



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

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Macomb County Environmental Health Services Portal

Septic Permit Application

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

Create an Application Search Applications

Records

- 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 Environmental Health

Create an Application Search Applications

Records

Macomb County Environmental Health Services Portal

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.

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I have read and accepted the above terms.

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)

▼ **EnvHealth**

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

Continue Application > 

Macomb County Environmental Health Services Portal

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 Information 2 Contact Information 3 Permit Information 4 Documents 5 Review 6 7

Step 1: Location Information > Location Information

Enter your Parcel Identification (PIN #) or Tax ID number, or address here. If you need help finding this information please use the following link to the Macomb County GIS flex viewer <https://gis.macombgov.org/parcelexplorer>.
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.

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

* Indicates a required field

Parcel (required)

* Parcel Number:

PLAT:

* Community:

Search **Clear**

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:

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 Information 2 Contact Information 3 Permit Information 4 Documents 5 Review 6 7

Step 2: Contact Information > Contact Information

APPLICANT

REQUIRED

Naimul Islam
naimul.islam@macombgov.org
Home phone: 313-698-8528
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

LANDOWNER

REQUIRED
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**

Save and resume later **Continue Application**

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Phone 1: Phone 2: Phone 3:


* E-mail:

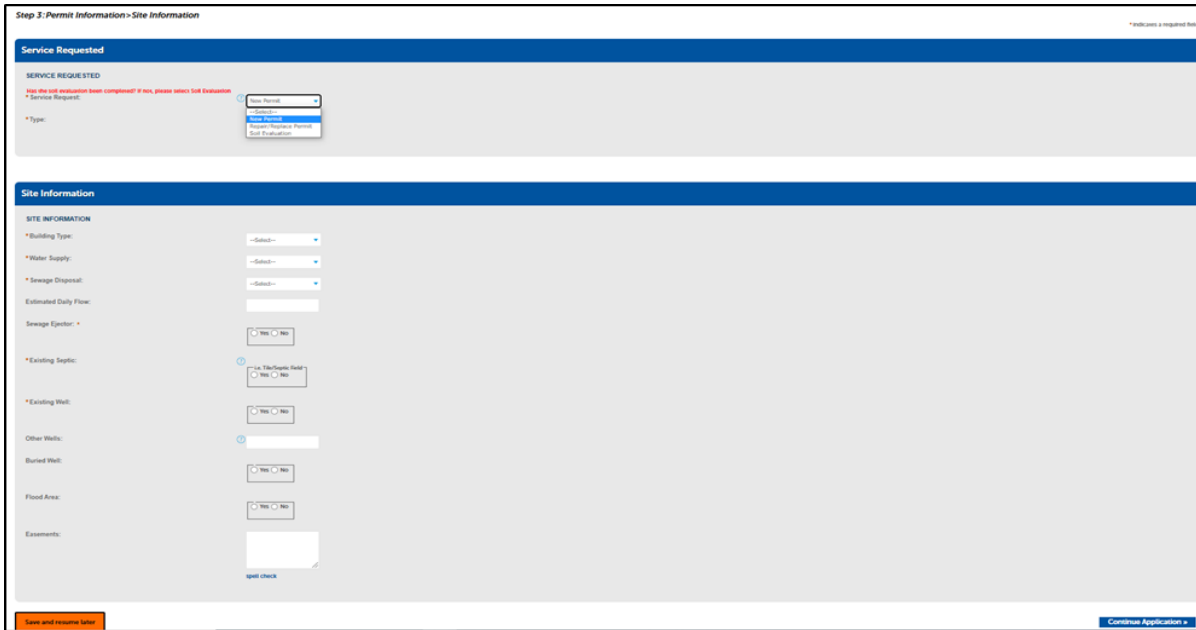
Continue **Clear** [Discard Changes](#)

Macomb County Environmental Health Services Portal

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:  will also provide you with additional information



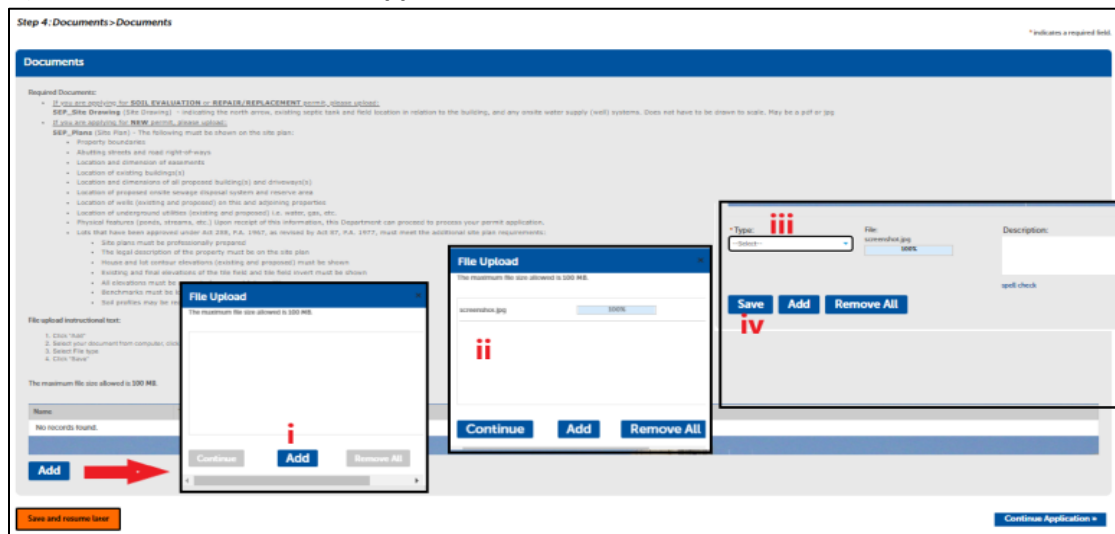
The screenshot shows the 'Step 3: Permit Information - Site Information' form. It is divided into two main sections: 'Service Requested' and 'Site Information'. The 'Service Requested' section has a dropdown menu for 'Service Request' and a dropdown for 'Type'. The 'Site Information' section contains several required fields marked with an asterisk (*): 'Building Type', 'Water Supply', 'Seepage Disposal', 'Estimated Daily Flow', 'Seepage Ejector', 'Existing Septic', 'Existing Well', 'Other Wells', 'Buried Well', 'Flood Area', and 'Easements'. Each field has a corresponding input type (dropdown, radio button, or text box). A 'Save and resume later' button is at the bottom left, and a 'Continue Application' button is at the bottom right.

