

Health Department

Macomb County Health Department Environmental Health Services Division

User Guide for Accela Citizen Access

Version- EH23.02

43525 Elizabeth Road, Mount Clemens, MI 48043 Email: environmental.health@macombgov.org Mt. Clemens: 586-469-5236

Contents

1.	How to create a septic permit application	2
2.	How to create a well permit application	. 8
3.	How to create a water test application	. 13
4.	How to create a change of occupancy application	. 18
5.	How to manage an application and/or record	. 22

Septic Permit Application

Г

Select this record if you're applying for a **soil evaluation** on a vacant property, a septic permit for new construction, and/or a repair or replacement septic permit for an existing home or business. Please note these instructions assume you have already created an Accela Citizen Access account. If you have not done so, please see our how-to document on creating an account.

Follow the steps to create a new application:

- A) Go to the Macomb self-service portal at: https://aca-prod.accela.com/MACOMB
- B) Enter your user name or email address and password and click Sign In

Home Public Works Environmental Health						
Advanced Search						
Sign In						
USER NAME OR E-MAIL: *						
nislam						
PASSWORD: *						
Forgot Password?						
Sign In						
Remember me on this device						
Not Registered?						
CREATE AN ACCOUNT						

C) Once you are logged in, the system will bring you to the Dashboard screen on the home page. Select the Environmental Health tab at the top.

Home Public Works	Environmental Health ÌON Search Appl	lications		
Records	ION Search Appl	lications		

D) From this screen, you can create an application, perform a general search of applications, and show a list of your applications and records. Select **Create an Application** to continue.

Home Public Works Envir	onmental Health
Create an Application	Search Applications
Records	

E) Read and accept the *General Disclaimer* by checking the box and clicking **Continue Application**

Home Public Works Environmental Health
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, schedule inspections, 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.
the use of, or the inability to use, this Web site and/or the materials contained on this Web site whether the materials are provided by the Agency or a third party.
In addition to the preceding terms and conditions the Agency, its officers, employees, agents or representatives shall not be liable for any damages of any kind arising from your use of the online payment service. Nothing contained in this Web site constitutes or is intended to constitute legal advice by the Agency or any of its agencies, officers, employees, agents, or representatives.
External Links This Web site may contain links to other sites on the Internet, which are provided for the convenience of the user. The Agency is not responsible for and makes no representation about the content or material available on such other sites. Links are not intended to imply sponsorship, affiliation or endorsement by the Agency.
Privacy Policy While the Agency does not sell any information collected and provided through this Web site, such information may be subject to disclosure as required by any federal, state or local laws, rules, or regulations, including, but not limited to, the Agency's Public Records Act (Government Code Section 6250 et seq.).
Communications via Web Site Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.
Continue Application >

- F) This will take you to the record selection page. The previous steps are the same for all types of applications. Select Septic Permit from the list below and then Continue Application.
 - a. Note: The tool tip icon 🕐 will also provide you with additional information

Home Public Works Environmental Health
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, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.
Home Public Works Environmental Health
Create an Application Search Applications
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.
 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:
 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)
Change of Occupancy
O Property Transfer Authorization O Property Transfer Authorization O Septic Permit O Water Test
○ Well Permit
Continue Application »

Step 1: Location Information

- In this section, parcel is **required**.
- Enter parcel (**-**-***) and community and click **search**.
- The system will search for the address related to the parcel and auto fill the address section. Address is editable.
- If you don't know the Parcel, enter the address and click Search. The system will search for the related parcel and complete the parcel field.
- Check the address and click **Continue Application**.

Septic Permit					
1 Location	2 Contact Information	3 Permit Information	4 Documents	5 Review	6 7
	-				
Step 1:Location Information>Location Info	ormation			010 /	
Enter your Parcel Identification (PIN #) o	r Tax ID number, or address here. If you n	eed help finding this information please u	se the following link to the Macomb Coun	ity GIS flex viewer	
If you don't know the Parcel, enter the ad	ddress and click Search. The system will se	earch for the related parcel and complete	the parcel.		
Make sure that the Parcel Number follow	vs the following character structure: ##-	##-###-###			
					* indicates a required field
Parcel (required)					
* Parcel Number:					
PLAI:					
Community					
Chesterfield Township					
Search Clear					
Address (optional)					
if unable to find full street name please enter first pe	art with % sign and search. If parcel search gives incomp	lete street name, manually update the street name			
Street No.: Direction: *5	Street Name: Street Type:				
Select 3	RD V				
Unit Type: Unit No.:					
Select 💌	\sim				
City: State: *Zip:	\checkmark				
CHESTERFIELD TO\ MI 48051					
Search Clear					
Save and resume later					Continue Application »

Step 2: Contact Information

- Applicant By default, this will be the account you used to log in to the system.
- Landowner Landowner information is required. click "Select from Account" to add your personal contact information if this is you, or select "Add New" to manually add a contact and fill out all required fields.

