


# Online Application Economic Development Permit

IMPORTANT NOTE: You must register for a free Online Inspection Services account to be able to submit applications and make payments online. To register, visit <https://inspections.grcity.us/citizenaccess> and click on “Register for an Account” in the upper-right corner of the screen. Registration only takes a minute and will allow you to access the full range of services available through the City’s Online Inspection Services portal.

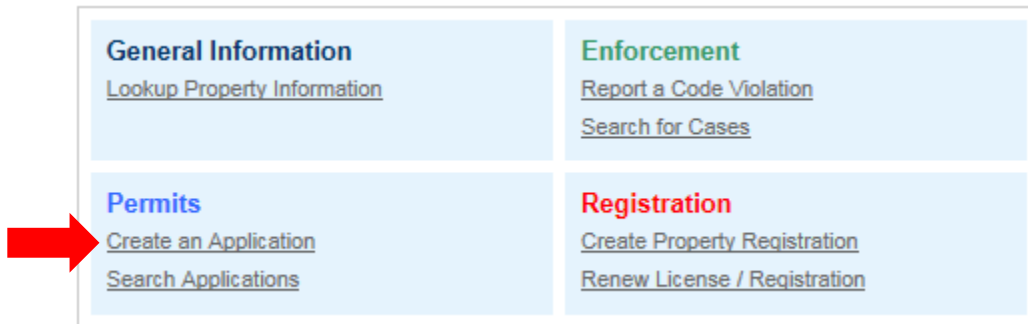
BEFORE YOU BEGIN: It may be helpful to complete the following documents in advance. You will need to attach them at the end of the online application.

- Proof of Site Control
- Draft Brownfield Plan Amendment
- Proforma
- Financials
- Rent Roll
- Map
- [Equal Employment Opportunity Form](#) (not required if form has previously been submitted)

## Economic Development Office Brownfield Redevelopment Online Application Instructions

Click  for helpful hints throughout the application process. If at any time you have questions regarding the application, please call 616-456-3462.

- 1) Navigate to: <https://inspections.grcity.us/citizenaccess/> in a web browser.
- 2) If you already have an account, Login to your account.
- 3) If you do not have an account, you must create an account, and then Login with your new username and password.
- 4) Click on **Create an Application** listed under Permits in the bottom left corner of the page.



- 5) Read the Disclaimer of Warranty and Limitation of Liability. If you accept the terms, click the checkbox and then click **Continue Application**
- 6) Select **Economic Development** from the dropdown menu in order to view available applications.
- 7) Select **Brownfield Redevelopment** and then click **Continue Application**

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Economic Development ▼

- Brownfield Redevelopment
- Environmental Site Assessment Grant
- Industrial Facilities Tax Exemption
- New Personal Property Exemption
- Obsolete Property Rehabilitation Tax Exemption
- Temporary Use of City Owned Property
- Urban Garden Permit

[Continue Application »](#)

- 8) Select the Property Qualification. Click **Yes** for the classification that matches the property, and select **No** for the remaining three. NOTE: You must attach documentation of property qualification at the end of the application.
- 9) Provide the Applicate Information.
- 10) Complete the address fields with as much information as possible, then click **Search**. Accela will identify the parcel and owner information. Verify this information is correct.
  - a. If the project will take place on multiple parcels, click **Add a Row** and enter the additional parcel number(s) and address(es).
- 11) Provide the Applicant, Agent, and Taxpayer contact information. To auto-fill this information click **Select from Account**. Click **Continue**
  - a. If you need to add a new contact click **Add New**
  - b. If you need to correct any information click **Edit**
- 12) Click **Continue Application**
- 13) Complete the Detail Information section
- 14) Answer the Project Information questions and then click **Continue Application**
- 15) When the New Job Detail dialog box appears, fill in the required information, and then click **Submit**
  - a. If you need to add more job classifications, click **Add a Row**

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## NEW JOB DETAIL

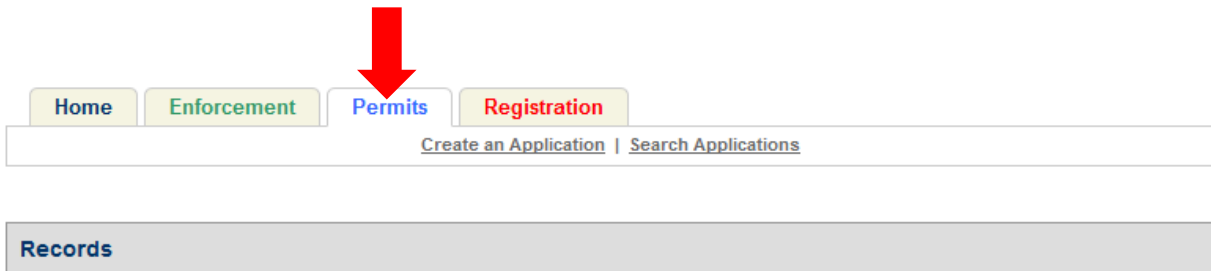
THIS SECTION ALLOWS FOR AS MANY SUBMITTALS AS NEEDED - PLEASE DO NOT LIMIT YOUR RESPONSE TO AVERAGES.  
Submit as many job detail records as needed for each distinct combination of job category, classification, wage/benefit package, and green/applied technology.

* Job Classification: <input type="text" value="Administrative"/>	* Job Category: <input type="text" value="Permanent Full-Time"/>	* Number of Jobs: <input type="text" value="1"/>
* Average Hourly Wage: <input type="text" value="15.00"/>	* Benefits: <input checked="" type="radio"/> Yes <input type="radio"/> No	* Green-Applied Tech: <input checked="" type="radio"/> Yes <input type="radio"/> No

- 16) Once all New Job Details are listed, click **Continue Application**
- 17) In the Attachments section, read through the list of documents and then click the checkbox for each item you will be attaching. Ensure you have all the required documents because you will need to upload them at the bottom of this page.
- 18) Read the statements in the Signature section, and initial after each statement. Then type your name in the last signature field.
- 19) To upload attachments, click **Add** and then browse for the files you wish to upload. Select the document type from the dropdown list. Once you have added all the documents, click **Save**. Then click **Continue Application**
- 20) Review the application, make any necessary revisions. Once you are satisfied with the application, click **Continue Application** to submit the application.

After your application has been submitted online, you will receive an email confirming submission. If you do not receive an email, call 616-456-3462 to confirm receipt of your application.

You can monitor the status of your application(s) by clicking on the **Permits** tab. Your application(s) will be displayed under **Records**. You can upload revised plans and other documents in the **Attachments** section of the record throughout the life cycle of the permit.



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▼ Attachments

Please limit attachment descriptions to 2 LINES ONLY (200 characters), without returns or special characters. Longer descriptions may be rejected by the system.

The maximum file size allowed is 15 MB.  
htm;htm;mht;mhtml are disallowed file types to upload.

<u>Latest Update</u>	<u>Name</u>	<u>Virtual Folders</u>	<u>Document Status</u>	<u>Status Date</u>	<u>Upload Date</u>	<u>Action</u>
12/12/2012	<a href="#">Certificate</a>		Uploaded	12/12/2012	12/12/2012	<a href="#">Actions</a> ▼
12/12/2012	<a href="#">Application</a>		Uploaded	12/12/2012	12/12/2012	<a href="#">Actions</a> ▼
12/12/2012	<a href="#">Plan-Site.pdf</a>		Uploaded	12/12/2012	12/12/2012	<a href="#">Actions</a> ▼

