

eLAPS/Accela Project

Presale Inspection Process

Date:	Friday, October 25, 2019
Topic:	How to Request a Presale Inspection Process

This document explains the process to request a Presale Inspection using the eLAPS online Customer (ACA) view. The Customer must have an existing eLAPS account or will be required to create an account to proceed.

Registration Process Information

For help with registering for eLAPS, here is the link to the eLAPS Video Playlist: <https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/plan-review/accela-electronic-licensing-and-permits-system-elaps>

Select *Accela/eLAPS: How to Create an Account*

The Customer will log into or register at the Accela Citizen Access website.

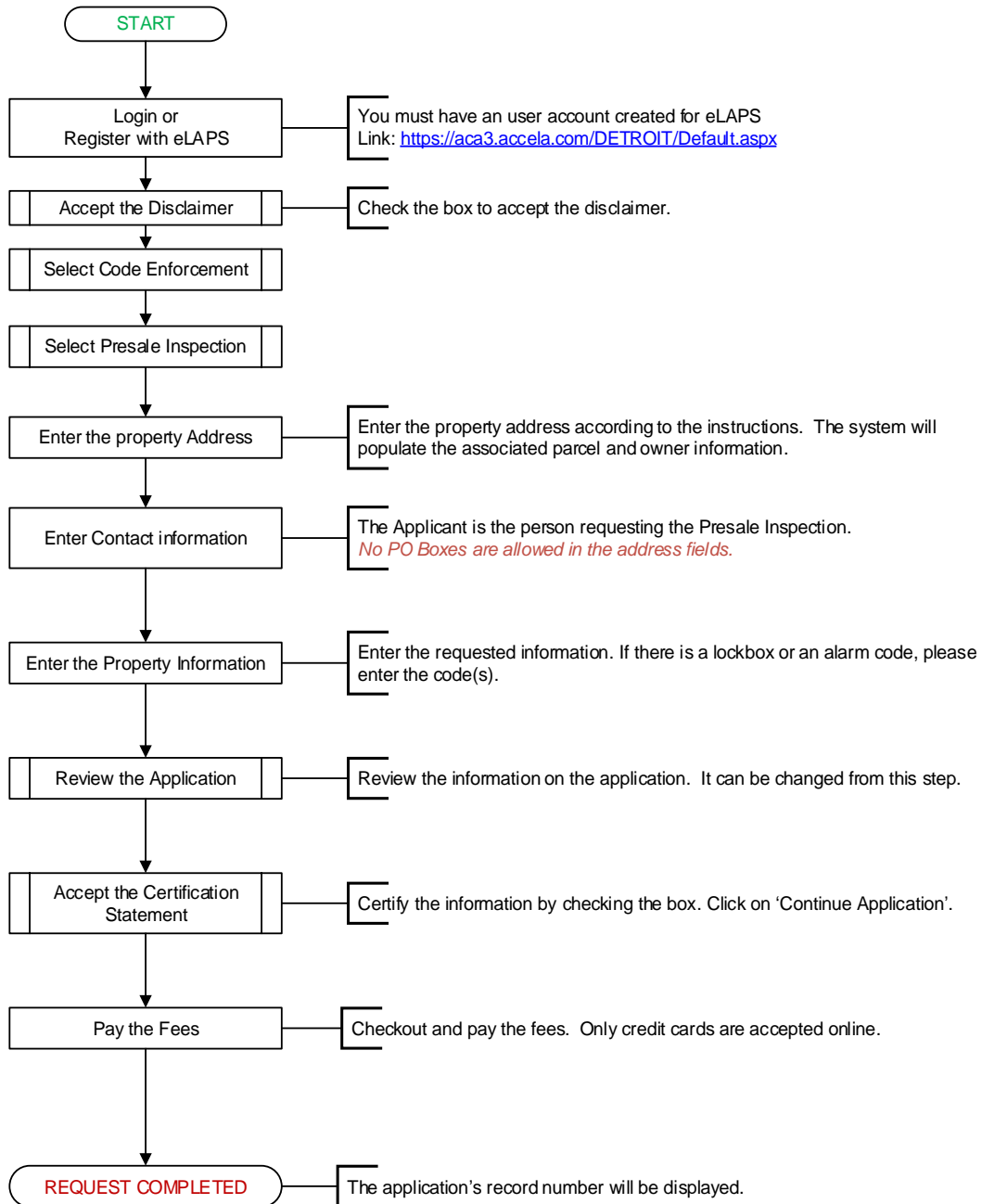
This is the link: <https://aca3.accela.com/DETROIT/Default.aspx>

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Presale Inspection Process

Below is a quick pictorial review of the process.