Septic Permit					
1 Location 2 Contact Information 2	3 Permit Information	4 Documents		5 Review	6 7
Step 2:Contact Information>Contact Information	Contact Information		×		* indicates a required field.
APPLICANT	• First: Middle: •	Last	^		
REQUIRED	Name of Business:				
Naimul Islam neuros latenen transcendegos org Media Phone Fac: Fac: Eat Remove	* Address Line 1: * City: * State: Select * Phone 1: Pho	*Zip: *			
LANDOWNER	• E-mail:				
REQUIRED To add new contacts, click the Select from Account or Add New button. To an a contact, click the Edit link.	Continue Clear Dis	card Changes			
Select from Account Add New					
Save and resume later					Continue Application »

Select Continue Application

Step 3: Permit Information

- Service Requested select the appropriate service request from the dropdown menu and the Type of septic system.
- Site Information enter at least the information in the required fields (marked with asterisk *)

Note: The tool tip icon 🥑 will also provide you with additional information

Step 3: Permit Information > Site Information		*Indicates a required field.
Service Requested		
SERVICE REQUESTED		
Has the soll evaluation been complexed? If not, please select Soll Evaluation * Service Request:	C Non Permit.	
• Тури:	Select New Permit	
	Soll Tvaluation	
Site Information		
*Building Type:	-144	
*Water Supply:		
* Sewage Disposal:	-Sector -	
Estimated Daily Flow:		
Sewage Ejector: *	(THE) NO	
*Existing Septic:	() □ in The display in the display is a display in the display in the display is a display in the display in the display is a display in the display in the display in the display is a display in the display	
*Existing Well:	Ŭ 760 Ŭ 80	
Other Wells:	0	
Buried Well:	○ 1 95 ○ 1 00	
Flood Area:	○ 1 95 ○ 1 00	
Easements:	<i>A</i>	
	spell check	
Save and resume later		Continue Application +

Step 4: Documents

- Please read the Required Documents section and upload the documents based on the service requested.
- If unable to scan and upload your required document, skip this step and continue application.
- PLEASE NOTE: 2 hard copies of your site plan MUST be submitted to MCHD via mail or drop off.
 - i) Click Add
 - ii) Select your document from computer, click Continue or Add (if you have additional documents)
 - iii) Select file Type (i.e. Sep_Plans, Sep_Site Drawing etc.)
 - iv) Click Save, then Continue Application

Step 4: Documents>Documents	*indicates a required field.
Documents .	
<section-header>Security Post Descrit 1 2</section-header>	Description: well check
Add Benow All	
Two and reason law	Continue Application +

Step 5: Review

- Review the information on this summary screen
- Click Edit if any information in the section needs to be updated.
- Agree to the certification text by checking the box (marked on the photo)
- Click Continue Application

Record Type						
/			Sentic	Permit		_
			Septe			
Parcel projuined)						
Annal Readors in 19, 20, 201						_
Address construction						
Notices (descend						
Management of the second						
APPLICANT						
Internal Control of Co						
And Surgers allow Long. 70, 10002						
Press Control or Malaymail.com						
LANDOWNER						
Test Harmall Inspires						
Trans. 1997 (March 1997)						
Fread national and design ad some						
CONTRACTOR						
Rate Test?	Cardinados - Inglio - ANETI					
Service Requested						
						-
Tenter Brigant	Tell Tellanteen					_
Delationship						
Bally Day	Protection					-
Water Deputy	Rectigue					
Interrupt Departure Instrumented Darky Prove	Dealer					
Researce Operation	-					
Factory Dept.						
Factory Red.	No.					
Citer Bide						
No of Balances	-					
We of Spationsky	1					
Teacher Street						
Documents						
The maximum life introduced is 100 Mil.						
-	~		Lassellinker			_
	Tel Additional Prints		0100-0071	Acient -		
19 Internal Diff. Some EXcellent public	W/Jacksong		00000000	Aum-		
Applications will not be processed with	these the appropriate los. Term for soil evaluation in encous of the	basic service will be billed at the current beauty service rate. I also	o understand that the requested sewage disposal service old will be perform	and only after i have given notice togeable utilities in accordance with act 32	I p.a. 1974 as ammended. Compiled laws 402-201, any demoge occurring as the result of unmarked utilities but subject to miss digi will be the responsibility of	
the currer.	and the second	deting an endeduce the burden desire. These control mission	de at hitse (been minuted)) and an did 111 and emotion the department	ni with the confermation margins likes and ensured that are seemed insured on	a reads of this medication will be refer for the one designated	
	contraction of the state of the		and a sub-sub-sub-sub-sub-sub-sub-sub-sub-sub-		a namen na ana Malantanan ana na Arda na nan Ana ana ana ana Marana	
						*
Destroy to loss agent to be about with					Take 1	
fore and reasons have					- Contras Apple	

Step 6: Pay Fees

- Based on the service request a fee will automatically be applied.
- You can pay your fee at this step using a **credit card** or Pay in Person later by contacting the Environmental Health Services Division of the Macomb County Health Department.
- A. Pay in this step: Click Continue Application. A payment screen will appear. Enter all required fields and click Submit Payment
- B. **Pay in Person:** Use this option if you want to pay later via mail or drop-box. Application will be submitted successfully with this option, *but will not proceed until the payment is completed*.