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.

- Click **Add**
- Select your document from computer, click **Continue** or **Add** (if you have additional documents)
- Select file Type (i.e. Sep_Plans, Sep_Site Drawing etc.)
- Click **Save**, then **Continue Application**



The screenshot shows the 'Step 4: Documents - Documents' form. It features a 'Required Documents' section with a list of items to be uploaded, including 'SEP_Site Drawing (Site Plans)', 'SEP_Plans (Site Plans)', and 'Physical Features (ponds, streams, etc.)'. Below this is a 'File Upload' section with a list of uploaded files, including 'accident.jpg' and 'septic.jpg'. A 'File Upload' dialog box is open, showing a file selection process. A 'Save' button is highlighted with a red arrow. The form also includes a 'Save and resume later' button at the bottom left and a 'Continue Application' button at the bottom right.

Macomb County Environmental Health Services Portal

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**

Step 6: Pay Fees

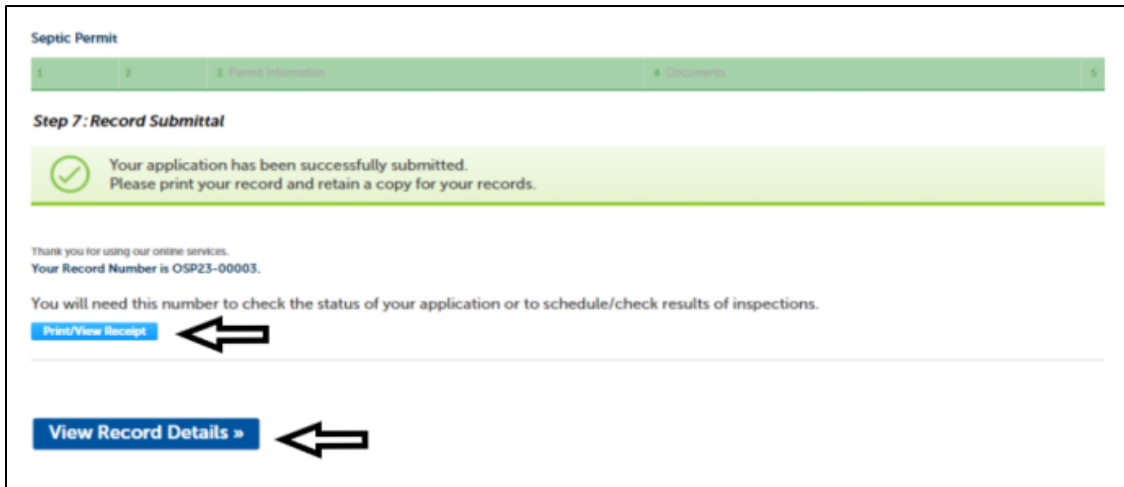
- Based on the service request a fee will automatically be applied.
 - You can pay your fee at this step using a **credit card** or Pay in Person later by contacting the Environmental Health Services Division of the Macomb County Health Department.
- Pay in this step:** Click **Continue Application**. A payment screen will appear. Enter all required fields and click **Submit Payment**
 - 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**.

Fees	Qty.	Amount
Septic Permit - New	1	\$440.00
TOTAL FEES: \$440.00		

Macomb County Environmental Health Services Portal

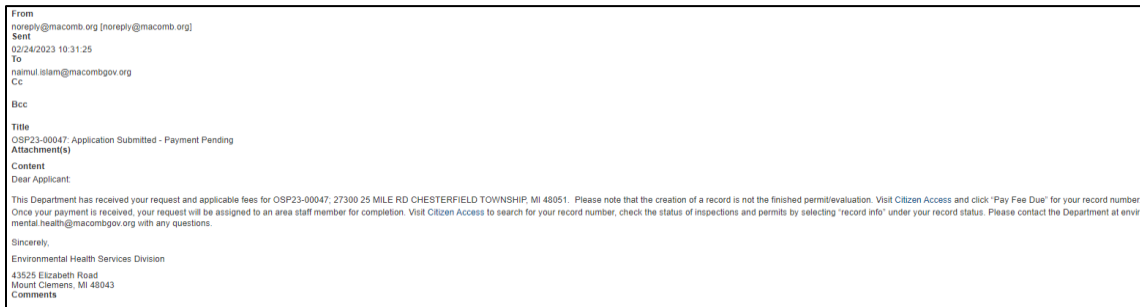
Step 7: Record Submittal

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.



Note: An email should be 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:



Macomb County Environmental Health Services Portal

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 586-469-5236.

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:**
- **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)

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Change of Occupancy

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**.

1 Location Information 2 Contact Information 3 Permit Information 4 Documents 5 Review 6 7

Step 1: Location Information > Location Information

Enter your Parcel Identification (PIN #) or Tax ID number, or address here. If you need help finding this information please use the following link to the Macomb County GIS flex viewer <https://gis.macombgov.org/parcelexplorer>.
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.

