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 and Attachment
- Memorandum of Understanding
- Legal Description
- Site Plan
- Project Costs
- Equal Employment Opportunity Form (not required if form has previously been submitted)

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 146 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.
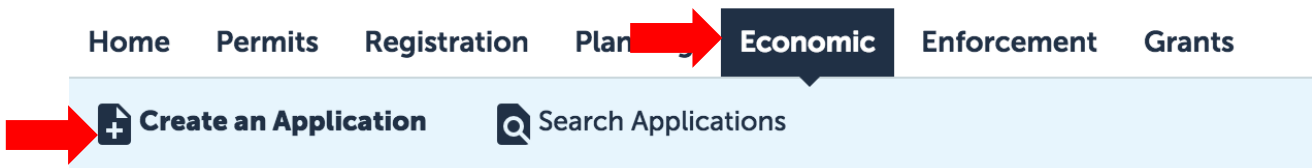
5) Read the Disclaimer of Warranty and Limitation of Liability. If you accept the terms, click the checkbox and then click **Continue Application**

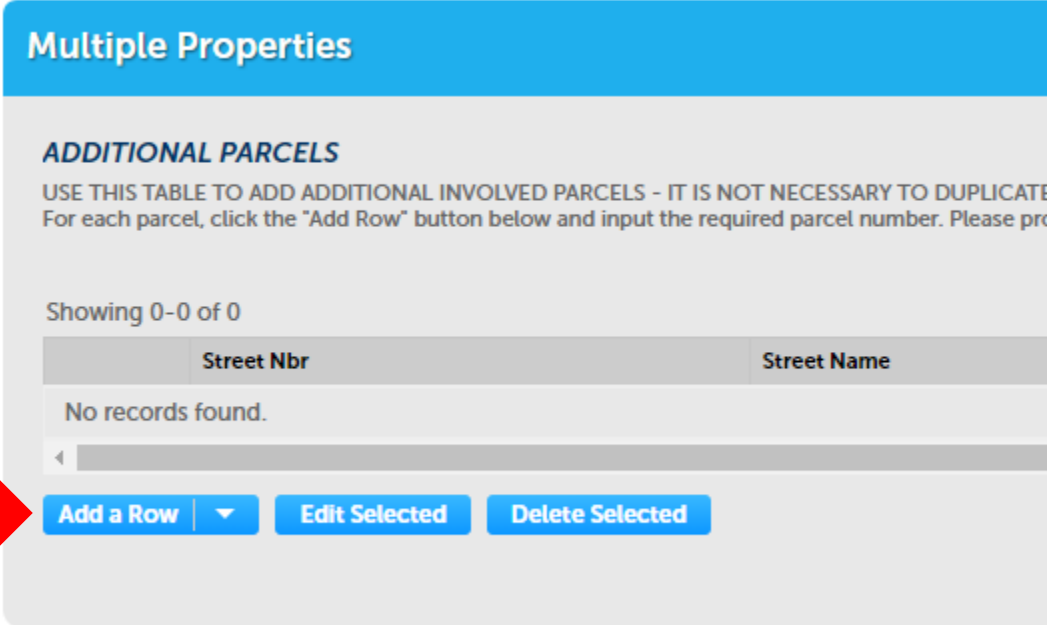6) Click **Economic Development Applications** to expand the list of available options.

7) Select **Obsolete Property Rehabilitation 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** and enter the additional parcel number(s) and address(es).

9) 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
- Individuals and Non-person owners

10) 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 applicant and/or agent click **Add New**

    b. Click **Edit** to correct any information

11) Click **Continue Application**

Continue Application »

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

13) Enter an application name and a detailed description of the project. Include a detailed summary of the current condition, improvements and investment that will be made, including buildings, rehabilitation, landscaping, and parking. Give your vision of what the end result will be.

14) Complete the Project Information section. 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**

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--

* Job Category:
Permanent Full-Time

* Number of Jobs:

* Average Hourly Wage:

* Benefits:
○ Yes ○ No

* Green-Applied Tech:
○ Yes ○ No

Submit Cancel

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.

Home	Permits	Registration	Planning	Economic	Enforcement	Grants

Create an Application   Searc

Economic Development Records

Showing 1-1 of 1 | Download results | Add to collection | Add to cart

	Date	Record Number	Record Type	Project Name
☐	01/02/2018	18TMP-000055	Industrial Facilities Tax Exemption	

Upload Attachments

Please limit attachment descriptions to 2 LINES ONLY (200 characters), without retu

The maximum file size allowed is 30 MB.
html;htm;mht;mhtml;exe;js;txt are disallowed file types to upload.

Name	Type	Size	Lates
Document.docx	Attachment	11.01 KB	01/02

Add