	Step 6: Pay Fees The available payment methods is: -Credit Card	
Home Public Works Environmental Health	Payment Options	
Create an Application Search Applications	Amount to be changed: \$440.00	
Septic Permit		
1 2 3 Permit 4 Documents 5 Rev	Credit Card Information: *Card Tunar *Card Number *Security Code (1)	Record Submittal
Step 6: Pay Fees Listed below are preliminary fees based upon the information you've entered. Some fees are based on the or free.	Selection Add manufact Selection Add manufact Selection Add manufact Selection Se	following screen will display your total
Select "Continue Application" to pay online <u>via credit card</u> or select "Pay In Person" to mail o payment is received.	Credit Card Holder Information:	aced into the workflow until
Application Fees	Country: United States	
Fees Uty. Septic Permit - New 1	*Street Address:	Amount \$440.00
TOTAL FEES: 5440.00 Note: This does not include additional inspection fees which may be assessed later.	* City: * State: * Zip: Sulat-** * Phone:	
Continue Application > Pay In Person	E-mail:	
	Submit Payment »	

Step 7: Record Submittal

At this step you will see a message indicating your record has submitted successfully. You can see your record number (example OSP23-00003). You can view and print payment receipt from 'Print/View Receipt' menu (marked). Click on **View Record Details** to see your record.

1 2			
	3 Permit Information	4 Documents	
Step 7: Record St	ubmittal		
Your ap Please	plication has been successfully subm print your record and retain a copy for	nitted. or your records.	
our Record Number	sine services. is OSP23-00003.		
You will need this	number to check the status of your a	application or to schedule/check results of inspections.	
Print/View Receipt	\triangleleft		

Note: An email should sent to the applicant after submitting the application. Check your email for a message from **noreply@macomb.org**. You may need to check your Spam or Junk folders as well. Sample email:

From
noreply@macomb.org[noreply@macomb.org]
Sent 0/24/023 10.1/25
naimul istam@macombgov.org
Ce
Bcc
Title
OBP23-0047 Application Submitted - Peyment Pending Matchment(s)
Content
Dear Applicant:
This Department has received your request and applicable fees for OSP23-00047, 27300 25 MLE RD CHESTERFIELD TOWNSHIP, MI 48051. Please note that the creation of a record is not the finished parmitivevaluation. Visit Citizen Access and cick: "Pay Fee Due" for your record number. Once your payment is received, your request will be assigned to an area staff member for completion. Well Citizen Access to search for your record number, check the status of inspections and parmits by selecting "record info" under your record status. Please contact the Department at environ metal heating.metal.partmetal.p
Sincerely,
Environmental Health Services Division
43525 Etzabeth Road Mourt Clements, Mi 48043 Comments

Well Permit Application

Select this record if applying for a new well permit or an existing well repair/replacement permit (residential and commercial)

Follow step **A-F** in the Septic Application.

Select Well Permit from the list below and then Continue Application.

Home Public Works Environmental Health
Create an Application Search Applications
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-
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). <u>NOTE: The record will not be</u> 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:
• 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
O Change of Occupancy
O Septic Permit
O Water Test
Well Permit
Continue Application »

Step 1: Location Information

- In this section, parcel is **required**.
- Enter parcel (**-**-***) and community and click **search**.
- The system will search for the address related to the parcel and auto fill the address section. Address is editable.
- If you don't know the Parcel, enter the address and click Search. The system will search for the related parcel and complete the parcel field.
- Check the address and click **Continue Application**.

1 Location Information	2 Contact Information	3 Permit Information	4 Documents	5 Roview	6 7
Step 1:Location Information >I Enter your Parcel Identification https://gis.macombgov.org/p If you don't know the Parcel,	Location Information on (PIN #) or Tax ID number, or addr parcelexplorer. enter the address and click Search.	ess here. If you need help finding this information the system will search for the related parcel and	on please use the following link to I complete the parcel.	the Macomb County GIS flex viewer	
Make sure that the Parcel Nu	imber follows the following charact	er structure: ##-##-###			* indicates a required field
Parcel (required) *Parcel Number;					
PLAT: ()					
Community: Chesterfield Township					
Search Clear					
Address (optional)					
if unable to find full street name ple	ase enter first part with % sign and search. If par	cel search gives incomplete street name, manually update the stree	t name		
Street No.: Direction: Select	Street Name: Street	Type:			
Unit Type: Unit No Select	•:				
City: State: CHESTERFIELD TO/ MI	•Zip: 48051				
Search Clear					
Save and resume later					Continue Application >

Step 2: Contact Information

- Applicant By default, this will be the account you used to log in to the system.
- Landowner Landowner information is required. click "Select from Account" to add your personal contact information if this is you, or select "Add New" to manually add a contact and fill out all required fields.

Select Continue Application

Septic Permit				
1 Location 2 Contact Information	3 Permit Information	4 Documents	5 Review	6 7
Step 2:Contact Information>Contact Information	Contact Information		×	* indicates a required field.
APPLICANT REQUIRED Naimul Islam naimul Islamdomacombigox.org Hoog binoxi: Hoog binoxi: Fig. Remove LANDOWNER	* First: Middle: *Last: Name of Business: * Address Line 1: * City: *State: * City: *State: * Finone 1: Phone 2: * E-mail: Constitution: Citage: Description:	*Zip: Phone 3:		
To add new contacts, click the Select from Account or Add New butten. To ref a contact, click the Edit Iria. Select from Account Add New				
Save and resume later				Continue Application »

Step 3: Permit Information

- Select the appropriate permit type from the dropdown. A fee will be generate based on the selected permit type.
- Enter all the required field (marked asterisk*)
- Continue application

Well Permit					
1 Location 2 Information	Contact Information	3 Permit Information	4 Documents	5 Review	6 7
Step 3: Permit Information > Permit Inform	nation				* indicates a required field.
Permit Information					2
WELL APPLICATION INFORMATION					
* Permit Type:	Residential Well Permit -*				
*Water Supply:	Onsite 💌				
* Sewage Disposal:	Municipal				
• Existing Well:	● Yes ◯ No				
Existing Well Location: *	0 N				
Easements:	spell check				
Existing Well Head Buried:	Ves No				
Save and resume later					Continue Application »

Step 4: Documents

- Please read the Required Documents section and upload the documents based on the service requested.
- Required document(s) on a *new* well permit: site plan (wel_plans)
- Required document(s) on a *repair/replacement* well permit: site drawing (wel_site drawing)
- If unable to scan and upload your required document, skip this step and continue application.