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

* indicates a required field

Parcel (required)

* Parcel Number: [input field]

PLAT: [input field]

* Community: [dropdown menu: Chesterfield Township]

[Search](#) [Clear](#)

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.: [input field] Direction: [dropdown menu: --Select--] * Street Name: [input field] Street Type: [dropdown menu: RD]

Unit Type: [dropdown menu: --Select--] Unit No.: [input field]

City: CHESTERFIELD TOWNSHIP State: MI * Zip: 48051

[Search](#) [Clear](#)

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

Macomb County Environmental Health Services Portal

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 Information 2 **Contact Information** 3 Permit Information 4 Documents 5 Review 6 7

Step 2: Contact Information > Contact Information

APPLICANT

REQUIRED

Naimut Islam
naimut.islam@macombgov.org
Home phone: 313-698-8528
Mobile Phone:
Work Phone:
Fac:
Edit Remove

LANDOWNER

REQUIRED
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

Save and resume later

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City: *State: *Zip:

Phone 1: Phone 2: Phone 3:

*E-mail:

Continue Clear Discard Changes

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 Information 2 Contact Information 3 **Permit Information** 4 Documents 5 Review 6 7

Step 3: Permit Information > Permit Information

Permit Information

WELL APPLICATION INFORMATION

*Permit Type: Residential Well Permit

*Water Supply: Onsite

*Sewage Disposal: Municipal

*Existing Well: Yes No

Existing Well Location: N

Easements:

Existing Well Head Buried: Yes No

spell check

Save and resume later

Continue Application »

Macomb County Environmental Health Services Portal

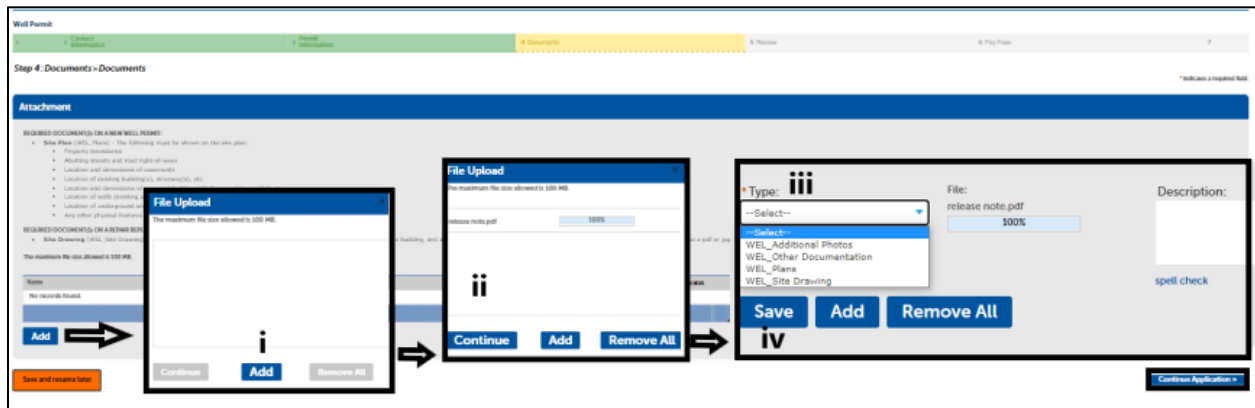
Step 4: Documents

- 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.

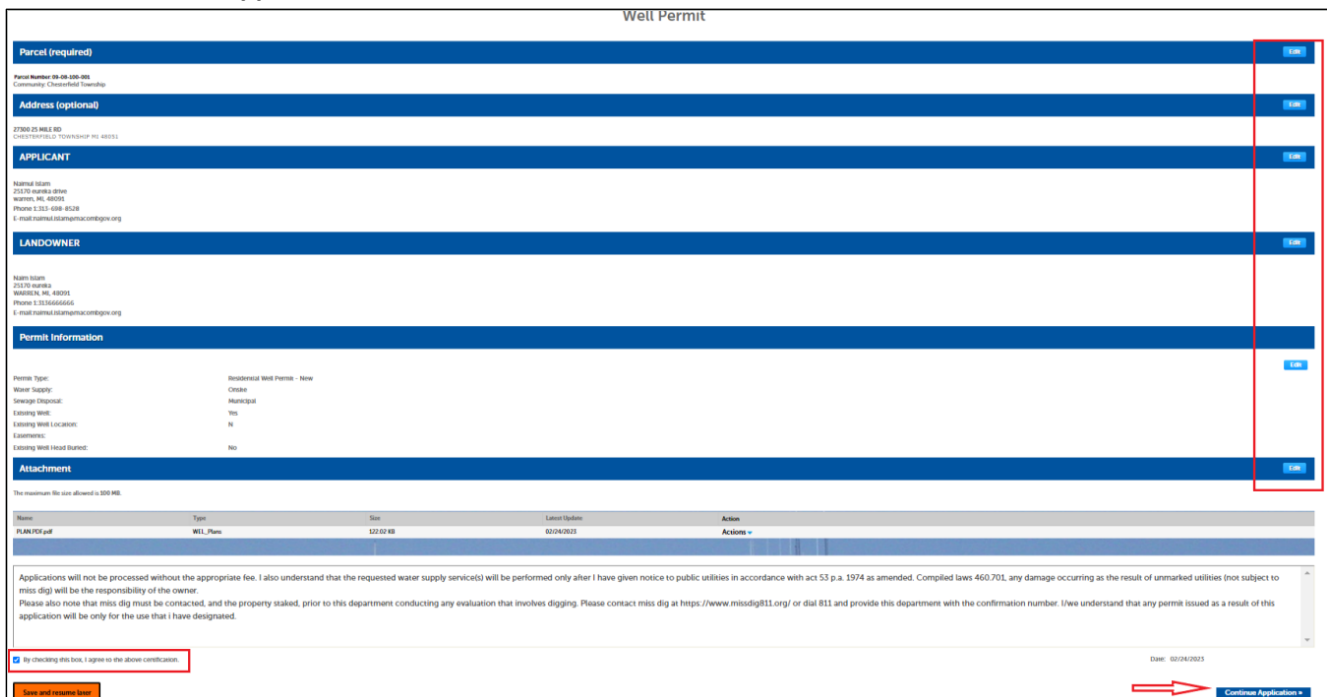
File upload instructions:

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



Macomb County Environmental Health Services Portal

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.***

The screenshot displays the 'Step 6: Pay Fees' interface. At the top, a progress bar shows steps 1 through 7, with '7 Record Submittal' highlighted. The main content area is titled 'Step 6: Pay Fees' and contains the following text: 'Listed below are preliminary fees based upon the information you've entered in previous steps. The following screen will display your total fees based on the information you've entered. Select "Continue Application" to pay online via credit card or select "Pay In Person" if you prefer to pay later. Application will not be placed into the workflow until payment is received.' Below this text is a table titled 'Application Fees' with the following data:

Fees	Amount
Residential Well Permit - New	\$467.00

TOTAL FEES: \$467.00
Note: This does not include additional inspection fees which may be assessed later.

