Montgomery County, Ohio Building Regulations
937-225-4622

Submit a Permit Application

- ➢ Visit: https://aca-prod.accela.com/MONTCOOH/Default.aspx
- ➢ Log Into your Account (if you do not have an account, see "Create an Account")
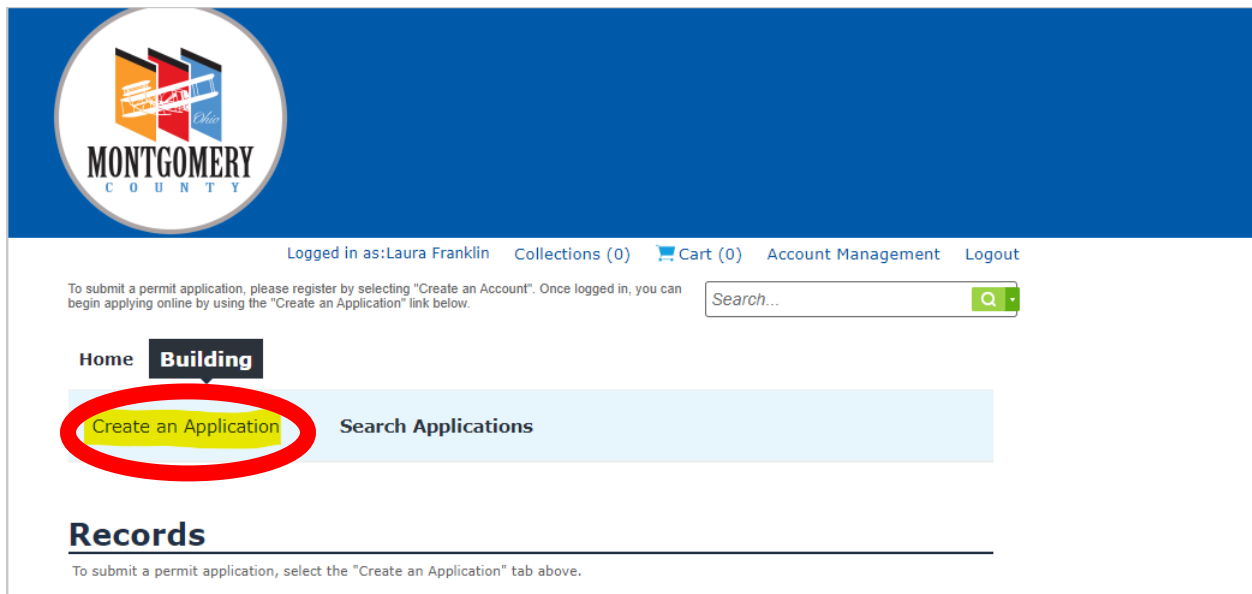 - o Enter User Name or email and Password
  - o Select "Sign In"

Continued on next page

➢ Select Building
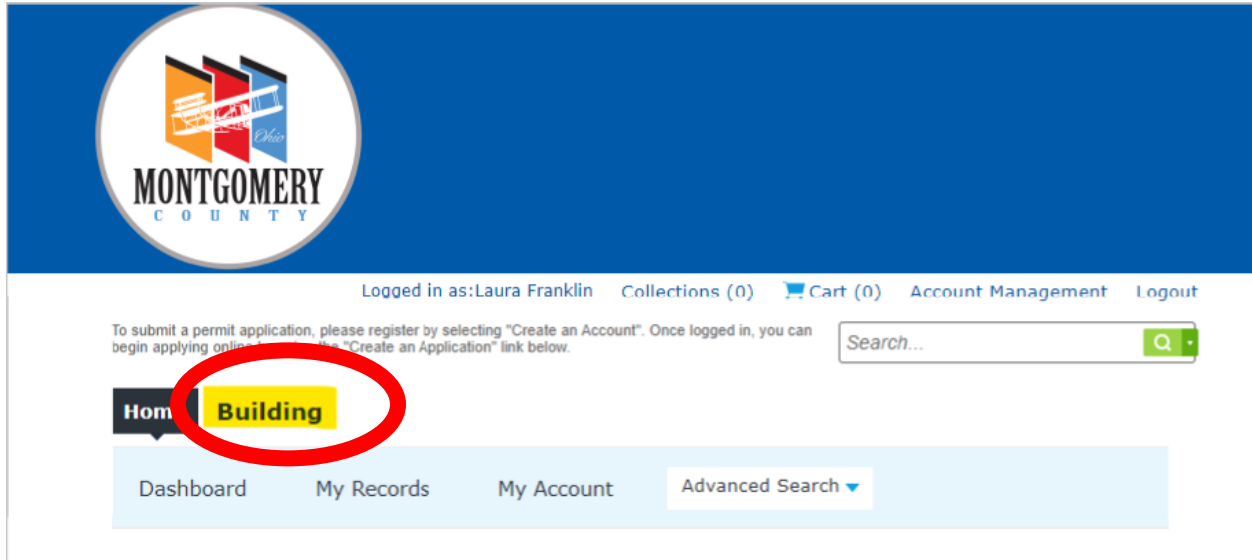
➢ Select Create an Application