PLEASE NOTE: 2 hard copies of your site plan MUST be submitted to MCHD via mail or drop off.

File upload instructions:

- i. Click Add
- ii. Select your document from computer, click **Continue** or **Add** (if you have additional documents)
- iii. Select file Type (i.e. WELL_Plans, WELL_Site Drawing etc.)
- iv. Click Save
- Click Continue Application

Well Permit					
k Contact Enformation	Permit Information	4 Doursets	& Painteer	6 Pay Pass	7
Step 4: Documents > Documents					* Indicases a required field.
Attachment					
HEXINED-DOCUMENCy, ON ANEW WELL PREMT: Size Plan (1915, "Juna). The following must be shown on the size plan: Property humanizers: A horizon stream and must fold of some					
Lacities and developes of supervised Lacities and developes of Lacities and developes of Lacities of with foreign of Lacities of and foreign of Lacities of Lacities of and foreign of Lacities Lacities	File Upload Ne mainur file	Store advected in 100 MB.	• Type:	File: release note.pdf	Description:
REGISTED DOCUMENTS ON ARXIVE REP. • Bits Drawing (Mills, July Drawing) The maximum Bit data allowed is 200 MR.	e fuelting, and a	an a poll or	WEL_Additional Photos WEL_Other Documentation	200%	
Nome No records found.	ii	-	WEL_Plans WEL_Site Drawing		spell check
	Continu	e Add Remove All	Save Add Rer	move All	
Sees and resume later Add	Remove All				Continue Application +

Step 5: Review

- Review the information on this summary screen
- Click Edit if any information in the section needs to be updated.
- Agree to the certification text by checking the box (marked on the photo)
- Click Continue Application

Parcel (required)						
Parcel Number: 09-08-100-001						
Address (optional)						
Address (optional)						
27300 25 MILE RD CHESTERFIELD TOWNSHIP MI 48051						
APPLICANT						
Naimul Islam 25170 eureka drive watero, MI, 48091 Phone 1133-608-8528 E-mait naimul Islamemacombigox org						
LANDOWNER						101
Nam blam 25370 aurika WWRSN, N. 44091 Phone 1:135666666 I - mait namul slampinacombigox org						
Permit Information						
Permit Type:	Residential Well Permit - F	lew				Lak.
Water Supply:	Onsite					
Sewage Disposal:	Municipal					
Existing Well: Existing Well:	Yes N					
Easements:	-					
Extsting Well Head Burled:	No					
Attachment						E SE
The maximum file size allowed is \$00 MB.						
Name	Two	Size	Latest Update	Artise		
PLAN POFede	WIL Plans	122.02 KB	02/24/2023	Actions		
Applications will not be processed with	out the appropriate fee. I also under	stand that the requested water supply sen	vice(s) will be performed only after I have given not	ice to public utilities in accordance with act 53 p.a. 1974 as amended	Compiled laws 460.701, any damage occurring as the result of unmarked utilities (not su	bject to
miss dig) will be the responsibility of the	e owner.					
Please also note that miss dig must be o	contacted, and the property staked,	prior to this department conducting any e	valuation that involves digging. Please contact miss	dig at https://www.missdig811.org/ or dial 811 and provide this dep	artment with the confirmation number. I/we understand that any permit issued as a result	of this
application will be only for the use that	t i have designated.					
						-
By checking this box, I agree to the above certificat	eion.				Dave: 02/24/2025	
Save and resume later					Contin	ue Application =

Well Permit

Step 6: Pay Fees

- Based on the service request a fee will automatically be applied.
- You can pay your fee at this step using a credit card or Pay in Person later by contacting the Environmental Health Services Division of the Macomb County Health Department.
- A. Pay in this step: Click Continue Application. A payment screen will appear. Enter all required fields and click Submit Payment
- B. **Pay in Person:** Use this option if you want to pay later via mail or drop-box. Application will be submitted successfully with this option, *but will not proceed until the payment is completed*.

Well Permit	Step 6:Pay Fees The available payment methods is: *Credit Card	
1 2 3 Permit 4 Documents 5 Re	Payment Options	7 Record Submittal
Step 6: Pay Fees Listed below are preliminary fees based upon the information you've entered quantities where applicable. The following screen will display your total fees Select "Continue Application" to pay online via credit card or selev application will not be placed into the workflow until payment is n	Annuart to be charged \$44.00 Proy was creat Care Credit Card Information: *Card Type *Card Newton: *Security Code (* *Security Code (* *Security Code (* *Security Code (*)	installed or repaired. Enter If paying in person, your
Application Fees Fees Residential Well Permit - New	Creat Card Holder Information: Manual Manual Country: Information: *Steed Address:	Amount \$467.00
TOTAL FEES: \$467.00 Note: This does not include additional inspection fees which may be assessed later. A Continue Application » Pay In Person	* Cry * Sale * Zp = data * * Prone E-mail	
В	Submit Payment »	

Step 7: Record Submittal

At this step you will see a message indicating your record has submitted successfully. You can see your record number (example WWP23-00003). You can view and print payment receipt from 'Print/View Receipt' menu (marked). Click on **View Record Details** to see your record.