At the bottom of the main screen are two buttons: 'Continue Application »' (labeled A) and 'Pay In Person' (labeled B). An inset window titled 'Step 6: Pay Fees' shows the 'Payment Options' form. It includes a 'Payment Options' section with a radio button for 'Pay with Credit Card'. Below this is a 'Credit Card Information' section with fields for Card Type, Card Number, Security Code, Name on Card, Exp. Date, and Card Holder Information (Country, Street Address, City, State, Zip, Phone, and E-mail). A 'Submit Payment »' button is at the bottom of the inset.

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.

The screenshot displays the 'Step 7: Record Submittal' interface. At the top, a progress bar shows steps 1 through 7, with '7 Record Submittal' highlighted. The main content area is titled 'Step 7: Record Submittal' and contains a green success message: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this message is a thank you note: 'Thank you for using our online services. Your Record Number is WWP23-00003' with an arrow pointing to the record number. Below the thank you note is the text: 'You will need this number to check the status of your application or to schedule/check results of inspections.' At the bottom of the screen is a 'View Record Details »' button with an arrow pointing to it.

Macomb County Environmental Health Services Portal

Note: An email should be 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
02/24/2023 13:38:24
To
naimul.islam@macombgov.org
Cc

Bcc

Title
WWP23-00055: Application Submitted - Payment Pending
Attachment(s)
Content
Dear Applicant:

This Department has received your request and applicable fees for WWP23-00055, 27300 25 MILE RD CHESTERFIELD TOWNSHIP, MI 48051. Please note that the creation of a record is not the finished permit/evaluation. Visit [Citizen Access](#) and click "Pay Fee Due" for your record number. Once your payment is received, your request will be assigned to an area staff member for completion. Visit [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 environmental.health@macombgov.org with any questions.

Sincerely,
Environmental Health Services Division
43525 Elizabeth Road
Mount Clemens, MI 48043
Comments

Macomb County Environmental Health Services Portal

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

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**.

1 Location Information 2 Contact Information 3 Permit Information 4 Documents 5 Review 6 7

Step 1: Location Information > Location Information

Enter your Parcel Identification (PIN #) or Tax ID number, or address here. If you need help finding this information please use the following link to the Macomb County GIS flex viewer <https://gis.macombgov.org/parcelexplorer>.
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.

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

* Indicates a required field

Parcel (required)

* Parcel Number:

PLAT:

* Community:

[Search](#) [Clear](#)

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:

[Search](#) [Clear](#)

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

Macomb County Environmental Health Services Portal

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**

Step 2: Contact Information > Contact Information

APPLICANT

REQUIRED

Naimul Islam
naimul.islam@macombgov.org
Home phone: 313-698-8528
Mobile Phone:
Work Phone:
Fax:
Edit Remove

LANDOWNER

REQUIRED
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

Save and resume later

Continue 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 appear. 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.
- To request any samples other than those listed in the dropdown list (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 > Request Information

Request Information

BUILD YOUR WATER TEST REQUEST - add a row for each sample desired (including multiple of same type)
Partial chemical test parameters are: Calcium, Chloride, Fluoride, Hardness, Iron, Magnesium, Nitrate, Nitrite, Sodium & Sulfate

Showing 0-0 of 0

Type of Test	Water Sample Location
No records found.	

Add New Edit Selected Delete Selected

Save and resume later

Continue Application »

Macomb County Environmental Health Services Portal

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

<input type="checkbox"/>	Type of Test	Water Sample Location	Other Description	Actions
<input type="checkbox"/>	Arsenic	A		Actions
<input type="checkbox"/>	Bacteriological	B		Actions
<input checked="" type="checkbox"/>	Arsenic	C		Actions
<input type="checkbox"/>	Other	B	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
Water Test

Parcel (required) [Edit](#)
Parcel Number: 09-08-100-001
Community: Chesterfield Township

Address (optional) [Edit](#)
27800 25 MILE RD
CHESTERFIELD TOWNSHIP MI 48021

APPLICANT [Edit](#)
Naimul Islam
25170 mumba drive
warren, MI 48091
Phone 1-313-698-8528
E-mail naimul.islam@macombgov.org

LANDOWNER [Edit](#)
Shuba Khan
25170 mumba drive
warren, MI 48091
Phone 1-313-313-1111
E-mail NAIMUL_MIER@GMAIL.COM

Request Information [Edit](#)

Type of Test	Water Sample Location	Other Description
Arsenic	A	
Bacteriological	B	
Arsenic	C	
Other	B	BB

Applications will not be processed without the appropriate fee.
A representative from the Health Department will contact you to schedule an appointment for the requested water test(s). NOTE: THE FINAL WATER TEST REPORT IS NOT INTENDED FOR, NOR SHOULD IT BE CONSTRUED AS, AN APPROVAL OF THE WELL OR WATER SUPPLY FOR MORTGAGE APPROVAL PURPOSES.

By checking this box, I agree to the above certification. Date: 02/24/2023

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

Macomb County Environmental Health Services Portal

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.***

Water Test

1 Contact Information 2 Contact Information 3 Water Test Request 4 Review 5 Pay Fees 6 Record Submittal

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees and quantities where applicable. Select "Continue Application" to pay online via credit card or select "Pay In Person" if you prefer to pay later. Your application will not be placed into the workflow until payment is received.