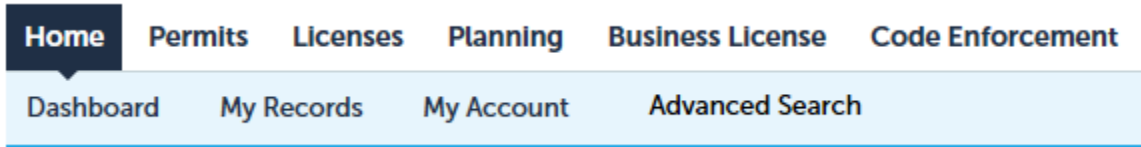
PRESALE INSPECTION REQUEST PROCESS



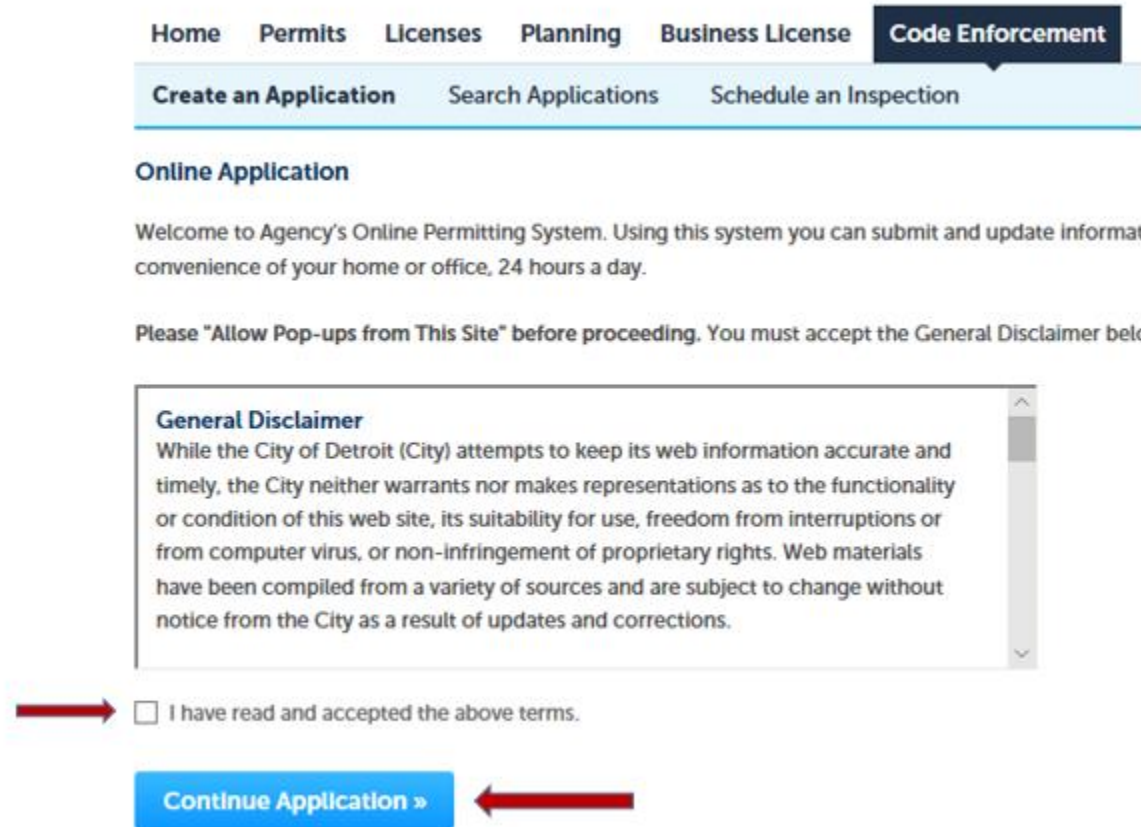
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Presale Inspection Process

Once registered and logged in, the Customer can create a request for a Presale Inspection. On the Home Page, click on 'Code Enforcement'.



The Disclaimer screen is displayed.



Check the checkbox and then click on the 'Continue Application>>' button.

The following selection screen is displayed:

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Presale Inspection Process

Select a Record Type

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

Search

▶ CodeEnforcement

Continue Application »

Expand the Code Enforcement arrow to display the list of Record Types that are available online.

Select a Record Type

Choose one of the following available record t

Search

▼ CodeEnforcement
● Presale Inspection



Continue Application »

Select 'PreSale Inspection' from the list and then click on the 'Continue Application' button.