Well Perm	it							
1 2	3 Permit Information	4 Documents	5 Review	6 Pay Fees	7 Record Submittal			
Step 7: I	Record Submittal							
\oslash	Your application has been Please print your record a	a successfully submitted. Ind retain a copy for your i	records.					
Thank you fo Your Recor You will I	Thank you for using our online services. Four Record Number is WWP23-00003							
View	Record Details »	Ţ]						

Note: An email should sent to the applicant after submitting the application. Check your email for a message from **noreply@macomb.org**. You may need to check your Spam or Junk folders as well.



Water Test Application

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).

Follow step **A-F** in Septic Permit Application. Select **Water Test** from the list below and then **Continue Application**.

Home Public Works Environmental Health
Create an Application Search Applications
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.
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: 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
O Property Transfer Authorization
O Septic Permit
Continue Application »

Step 1: Location Information

- In this section, parcel is **required**.
- Enter parcel (**-**-***) and community and click **search**.
- The system will search for the address related to the parcel and auto fill the address section. Address is editable.
- If you don't know the Parcel, enter the address and click Search. The system will search for the related parcel and complete the parcel field.
- Check the address and click Continue Application.

1 Location Information	2 Contact Information	3 Permit Information	4 Documents	5 Review	6 7
Step 1:Location Information >Locat Enter your Parcel Identification (P https://gis.macombgov.org/parce If you don't know the Parcel, ente Make sure that the Parcel Numbe	ion Information IN #) or Tax ID number, or address he lexplorer. r the address and click Search. The sy r follows the following character stru	re. If you need help finding this informa stem will search for the related parcel a iccture: ##-##-###############################	tion please use the following link to the nd complete the parcel.	2 Macomb County GIS flex viewer	
Parcel (required)					*indicates à required heid
*Percet Number: PLAT: O *Community: O Oversefiel Trunity * Search Clear					
Address (optional)					
(f sandle to find full toron name please on Street No:	er flort part with % sign and asarch. If parcel search *Street Name: Street Type: 22p: 4001	h gives incomplete street name, manually update the n	breef mame		
Save and resume later					Continue Application >

Step 2: Contact Information

- Applicant By default, this will be the account you used to log in to the system.
- Landowner Landowner information is required. click "Select from Account" to add your personal contact information if this is you, or select "Add New" to manually add a contact and fill out all required fields.
- Select Continue Application

Septic Permit				
1 Location 2 Contact Information	3 Permit Information	4 Documents	5 Review	6 7
Step 2:Contact Information>Contact Information	Contact Information	×		 indicates a required field.
APPLICANT	* First: Middle: *Last:			
REQUIRED Naimut Islam naimut, Islam@naicontbgov.org Home phone; 13-08-822 Work Phone: Fac Edit: Remove LANDOWNER	Name of Business: *Address Line 1: *City: *State: *Zip: -State: * *Phone 1: *Phone 2: *E-mail:	Phone 3		
REQUIRED To add new contacts, click the Select from Account or Add New button. To out a contact, click the Edit Ink. Select from Account Add New	Continue Clear Discard Changes			
Save and resume later				ntinue Application »

Step 3: Water Test Request

- Select 'Add New' to add a water test. Add a row for each sample desired (including multiple of same type)
- New screen will appears. Select Type of test (i.e, Arsenic, Bacteriological, Partial Chemical etc.) from the dropdown. Select water sample location (i.e. kitchen sink, pressure tank etc.). Add other description if needed. Click 'Submit'
- If you want to select another sample of the same test type or another test type select 'Add New' again and follow the previous step.
- <u>To request any samples other than those listed in the dropdown list</u> (found on the State EGLE price list), select "**Other**" and then write in the sample you would like in the description box. You will not be able to pay immediately, you will select "**Pay in Person.**" Within 1 business day, we will invoice you for the correct fees of the samples you would like, and at that point you may return to the portal to pay online via credit card, or you may mail or drop off a check. Please note that water sample collection is a free public service that this Department provides, charging only lab fees. For any samples selected in the "other" category, \$2 is added to the lab fee to offset some of the shipping costs'

Water Test						
1 Location Information	2 Contact Information	3 Water Test Request		4 Review	5 Pay Fees	6
Step 3: Water Test Request>Reques	st Information					* indicates a required field.
Request Information		*Type of Test: Select	•	*Water Sample Location:	Other Description:	×
BUILD YOUR WATER TEST REQUEST - add a row for Partial chemical test parameters are: Calcium, Chlorid	or each sample desired (including multiple of same ty de, Fluoride, Hardness, Iron, Magnesium, Nitrate, Nitr	pe) ite, Sodium, & Sulfate.			h le	
Showing 0-0 of 0 Type of Test No records found.	Water Sample	Location	Cancel	spell check	spell check	
Add New 🔻 Edit Selected Delete	Selected					
Save and resume later						Continue Application »

If you want to edit or delete the entered water test:

- Select the item by clicking checkbox (marked in photo)
- Then select 'Edit Selected' or 'Delete Selected' next to Add New or from 'Action' dropdown (marked)