Application Fees

Fees	Amount
Bacteriological Water Test	\$25.00
Arsenic Water Test	\$40.00
TOTAL FEES: \$65.00	

Note: This does not include additional inspection fees, which may be assessed later.

A **B**

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

Payment Options

Amount to be charged: \$25.00

Pay with Credit Card

Credit Card Information:

*Card Type: *Card Number: *Security Code: [?]

*Name on Card: *Exp. Date: [?]

Auto-fill with [Name Test?]

Credit Card Holder Information:

Country: United States

*Street Address:

*City: *State: *Zip:

*Phone:

E-mail:

[Submit Payment >](#)

C.

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 TST23-00001). You can view and print payment receipt from 'Print/View Receipt' menu (marked). Click on **View Record Details** to see your record.

Water Test

1 Contact Information 2 Contact Information 3 Water Test Request 4 Review 5 Pay Fees 6 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 TST23-00001.

You will need this number to check the status of your application or to schedule/check results of inspections.

[View Record Details >](#)

Macomb County Environmental Health Services Portal

Note: An email should be 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
noreply@macomb.org [noreply@macomb.org]
Sent
02/24/2023 12:04:21
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 MILE RD CHESTERFIELD TOWNSHIP, MI 48051. Please note that the creation of a record is not the finished permit/evaluation. Visit [Citizen Access](#) and click "Pay Fee Due" for your record number. Once your payment is received, your request will be assigned to an area staff member for completion. Visit [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 environmental.health@macombgov.org with any questions.

Sincerely,

Environmental Health Services Division
43525 Elizabeth Road
Mount Clemens, MI 48043
Comments

Macomb County Environmental Health Services Portal

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 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

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 Information

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

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

*Indicates a required field.

Parcel (required)

* Parcel Number: 13-20-356-003

PLAT:

* Community: Warren

Search Clear

Address (optional)

* Street No.: 25160 Direction: Street Name: Street Type: Unit No.: City: Warren State: MI Zip: 48091

Search Clear

Save and resume later Continue Application »

Macomb County Environmental Health Services Portal

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 Information 2 Contact Information 3 Application Information 4 Documents 5 Review 6

Step 2: Contact Information > Contact Information

APPLICANT

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

Naim Test2
naimt2@icloud.com
Home phone: 313-666-6666
Mobile Phone:
Work Phone:
Fax:
Edit Remove

LANDOWNER

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

Save and resume later

Contact Information

* First: Middle: * Last:
Name of Business:
* Address Line 1:
* City: * State: * Zip:
* Phone 1: Phone 2: Phone 3:
* E-mail:
Continue Clear Discard Changes

* indicates a required field

Continue Application

Step 3: Application information

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

Change of Occupancy

1 Location Information 2 Contact Information 3 Application Information 4 Documents 5 Review 6

Step 3: Application Information > Application Information

* indicates a required field

Change of Occupancy

CHANGE OF OCCUPANCY

* Reason For Inspection:

Construction Permit Applied: Yes No

Construction Permit Issue Date: MM/DD/YYYY

Demolition Permit Applied: Yes No

Demolition Permit Issue Date: MM/DD/YYYY

Is Building Occupied?: Yes No

If no, last date of occupancy: MM/DD/YYYY

Save and resume later

Continue Application

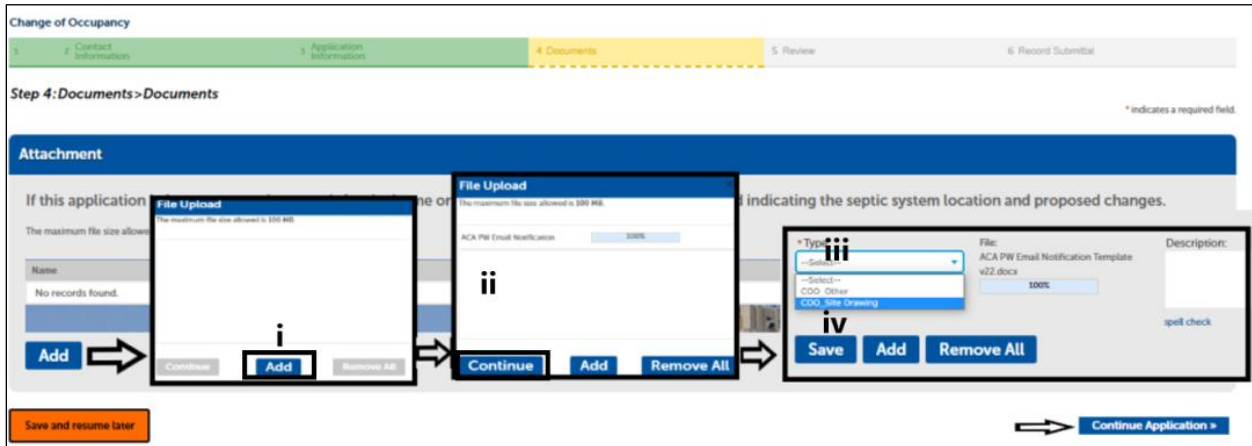
Macomb County Environmental Health Services Portal

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.

