Step by Step Getting to the Finish Line in Plan Review

Summary: There's an old saying that goes "**You Got to Spend Money to Make Money**". In Plan Review when it comes to permitting, we say "**You Got to Spend Time Now to Save Time Later**". Meaning that if you spend time now reviewing, learning, and adhering to the processes for online permitting. It certainly will save you time and frustration with the process in the future. The purpose of this document is to help you **Spend Time Now** so that you can **Save Time Later**.

Step 1: How-To Create an eLaps Accounts

The first step in the online permitting process is to create an **eLaps** (Accela) account so that you can submit permit applications for permitting. If the type of permit that you submitting for requires you to be licensed. You also have register that license with the City of Detroit and attached it to your **eLaps (Accela)** account for approval before you can submit for permits that require you to be licensed using the **eLaps (Accela)** system. Please note, once you attach your License its status is pending. The status has to be changed to approved by the Business Systems Support Unit (BSSU) before you can submit applications for permit that require a license. **eLaps (Accela)** will also be used for the uploading of drawings and/or documentation for review. That comes later. **Spend Time Now** viewing videos below:

Accela/eLaps Video: How to create an eLaps Accounts

Accela/eLaps Video: How to Connect a Professional License

Accela/eLaps: Website login and/or new user registration page
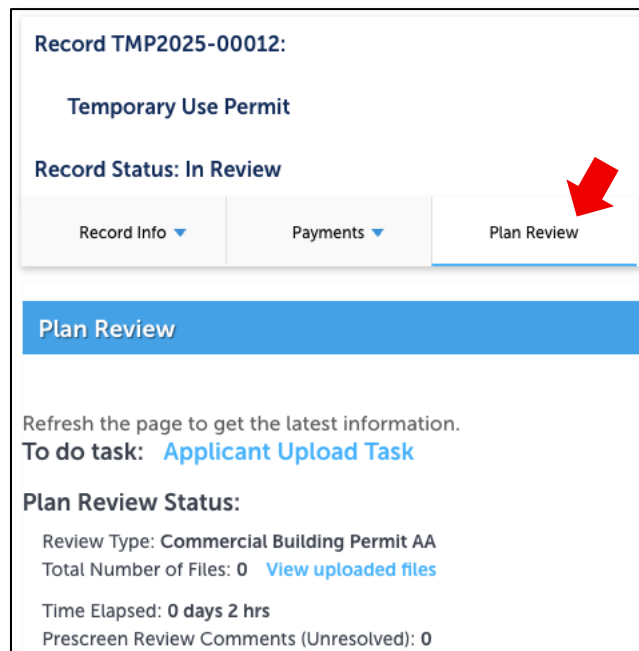
Step 2: How-To Submit an Application for Permit

Now that you have create your account and attached any needed licenses and they have been approved by the BSSU staff. It's time to submit for a permit. There are 5 different permits reviewed by the Plan Review Division: Building Permits, Temporary Use Permits, Sign Permits, Awning Permits, and Demolition permits. The process for submitting for all five (5) of these permits is basically the same process. Any other permits are not germane to the Plan Review division. **Spend Time Now** viewing video below:

Accela/eLaps Video: How to Apply for a Permit

Step 3: How-To Upload Your Drawings (August 2025 Update)

Now that you have successfully submitted an **eLaps (Accela)** building permit application, you are probably wondering how I am going to submit my drawing/s for review. As of August 2025, that is accomplished using **eLaps (Accela)** as well. After logging into **eLaps (Accela)**, navigate to *My Records* from the Home Screen. Under the *Permits* section, click on the Record ID of the permit. Inside of the Record, click the *Plan Review* tab. On the Plan Review tab, select *Applicant Upload Task* to launch the file upload window. Follow the instructions on screen to upload your files.

Step 4: How-To Check the Status of Your Project in eLaps

Now that you have uploaded your documentation for review to **eLaps (Accela)**. You probably have questions like: What's the status of my review? What reviews have been completed? What reviews have not been completed? What corrections do I have? Since your review is being conducted within **eLaps (Accela),** you should be checking the *Plan Review* tab of the Permit to answer these questions. On the Plan Review tab, you will find the status of your project, along with any review comments.

Step 5: How-To Submit Corrections or Download Approved Plans

When your project has completed its Cycle #1 review. It will be assigned a status of **Approved** or **Applicant Corrections**. We will now look at these two (2) options.

Applicant Corrections: If your project is assigned a status of **Applicant Corrections**. This means that your review has not been approved and there are corrections that need to be addressed. We covered one method of how to locate these corrections and download them in **Step 4**. You will receive an **Applicant Resubmit Task** notification that your project has corrections that need to be addressed. This process will continue for multiple cycles until your project receives a status of **Approved**.

Approved: If your project is assigned a status of **Approved**. This means your review has been approved and there are no corrections that need to be addressed. Upon approval your project moves to a status of **Verify Payment Complete**. At this time if there are any additional fees due. They are added to your **eLaps (Accela)** account. You will receive email notification from the **DRC/Plan Review Info Tech** staff that additional fees are due on your project. You will need to login to your **eLaps (Accela)** account and pay these additional fees for the permitting process to continue. When all additional fees are paid or if there were no additional fees required at the **Verify Payment Complete** status. Your submitted Plans and Documents are stamped for approval. You will receive a **New Batch File Stamp Notification** email. You will be able to download the approved plans from the *Plan Review* tab in **eLaps (Accela)**.

Step 6: How-To Download Your Permit from eLaps

The final and last step in **Getting to the Finish Line in Plan Review**. The main reason for this whole journey, **Where's My Permit**. Along with the stamping of your approved plans and documents. A permit is issued for your project in your **eLaps (Accela)** account. **Spend Time Now** viewing video below:

[Accela/eLaps Video: Where's My Permit](#)

"Get Them to the Finish Line"