Showing 1-4 of 4				
	Type of Test	Water Sample Location	Other Description	
	Arsenic	A		Actions 🗸
	Bacteriological	В		Actions 🔻
	Arsenic	c	Γ	Actions 🔻
	Other	В	BB	Actions 🔻
Add New 🔻	Edit Selected Delete Selected			

Step 4: Review

- Review the information on this summary screen
- Click Edit if any information in the section needs to be updated.
- Agree to the certification text by checking the box (marked on the photo)
- Click Continue Application

Record Type			
	W	ater Test	
Parcel (required)			Edit
Percel Number 09-08-100-001 Community: Chesenheid Township			
Address (optional)			Edit
27300 IS MILE BD CHESTER/TELD TOWNISHEP MI 48051			
APPLICANT			Edit
Namul Islam 12109 ound where 12109 ound 44000 1990 - 1311 - 4000 E main haimud islam@maccmbgov.org			
LANDOWNER			Edit
Studio khan 2510° ount doine 1800° 111-111 E-mail NAMUL MEBGGANL COM			
Request Information			
			Edit
Type of Test	Water Sample Location	Other Description	
Arsenic	Α		
Bacteriological	8		
Arsenic	c		
Other	1	88	
Applications will not be processed without the appropriate fee. A representative from the Health Department will contact you to schedule an appointment for the APPROVAL PURPOSES.	requested water test(s). NOTE: THE FINAL WAT	TER TEST REPORT IS NOT INTENDED FOR, NOR SHOULD IT BE CONSTRUED AS, AN APPROVAL OF THE WELL OR WATER SUPPLY FOR MORTGA	AGE +
2 By checking this box. I agree to the above certification.		Date: 02/24/2023	
Save and resume later		Continue	Application »

Step 5: Pay Fees

- Based on the service request a fee will automatically be applied.
- You can pay your fee at this step using a credit card or Pay later by contacting the Environmental Health Services Division of the Macomb County Health Department.
- A. Pay in this step: Click Continue Application. A payment screen will appear. Enter all required fields and click Submit Payment
- B. **Pay in Person:** Use this option if you want to pay later via mail or drop-box. Application will be submitted successfully with this option, *but will not proceed until the payment is completed*.

	Payment	Options				
	Although to be ch	ürged: \$20.00				
Water Test	OPay with Cri	ide Card				
1 2 Contact 3 Water Text 4 Re-	Credit Card	Informatio	n:			6 Record Submittal
Step 5: Pay Fees	* Card Type: seet	Card Num	iber:	*Security Code: ()		
Listed below are preliminary fees based upon the information you've ent quantities where applicable. The following screen will display your total i	Credit Card	i Holder Info	rmation:		(items	installed or repaired. Enter
Select "Continue Application" to pay online via credit card or s application will not be placed into the workflow until payment	Country	Nam Neti*	-		:heck.	If paying in person, your
Application Fees	*Street Address					
Fees	*City:	*State:	*Zip:			Amount
Bacteriological Water Test	1 Dhosen	~5dm1-*				\$25.00
Arsenic Water Test	Printe.					\$40.00
TOTAL FEES: \$65.00	E-mait					
A B	Submit P	avment a	1			
Continue Application y Day In Person	Judinit	ayment				
Continue Application * Pay in Person						

Step 6: Record Submittal

C.

At this step you will see a message indicating your record has submitted successfully. You can see your record number (example TST23-00001). You can view and print payment receipt from 'Print/View Receipt' menu (marked). Click on **View Record Details** to see your record.



Note: An email should sent to the applicant after submitting the application. Check your email for a message from **noreply@macomb.org**. You may need to check your Spam or Junk folders as well. Sample email (payment due):

From
noreby@gmacomb.org_Inoreby@macomb.org] Sent
2024202312.04.21 To
naimul islam@macombgov org Cc
Bcc
Title
TST23-00031: Application Submitted - Payment Pending Attachment(s)
Content
Dear Applicant:
This Department has received your request and applicable fees for TST23-00031; 27300 25 NILE RD CHESTERFIELD TOWNSHIP, MI 48051. Please note that the creation of a record is not the finished permitievaluation. Vsit Citizen Access and cick "Pay Fee Due" for your record number. Ince your payment is received, your request will be assigned to an area staff member for completion. Vsit Citizen Access to search for your record number, check the status of inspections and permits by selecting "record info" under your record status. Please contact the Department at environnerial heathfiguracomport, or with any questions.
Sincerely,
Environmental Health Services Division
42535 Elzabeth Road Mount Clements, Mi 48043 Comments

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.

Follow step **A-F** in septic permit application.

Select Change of Occupancy from the dropdown and Continue Application

Home Public Works Environmental Health
Create an Application Search Applications
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.
Change of Occupancy: Select this record if adding bedrooms to a home, changing a business type, installing a pool, outbuilding, or other
Property Transfer Authorization:
 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
Continue Application »

Step 1: Location Information

- In this section, parcel is **required**.
- Enter parcel (**-**-***) and community and click **search**.
- The system will search for the address related to the parcel and auto fill the address section. Address is editable.
- If you don't know the Parcel, enter the address and click Search. The system will search for the related parcel and complete the parcel field.
- Check the address and click Continue Application.

