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. If at any time you have questions regarding the application, please call 616-456-3462.

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.

- Completed Treasury Application
- Legal Description
- Site Plan (for Real Property projects)
- Equal Employment Opportunity Form (not required if form has previously been submitted)
- Affidavit of Fees
- Memorandum of Understanding will be provided to you for signature after you submit the application (link is a template for your preliminary review)

Please note that each page has a two hour time limit for completion. If an application is left unattended for more than two hours, the entire application will be lost and will require recreation. At any time, you may click the orange “Save and Resume Later” at the bottom left of the page and your application will be saved. You may login at anytime to continue.

Economic Development Office PA 198 Online Application Instructions

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 the Economic tab at the top, and then Create an Application just below.

5) Read the Disclaimer of Warranty and Limitation of Liability. If you accept the terms, click the checkbox and then click Continue Application.

6) Click Economic Development Applications to expand the list of available options.
7) Select **Industrial Facilities Tax Exemption** and then click **Continue Application**

8) Complete the address fields with as much information as possible, and 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** under the “Multiple Properties” section and enter the additional parcel number(s) and address(es).

9) Click **Continue Application** at the bottom right of the page.
10) Complete the Applicant Information section with the following:

- Applicant’s legal interest – select from dropdown menu
- Employer ID – Provide the EIN for the company that will pay the IFT Taxes
- Property Owner Tax Identification Number
- Standard Industrial Classification – provide the primary SIC or NAICS code

11) Provide the Applicant and Agent contact information. To auto-fill this information click Select from Account. Click Continue

   a. If you need to add a new applicant and/or agent click Add New
   b. Click Edit to correct any information

12) Click Continue Application

13) Complete the Deedholder and Taxpayer information. To auto-fill this information click Select from Account. Click Continue

   a. If you need to add a new deedholder and/or taxpayer click Add New
   b. Click Edit to correct any information

14) Click Continue Application

15) Answer the Project Information questions and then click Continue Application
16) 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**

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:**
  - Select:
  - Permanent Full-Time

- **Average Hourly Wage:**

- **Job Category:**
  - Permanent Full-Time

- **Benefits:**
  - Yes
  - No

- **Number of Jobs:**

- **Green-Applied Tech:**
  - Yes
  - No

**Submit**  **Cancel**

17) Once all New Job Details are listed, click **Continue Application**

18) 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.

19) Read the statements in the Signature section, and initial after each statement. Then type your name in the last signature field.

20) 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**. (Note that the MOU does not need to be attached as it will be provided to you for signature.) Then click **Continue Application**

21) 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 Economic 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.