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Presale Inspection Process

Step 1: Property Location>Address

Address screen appears.

Enter **ONLY** the Street Number and/or Street Name.

Click on the 'Search' button.

Presale Inspection

1 Property Location 2 Presale Application 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Property Location > Address

In accordance with Section 22-4-5 of the 2019 Detroit City Code, it is unlawful to sale or transfer a one or two family dwelling without a Certificate of Approval or an affidavit of compliance responsibility, unless the sale or transfer is exempt from this Article.

Show Map

* indicates a required field.

Address

Please only enter Street Number and Street Name then click "Search" button.
If address not found, click "Clear" button and try again.

Country: United States

*Street No.:

Direction: --Select--

*Street Name: Street Type: --Select--

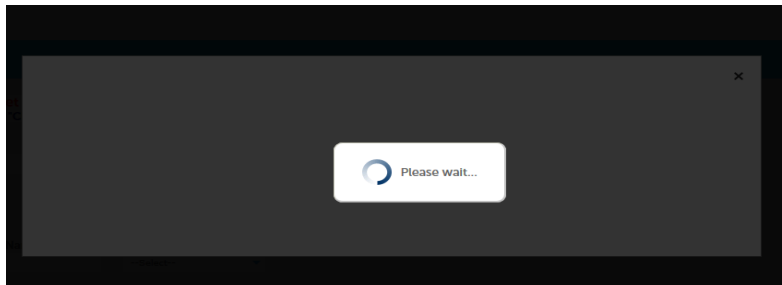
Unit Type: --Select-- Unit No.:

City: State: *Zip:

*Parcel Number:

Search Clear

The following **Please Wait** pop-up screen will be displayed while the system is searching for the address.



The system will populate all the required fields in the Address, Parcel, and Owner sections.

Click on the 'Continue Application>>' button.

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Presale Inspection Process

Step 2: Presale Application>Contacts

The screenshot shows the 'Presale Inspection' process flow with five steps: 1. Property Location, 2. Presale Application (highlighted in yellow), 3. Review, 4. Pay Fees, and 5. Record Issuance. Below the flow is the 'Step 2: Presale Application > Contacts' section. It features a blue header 'Applicant' and a gray box with instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Two buttons are visible: 'Select from Account' (circled in green) and 'Add New'. At the bottom, there are two buttons: 'Save and resume later' (orange) and 'Continue Application >' (blue). A small asterisk note indicates that an asterisk denotes a required field.

Click on the 'Select from Account' button if this is the contact for this application otherwise click on the 'Add New' button.

Using 'Select from Account', the system will present another 'Please Wait' screen while retrieving the information. When found, this screen appears:

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-10 of 24

Category	Type	Name
<input type="radio"/> Associated Contact	Individual	Contact Name

Click on the Radio Button to select the contact. The 'Continue' button will turn from gray



to blue.

Click on the 'Continue' button.

Another screen will appear only when the Contact has more than one address.

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Presale Inspection Process

Select Contact from Account

Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-3 of 3

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Business		150 W Jefferson Avenue, Suite 1200
<input type="checkbox"/>	Mailing		421 Drexel, Suite 1200
<input type="checkbox"/>	Mailing		485 Kitchener, Suite 100

[Continue](#)

[Discard Changes](#)

Check the box next to the preferred address. Click on the 'Continue' button.

The system will display the selected information.

Step 2: Presale Application > Contacts

Applicant

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

✔ Contact added successfully.

Name

Home phone: -
Mobile Phone: [313 224-3252](#)
Work Phone: [888 555-1212](#)
Fax: -
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

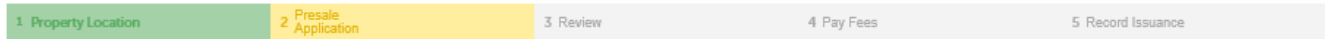
Address Type	Recipient	Address	Action
Mailing		485 Kitchener, Suite 100	Actions ▼

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Presale Inspection Process

Step 2: Presale Application > Property Information

Presale Inspection



Step 2: Presale Application > Property Information

* Indicates a required field.

Custom Fields

Presale Inspection Info

*Residence Type:

*Single (Unit 1):

*Heating Source:

*Swimming Pool: Yes No

*Air Conditioning:

Lockbox:

Alarm:

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

This section allows the input for the Property Information

Residence Type:	Dropdown values:	Single Family, Two (2) Family
Single (Unit 1):	Dropdown values:	Occupied, Vacant
Unit 2:**	Dropdown values:	Occupied, Vacant **This only displays when a 'Two (2) Family' type is selected.
Heating Source:	Dropdown values:	Gas, Oil, Other
Swimming Pool:		Select 'Yes' or 'No'
Air Conditioning:	Dropdown values:	Central, None, Other, Window Unit
Lockbox:	Checkbox	If checked, another field will display to record the code.
Alarm:	Checkbox	If checked, another field will display to record the code.