Change of Occupancy					
1 Location Information	2 Contact Information	3 Application Information	4 Documents	5 Review	6
Step 1:Location Information>Location Informa Enter your Parcel Identification (PIN #) or Ta Make sure that the Parcel Number follows th	ation x ID number, and address here. If y he following character structure: a	rou need help finding this information please use th ##-##-###	ne following link to the Macomb County GIS	flex viewer https://gis.macombgov.org/parcelexplorer	*indicates a required field.
Parcel (required)					
Parcel Number: 13-20-356-003 PLAT:					
• Community: ① Warren •					
Search Clear					
Address (optional)					
*Street No.: Direction: *Street 23160 *Stelect-* * EuRoid	Name: Street Type: RD V				
Unit Type: Unit No.:	•				
CRY. STATE. CIP. WARREN NE 48091	*				
Search Clear					
Save and resume later					Continue Application >

Step 2: Contact Information

- Applicant By default, this will be the account you used to log in to the system.
- Landowner Landowner information is required. click "Select from Account" to add your personal contact information if this is you, or select "Add New" to manually add a contact and fill out all required fields.
- Select Continue Application

Change of Occupancy				
1 Location 2 Contact Information	3 Application	4 Documents	5 Review	6
Step 2:Contact Information>Contact Information	Contact Information			* indicates a required field.
APPLICANT To add new contract, click the Select from Account or Add New button. To edd a contract, click the Edd Inst.	First: Middle: Last: Name of Business:			
Name Ter22 Teramatic College College Teramatic College College Teramatic College Ter	Address Line 1: City: State: Stitet-	*Zip:		
	*Fhone 1: Phone 2 *E-mail:	Phone 3:		
To add new contract, clint the Select from Account or Add New Add New Add New	Continue Clear Discard (Changes		
Save and resume Later				Continue Application >

Step 3: Application information

- Select reasons for inspection (required) and all other fields.
- Continue application

Change of Occupancy					
t Location Information	2 Contact Information	3 Application Information	4 Documents	5 Review	6
Step 3:Application Information	n>Application Information				* indicates a required field.
Change of Occupancy					
CHANGE OF OCCUPANCY					
*Reason For Inspection:	•				
Construction Permit Applied:	O Yes O	No			
Construction Permit Issue Date:	NN/DD/m	m 🔲			
Demolition Permit Applied:	O Yes O	No			
Demolition Permit Issue Date:	MM/DD/YY	m 📃			
Is Building Occupied?:	Ves 🔿	No			
If no, last date of occupancy:	MM/DD/YY	m 🔲			
Save and resume later					Continue Application >

Step 4: Documents

If this application is for a construction permit for the home or property, a site drawing must be attached indicating the septic system location and proposed changes. Please read the Required Documents section and upload the documents based on the service requested.

File upload instruction:

- i. Click Add
- ii. Select your document from computer, click **Continue** or **Add** (if you have additional documents)
- iii. Select file Type (i.e. COO_Site Drawing.)
- iv. Click Save
- Click Continue Application

Change of Occupancy					
1 2 Contact Information	3 Application Information	4 Documents	S Review	6 Record Submittal	
Step 4:Documents>Documents				* indic	ates a required field.
Attachment					
If this application File Upload The maximum file size allowe	ne or	File Upload The reamen Ne sea allowed is 300 M8. ACA PM (mult heaffication 500 M2.	f indicating the septic system	File:	Description:
Name No records found.		ï	Select+ Select+ -COO_Step Officer COO_Step Officer IV	w22.docx 100%	spell check
	Add Semond AE	Continue Add Remove	All	Remove All	
Save and resume later				Continue A	pplication >

Step 5: Review

- Review the information on this summary screen
- Click Edit if any information in the section needs to be updated.
- Click Continue Application

Record Type					
			Change of Occu	pancy	
Decal (new insel)					10
Parces (requires)					
Parcal Marsher: 13-30-306-001 Commanity: Warren					
Address (optional)					
25560 EUREKA WARTEN MI 48001					
APPLICANT					-
Seat Naimud2 Ivery Ion 660 Improvidion Voy, MJ, 46405 Phores 3:33.7782-5011 E-mail.naimud.colhgigmail.com					
LANDOWNER					
Studie Islam 2020 aanda drine warren, M. 4800 Poure 1.33.665-0999 E-mail 3HBAgimacombigos ong					
Change of Occupancy					
Research For Inspections: Construction Poweit Applied Construction Poweit Road Date Downskien Poweit Applied Downskien Poweit Road Date In Bulding Occupied? From Just Ader Oncompany	add badwoon Na 65040025 Na Ma 65070025				
Attachment					
The maximum Ne size allowed is 100 MB.					
Name	Тура	3m	Lakust Updaka	Action	
AEA.PW Ernall Notification Template v72 docs	COO_Site Deawing	1/446 18	00/06/2025	Actions •	
Save and recume later					ntinue Application »

Step 6: Record Submittal

At this step you will see a message indicating your record has submitted successfully. You can see your record number (example COO23-00001). You can view and print payment receipt from 'Print/View Receipt' menu (marked). Click on **View Record Details** to see your record.