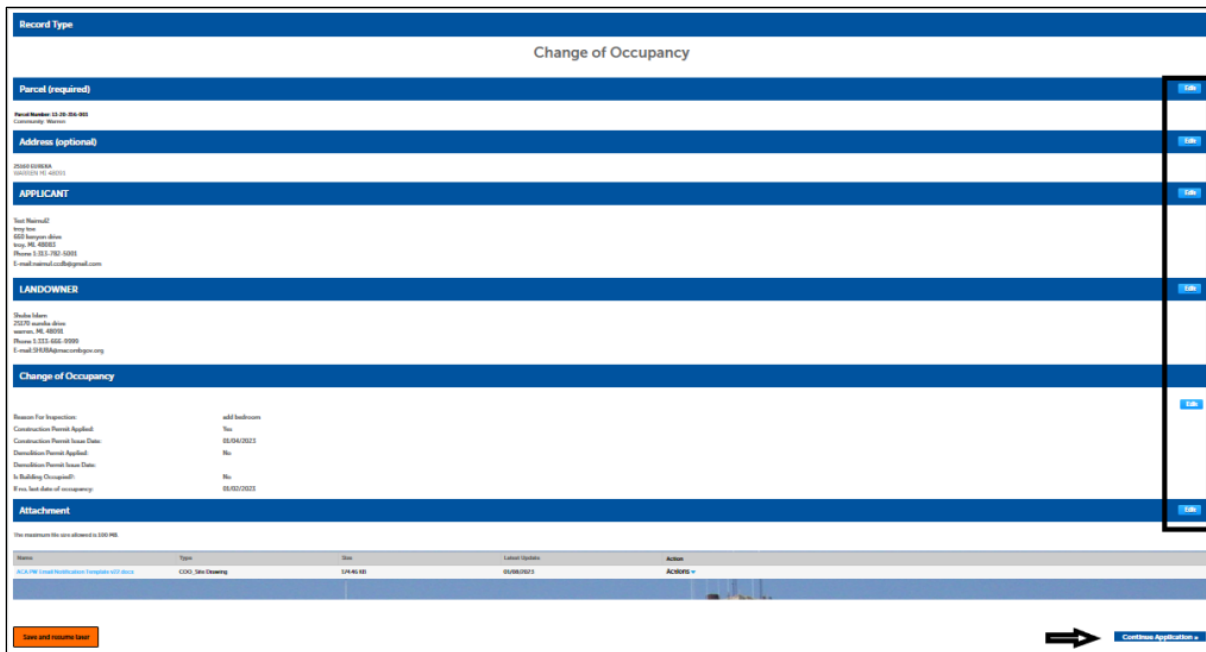
File upload instruction:

- 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**



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**



Macomb County Environmental Health Services Portal


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 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 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 be 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: 02/24/2023 14:28:09
To: naimul.islam@macombgov.org
Cc:
Bcc:
Title: COO23-00003: Application Submitted
Attachment(s)
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 permit/evaluation; your request will be assigned to an area staff member for completion. Visit 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 environmental.health@macombgov.org with any questions.
Sincerely,
Environmental Health Services Division
43525 Elizabeth Road
Mount Clemens, MI 48043
Comments

Macomb County Environmental Health Services Portal

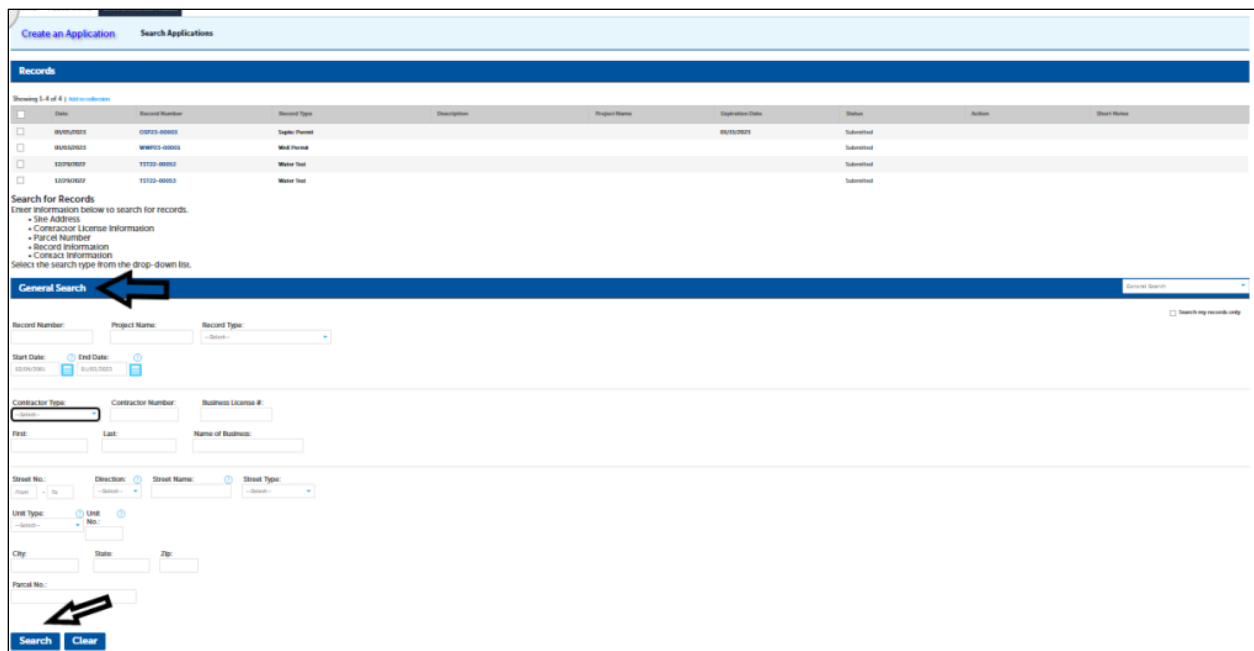
Record & Application Management

This section we cover:

