s and Adult Foster Care Camp SITES are required by R400.11207 to have a completed plan review before construction commences for the following:

- a) Proposed new residential children’s and adult foster care camp SITES.
- b) A new camp building for camper use
- c) Major changes in, or additions to, a building used by campers
- d) Conversion of a building to camper use

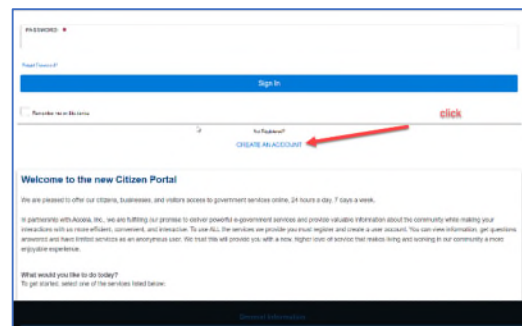
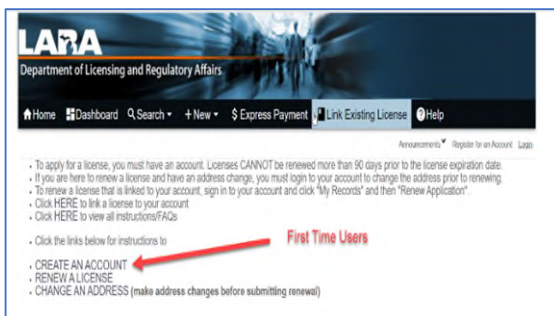
The Department of Licensing and Regulatory Affairs Bureau of Fire Services completes all Camp SITE plan reviews. The plan review process includes online submission of plans. **Please Note:** If your project is \$15,000 or more (labor and materials) than the plans must bear the seal of Michigan registered architect or engineer.

Submission Process:

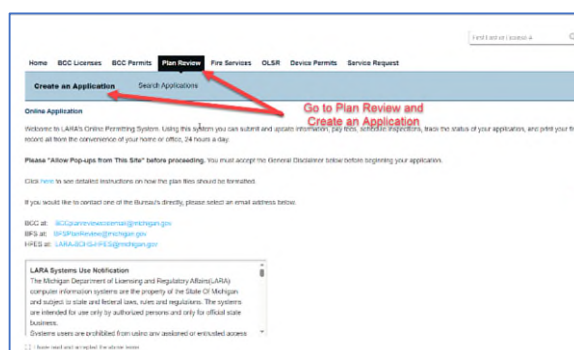
1. Go to: <https://www.michigan.gov/lara/bureau-list/bfs/plan-review>.
2. Click on: **“Plan Review Submittal”**. The link will take you to the Citizen Portal program titled **“Accele”**.



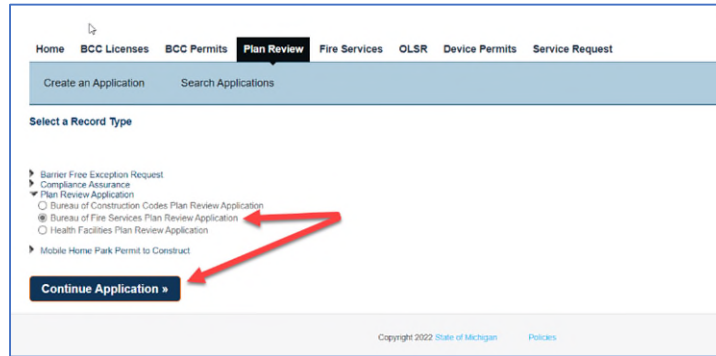
3. First Time Users: **Create an Account** (to create account-scroll down to “create an account”)



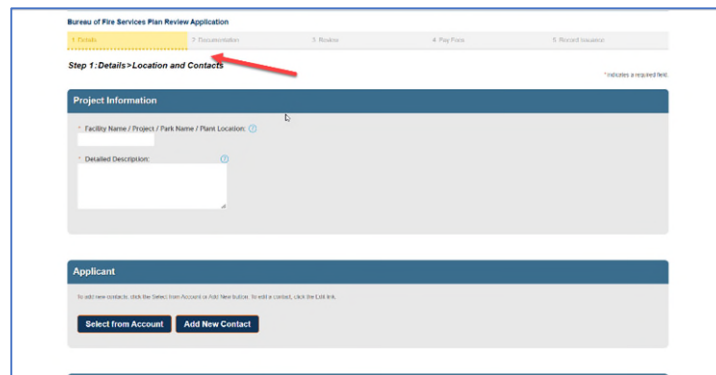
4. Follow the Login Information Steps and create an account.
5. Once you create an account, go to: **Plan Review** and **Create an application**.



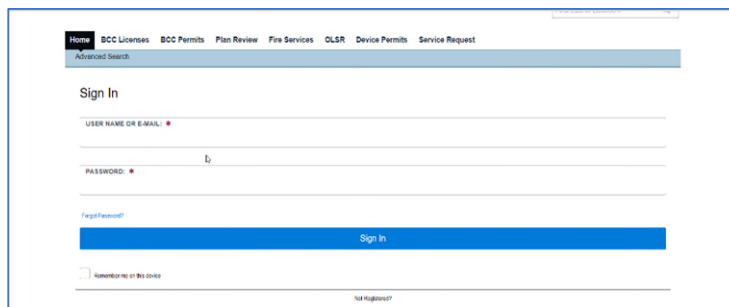
6. Select a Record Type: Click on “Plan Review Application” and “Bureau of Fire Services Plan Review Application”, then click “Continue Application”.



7. Follow the Steps of the Bureau of Fire Services Plan Review Application.



8. Status of the plan review application, review, and updates will be available by returning to the Accela portal (Citizens Portal) using your login information and going to your specific dashboard.



Additional Resources:

1. Plan Review: Document Submittal Guidelines: [Document Submittal Guidelines](#)
2. ACA Users Guide for Submitting a Plan Review Application: [ACA Users Guide for Submitting a Plan Review Application](#).
3. Plan Review Tutorial Series: [Plan Review Tutorial Series: Uploading Documents in Accela - YouTube](#)
4. Plan Review website: [Plan Review \(michigan.gov\)](#)