Change of Occupancy								
1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submittal			
Step	Step 6: Record Submittal							
\langle	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 COO23-00002. You will need this number to check the status of your application or to schedule/check results of inspections.								
View Record Details »								

Note: An email should sent to the applicant after submitting the application. Check your email for a message from **noreply@macomb.org**. You may need to check your Spam or Junk folders as well. Sample email:

From
noreply@macomb.org[noreply@macomb.org] Sent
02/24/02/3 14/28 09 To
naimul islam@macombgov.org Cc
Bec
Title
COC23-00003 Application Submitted Attachment(5) Attachment(5)
Content
Dear Applicant:
This Department has received your request and applicable fees for COO23-00003, 27300 25 MILE RD CHESTERFIELD TOWNSHIP, MI 48051. Please note that the creation of a record is not the finished permitivevaluation; your request will be assigned to an area staff member for completion. Isit Clizen Access to search for your record number, check the status of inspections and permits by selecting 'record into' under your record status. Please contact the Department at environmental health@macombgov.org with any questions.
Sincerely,
Environmental Health Services Division 49252 Elizabeth Rod Moard Clemens, M 48043 Comments

Record & Application Management

This section we cover:

- 1. How to search for a record
- 2. Check record information (such as processing status, inspection, attachment)
- 3. Payment information

1. How to search for record

- Go to the Macomb self-service portal and log in https://aca-prod.accela.com/MACOMB
- Click on the Environmental Health tab. You will see a screen with a **Records** section and **General Search** section.
- Under **General Search**, you can search for a record by entering one or more parameters such as Record number, Parcel, Address, Contractor information, Applicant name etc. Enter any information and click submit. The related record will display. You can use the % character as a wildcard in your searches.

Creat	te an Application	Search Applications							
Recor	rds								
Showing 1	-4 of 4 Addressletter	Record Readow		Provide the second se	Restaur Restaur	Testada Data	Red of	1.0.0	Bent Bates
	Line	KALLAN MUNICIP	success clim	Leargener	Propert rearra	Coperative Case	Long La	Action	STOP1 PRIMA
	01/01/0025	05723-00003	Septia: Perret			04/11/2021	Submitted		
U	01/01/2073	WWP25-00011	Wed Permit				Submitted		
	12/29/02022	T5722-00052	Water Test				Submitted		
	13/29/06/2	15122-00053	Water Test				Submitted		
Search Enter Inf • Sit • Co • Pa • Re • Co Select th	Search for Records Inter Information Blow to starts for records.								
Gene	ral Search								Eanard Eaanth
Incord Number Regist Name Record Type: box box Start Once: box									
Confluctor Type: Cartholog Number: Runnens R Emil: Lait: Name of Radioss:									
Street No.: Direction: 0 Street Name: 0 Street Name									
100 Type () 100 () 									
Chy State Za:									
And No.									
Searc	Search Clear								

2. Check Record information

Select a record from the list and it will display the information on the Record Details screen.

					Logged in as:Test Natmut Collections (0) A	ccount Management Logout	
Home Public Works Emission	ental Health						
Create an Application	Search Applications						
Record OSP23-00003:						Add to collection	
Septic Permit	Septic Permit						
Record Status: Submitted Expiration Date: 01/31/2023							
Record Into Paymer	nis 🔻						
Work Location							
25160 EUREKA * WARREN MI 48091							
Record Details							
Applicant: Test Natmu2 troy toa 660 kenyon dhive troy, ML 48083 Prosen 3137-782-5001 natmu4 codbagma4.com	Contractor: Nam Tati2 Mi, Contractor - Sapti: N2023						
More Details							

Record Details

Click **Record Info** and select **Record Details** to view the record details. Click **>** next to More Details to see more information like Application Information and Parcel Information. Click the + next to each options to view more information.



Processing status

The processing status displays the step your application is at with the department. This is the best place to check your application status.

- Click Record Info and select Processing Status from the dropdown option.
- A screen with different workflow steps will appear. Click on the arrow button (marked in photo) to see details of this workflow step.
- The \overline{a} sign means the active steps of the workflow.
- The 💙 sign means completed steps of the workflow



Related Records

You can view all associated records by selecting Related Records in the Record Info menu.

Record Info 🔻	Payments 🔻
Record Details	
Processing Status	
Related Records 🔶	
Attachments	
Inspections	
Record Details	

Attachments

- Here you can see all the documents uploaded either by you or the Health Department staff. You can also upload new documents. Once your permit is issued it will be available to view in this section.
- To upload a new document follow the steps:
 - 1. Click Add
 - 2. Select a document from your computer, click Continue or Add (if you have additional documents)
 - 3. Select document Type (i.e Sep_plans, Sep_Site Drawing)
 - 4. Click Save

Record OSP23-00003:		
Septic Permit		
Record Status: Site Evaluation Expiration Date: 01/31/2023		
Record Info V Payments V		
Record Details	File Upload ×	
Processing Status	Line makerinani me pare anderera a anderera	*Type: His Descriptio
Related Records fis: File Upload	screenshor.jpg 100%	2005
Attachments The maximum file size allowed is 100 MB.		pel check
Inspections		Save Add Remove All
HP EXTERNAL DVD DRIVE #233		
Proceinance carrier and a concern		
Add Continue Add Remove All	Continue Add Remove All	

Inspection

You can see the detailed information of upcoming inspections and completed inspections by selecting **Record Info** and then **Inspections**. Click on the **View Details** under **Actions** to see details information about that inspection. You can print the inspection information by clicking **Print**.



Note: You are not allowed to schedule inspection from citizen portal at this time. Please call our office to schedule an inspection.

- 3. Payment Information
- In this tab you can see the outstanding fees and paid fees. The payment receipt is viewable from the **view details** menu.
- To pay any outstanding fee please click on **Pay Fees** and complete the payment by following the procedure in the **Step 6 of septic/well application**.

