

Right-of-Entry (ROE) Steps to the Finish Line

Step 1. The applicant (i.e., consulting/contracting firm) creates an account through BSEED's Electronic Licensing and Permitting System (eLAPS) to request access to City Property in order to conduct environmental activities on city-owned property.

[Accela/eLaps Video: How to create an eLaps Accounts](#)
[Accela/eLaps: Website login and/or new user registration page](#)

Step 2. The applicant submits a Right of Entry permit and uploads the required information:

[Accela/eLaps Video: How to Submit for a Permit](#)

- Detailed Scope of Work that outlines the activities to be performed (including dates of the requested access, contact name, phone number and email);
- [Proof of Required Insurance](#);
- Additional Insured Endorsements listing the City of Detroit as additional insured: and
- Detailed Site Map

Step 3. BSEED Environmental Affairs (EA) will review the application for content and completeness.

Step 4. Once complete, the request will be submitted to the Law Department.

Step 5. The Law Department will review submitted application materials, and will draft the ROE. If modifications are requested by the Law Department, EA will notify applicant to modify application.

Step 6. Once the ROE is approved, EA will notify the department of ownership (e.g., Planning and Development Department) for signature.

Step 7. EA will email the signed ROE to the applicant for signature.

Step 8. The applicant is **NOT granted access** until a signed copy of the ROE is received by EA.