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

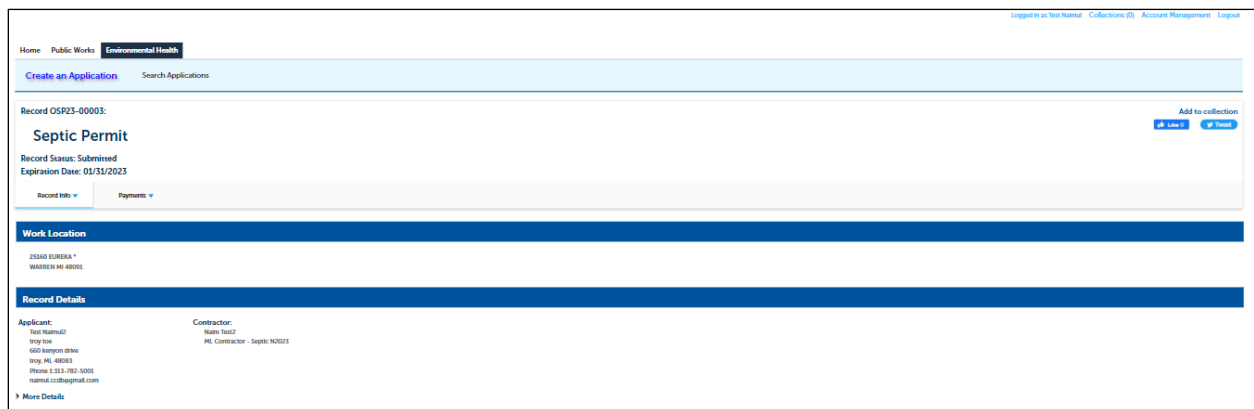
1. How to search for record

- 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.




2. Check Record information

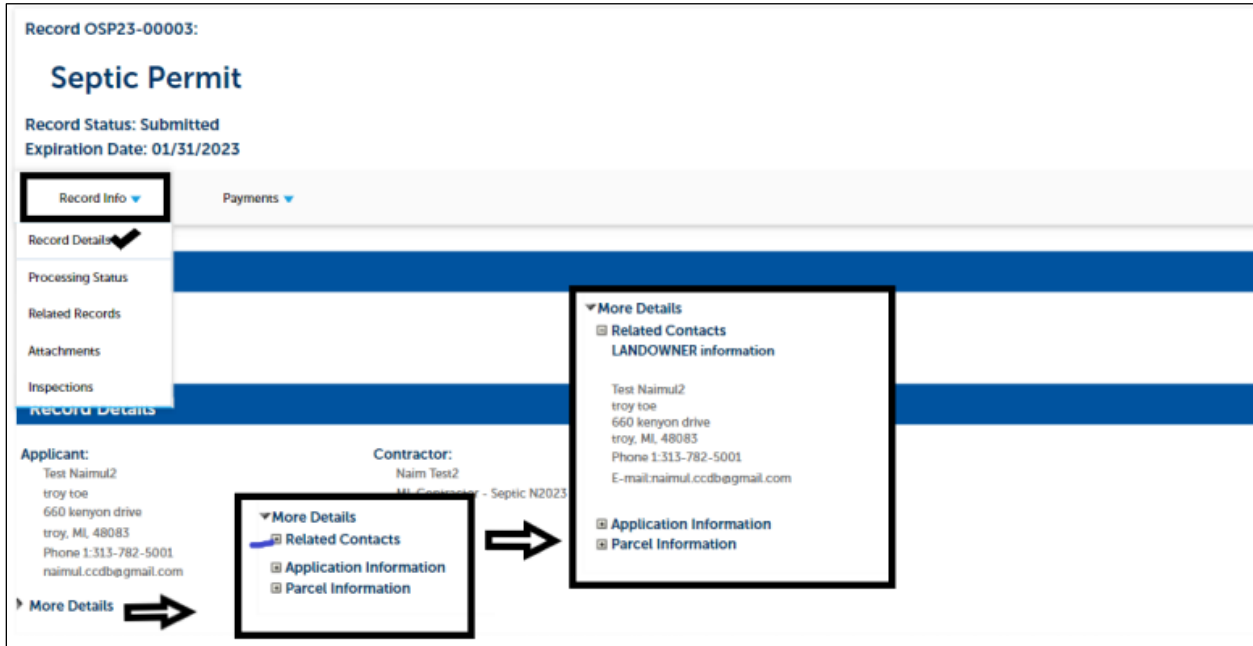
Select a record from the list and it will display the information on the Record Details screen.



Macomb County Environmental Health Services Portal



Record Details

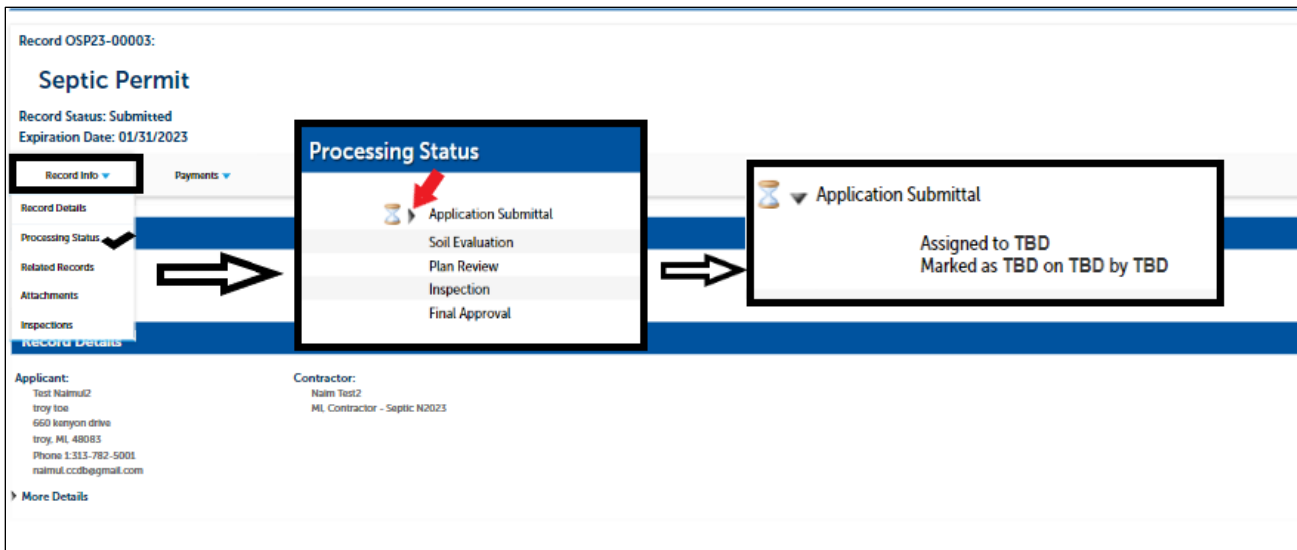
Click **Record Info** and select **Record Details** to view the record details. Click  next to More Details to see more information like Application Information and Parcel Information. Click the + next to each options to view more information.