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Presale Inspection Process

Step 3: Review

The following screen is displayed to allow edits to the information, certify the information, and save or continue the application.

Step 3: Review

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

Record Type

Presale Inspection

Address [Edit](#)

421 DREXEL
DETROIT MI 48215

Parcel [Edit](#)

Parcel Number: 21051116
Parcel Area: 2.06
Land Value: 20053

Owner [Edit](#)

NORTH COMPASS LIMITED PARTNERSHIP
48 JOHN STREET, P.O. BOX 1011
XXXXX

Applicant [Edit](#)

Individual
Joan Massari
Primary Phone: [888-555-1212](tel:888-555-1212)
Mobile Phone: [313-224-3252](tel:313-224-3252)
E-mail: joanmassari@detroitmi.gov

Custom Fields [Edit](#)

Presale Inspection Info

Residence Type:	Two (2) Family
Single (Unit 1):	Occupied
Detroit Land Bank Program:	No
Is this property on the Demolition List?:	No
Heating Source:	Gas
Swimming Pool:	No
Air Conditioning:	Central
Lockbox:	Yes
Alarm:	No

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.
I hereby certify that I am the legal owner of the above property address or an authorized representative of the legal owner.
The City of Detroit reserves the right to rescind or cancel a request or registration if it finds that information submitted to obtain that request or registration was false or incorrect. There will be no refund for rescinded or canceled requests or registrations.

By checking this box, I agree to the above certification. Date: 10/25/2019

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

Check the box to certify the information.

Click on the 'Continue Application' button.

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Presale Inspection Process

The Fee page is displayed before going thru the **Checkout** process.

The fees associated with a Presale Application are:

Single Family: \$ 295.00
Two (2) Family: \$ 355.00

The newly created record will appear under My Records/Code Enforcement.

The screenshot shows the eLAPS/Accela user interface. At the top, there is a navigation bar with the following items: Home, Permits, Licenses, Planning, Business License, Code Enforcement, and Public Works. Below this is a secondary navigation bar with: Dashboard, My Records, My Account, and Advanced Search. The main content area features several blue bars with expandable sections: Permits, Licenses, Planning, Business License, and Code Enforcement. The Code Enforcement section is expanded, showing a table of records. The table has columns for Date, Record Number, Record Type, Description, Address, Status, Action, and Short Notes. One record is visible with the following details:

Date	Record Number	Record Type	Description	Address	Status	Action	Short Notes
10/25/2019	PRE2019-00012	Presale Inspection		421 DREXEL, DETROIT MI 48215	In Review		

When the record is selected (by clicking on the Record Number), the information is displayed:

The screenshot shows the record details page for record PRE2019-00012. The page displays the following information:

- Record PRE2019-00012:**
- Presale Inspection**
- Record Status: In Review**

At the bottom of the page, there are two expandable sections: Record Info and Payments.

By expanding the arrow next to 'Record Info', the system will display these options:

1. Record Details
2. Processing Status
3. Attachments
4. Inspections
5. Valuation Calculator

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Presale Inspection Process

1.

Record Details

Applicant:

Individual
Joan Masensi
Primary Phone: [888 555-1212](tel:888-555-1212)
Mobile Phone: [313 224-3252](tel:313-224-3252)
jackson@detroitmi.gov
Mailing
485 Kitchener
Detroit, MI, 48215
United States

Owner:

NORTH COMPASS LIMITED PARTNERSHIP
48 JOHN STREET, P.O. BOX 1011
XXXXX

More Details

Application Information

Presale Inspection Info

Residence Type:
Single (Unit 1):
Detroit Land Bank Program:
Is this property on the Demolition List?:
Heating Source:
Swimming Pool:
Air Conditioning:
Lockbox:
Alarm:

Two (2) Family
Occupied
No
No
Gas
No
Central
Yes
No

Parcel Information

Parcel Number:
21051116
Land Value:
28053

Parcel Area:
2.06

2.

Processing Status



Application Submittal

Due on 10/25/2019, assigned to TBD
Marked as TBD on TBD by TBD

Assess Fees

Inspection

Issue Notice of Deficiencies

Issue CofA

3.

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

View People Attachments

Name	Record ID	Rec
No records found.		

Select from Account

Add