

Uploading Documents for Plan Review on AMG

STEP 1: Begin the Process

Obtain a personal web pin number by completing the “Electronic Plan Review Registration Form” at

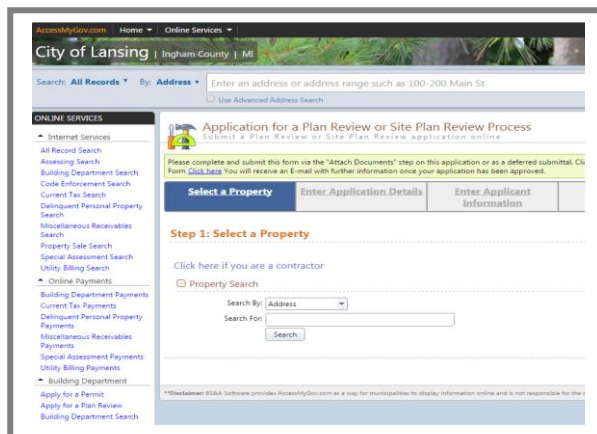
<http://lansingmi.gov/DocumentCenter/View/343>.

Once your web pin # is obtained, create an account with AMG at <https://www.accessmygov.com/?uid=384>.

STEP 2: Apply for a Plan Review

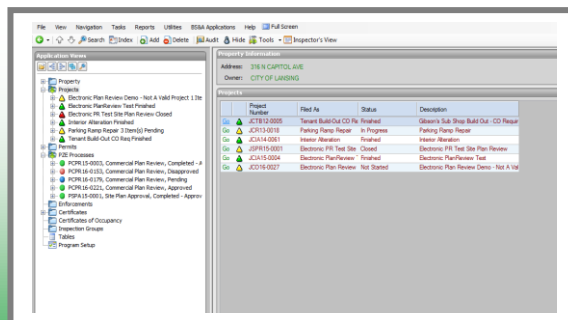
When signed into your account on AMG, click “Apply for a Plan Review” and follow the steps.

(NOTE: You must be signed into AMG with the account linked to the web pin number provided by the City of Lansing.)



STEP 3: Plan Review Information Received

Once submitted, the plan review information will be received by the City of Lansing and an email will be sent to the applicant for confirmation and payment.



FOR MORE INFORMATION CONTACT:
 LANSING BUILDING SAFETY OFFICE
 316 N. Capitol Ave, Suite C-1
 Lansing, MI 48933

Phone: 517-483-4355
 Fax: 517-377-0169
 Email: BSO.Planreview@lansingmi.gov

Website:
<https://www.accessmygov.com/?uid=384>

STEP 4: Await Review

Once payment has been received, the plan review process will begin. All required departments will review including; Building, Electrical, Mechanical, Plumbing, Fire and Zoning.



STEP 5: Submit Additional or Revised Documents (IF APPLICABLE)

The initial plan review may determine that additional documents are required or may have comments/concerns regarding the originally submitted documents.

In all cases, you will receive a plan review response indicating the status of your plan review. A “Request Documents” link will be provided to upload revisions if needed.

STEP 6: Revision Completed

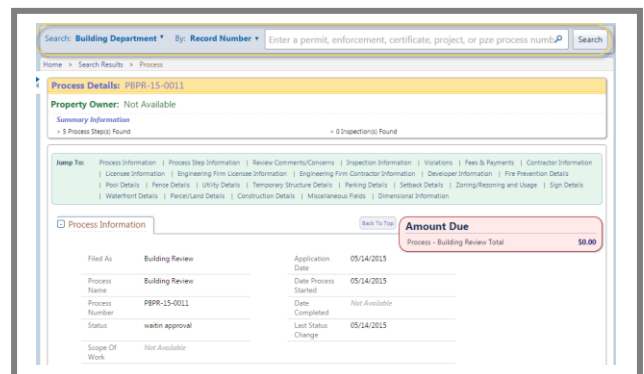
When all of the necessary documents have been submitted and the revisions are completed, your plans reviewer will be in touch to update you on the status of the PZE process.

From here, work with your plans reviewer to determine the next steps on proceeding with the given project.

USING THE AMG SEARCH

During the Review process, you can use AMG at any time to view the information, status and results related to the given processes and their reviews.

Use the AMG search function to find and view these details. This can be done by searching for the address, parcel number or owner of the property the process is on, by searching for the process record number(s) directly, or using the various links on AMG to jump to the given pages directly.



Visit the “Contractor Learning Center” for more AMG information and detailed walkthroughs

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

Developed by