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.

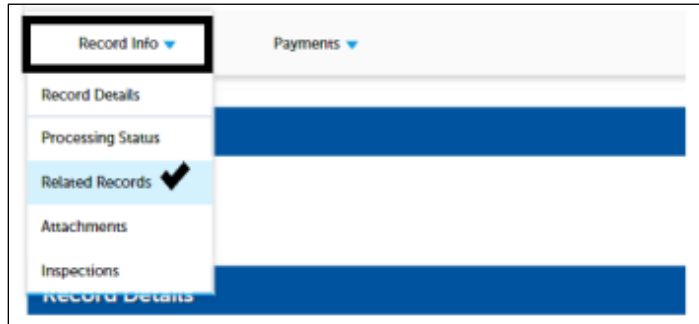
- Click **Record Info** and select **Processing Status** from the dropdown option.
- A screen with different workflow steps will appear. Click on the arrow button (marked in photo) to see details of this workflow step.
- The  sign means the active steps of the workflow.
- The  sign means completed steps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



Macomb County Environmental Health Services Portal

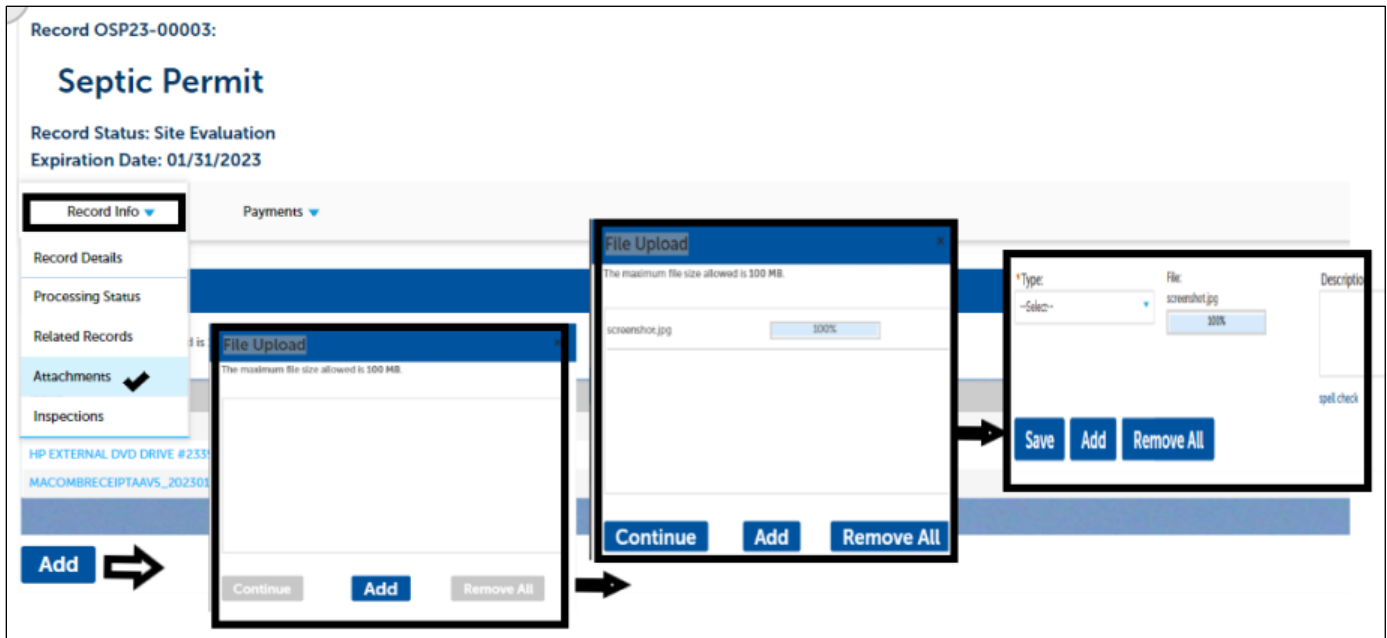
Related Records

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



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**



Macomb County Environmental Health Services Portal

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**.

Septic Permit
Record Status: Site Evaluation
Expiration Date: 01/31/2023

Record Info ▾ Payments ▾

Record Details
Processing Status
Related Records
Attachments
Inspections ✓
Record Details

Inspections

Upcoming (1)
Schedule or Request an Inspection
Click the link above to schedule or request one.
01/06/2023 at TBD: Scheduled Soil Evaluation Inspection (18550643)
Inspector: unassigned

Completed
There are no completed inspections on this record.

Actions ▾
View Details

Soil Evaluation Inspection (18550643, Optional)
25360 EUREKA
WARREN MI 48091

Print

Status	Details	Contact
Scheduled 01/06/2023 Estimated Arrival Time: TBD Desired Date: TBD	Record OSP23-00003 Septic Permit	Naimul Islam

Last updated
Naimul Islam
1/6/2023 11:20 AM

View Status History
View Result Comments

Related Inspections

Showing 0 - 0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

Applicant:
Test Naimul2
troy toe
660 karyon drive
troy, MI, 48063
Phone 1.313-782-5001
naimul.ccd@gmail.com

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**.

Record OSP23-00003:
Septic Permit
Record Status: Site Evaluation
Expiration Date: 01/31/2023

Record Info ▾ Payments ▾

Fees

Outstanding:

Date	Invoice Number	Amount
01/05/2023	197216	\$219.00

Total outstanding fees: \$219.00

Paid:

Date	Invoice Number	Amount
01/05/2023	197215	\$219.00

Total paid fees: \$219.00

Pay Fees

View Details