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➢ Read and accept terms
➢ Continue Application

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- ➢ Select the Appropriate Permit Type
  NOTE: Residential Building and Mechanical Combo, select Residential Building Permit
- ➢ Select Continue Application

Home | **Building**

Create an Application   Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[ ] 🔽 **Search**

▼ Commercial Permits
  ◯ Commercial Building
  ◯ Commercial Electrical Permit
  ◯ Commercial Mechanical Permit
  ◯ Fire Protection Permit
  ◯ Hood / Paint Booth Permit
  ◯ Sign Permit
  ◯ Temporary Structure Permit

▼ Residential Permits
  ◯ Residential Building Permit
  ◯ Residential Electrical Permit
  ◯ Residential Mechanical Permit

▼ Other Building Permits
  ◯ Damage Assessment
  ◯ Floodplain Permit

Continue Application »

➢ Enter your Street No and Street Name
  (**NOTE: search is best if you leave out City and Zip**)
➢ Select Search
  NOTE: Parcel and owner will auto populate from the search, do not change this or add information!

Residential Building Permit

1 Application Information	2 Project Information	3 Support Documentation	4 Review	5 Pay Fees	6

Step 1: Application Information > Work Location

In this page, identify the physical address where the proposed work will take place.

*indicates a required field.

Address

To search for an address, enter criteria for address search then click the "Search" button. Select address from the search results.

* Street No.:	Direction:	Street Name:	Street Type:
9876	--Select--	MANDEL	Dr

Unit Type:	Unit No.:
--Select--	

City:	State:	* Zip:
DAYTON	OH	45458

Search   **Clear**

Parcel

If address is not found, please enter parcel number then click the "Search" button. Select parcel from the search results.

Note: The following Jurisdictions are outside the boundaries of our regulations and are not covered:

Kettering, Carlisle, Centerville, Miamisburg, Moraine, Oakwood, Dayton, Englewood, Germantown, Springboro, Vandalia, and West Carrollton

If you proceed using an address that falls under any of the above jurisdictions, your application will be cancelled prior to submittal. Please contact our office for further information if your address is located within any of the above jurisdictions.

* Parcel Number:	ot:	Block:
O67 23406 0006	3	9872

Legal Description:

Do not change this information

Continued on next page

➢ Add New Contact (Both an Applicant and a Contractor are required, if applicant is same as contractor, list both)
➢ Email is required

Contact Information

E-mail ▼

First: Middle: Last:

Laura | | Franklin

Legal Business Name:

Montgomery County

Home Phone: Work Phone: Mobile Phone:

9372254622

* Contact E-mail: Fax:

franklinl@mcohio.org

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue   **Clear**   **Discard Changes**

Note: Applicant and Contractor are required. If Contractor is also applicant, enter the same contact for both. You will have green checkmarks by both when this requirement is met.

Contact List

If the owner information shown in the previous page is out of date, please supply the current property owner's information by selecting Current Property Owner.

	Required Contact Type	Minimum
✓	Applicant	1
✓	Contractor	1

Select from Account   **Add New**   **Look Up**

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Laura Franklin	Montgomery County	Applicant			franklinl@mcohio.org	Edit Delete
Laura Franklin		Contractor			franklinl@mcohio.org	Edit Delete

Save and resume later   **Continue Application »**

Continued on next page

➢ Enter relevant information

NOTE: If doing Residential Combo (Building AND Mechanical) – this is where you indicate that!

Step 2: Project Information > Project Information

In this page, fill in detailed information for your proposed work. The information in th
needs to be complete in order for the agency's staff to review your application.

*indicates a

Description of Work

Please briefly describe your proposed work.

The Description of Work must convey a detailed account of the work identified on the plans. Do NOT stat
see attached plans."

* Description of Work:

Put a BRIEF explanation here

spell check

Project Details

PERMIT INFORMATION

What type of structure is this application associated with?: `Single Family Dwelling ▼`

* What best describes the proposed scope of work?: `New Building & Mec Com ▼`

* Size of work being built and/or altered, rounded to the nearest 100 sq. ft.: `1100` Square Ft

Is the project in a FEMA regulated Floodplain?: ○ Yes ◉ No

Is the project in the WPAFB Airport Zoning District?: ○ Yes ◉ No

Type of Sewer System: `--Select-- ▼`

Is this project designed to be heated?: ◉ Yes ○ No

Continued on next page

> ➢ Add Construction Documents and Relevant Documents
> ➢ Continue Application

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Step 3 : Support Documentation > Support Documentation

In this page, upload documents to support your application.

*indicates a required field.

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "**Save**" button to attach it to your application.

The maximum file size allowed is **400 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws are disallowed file types to upload.

Name	Description	Type	Size	Latest Update	Document Status	Action
Customer Drawing Example.pdf	Drawings	Construction Documents	3.63 MB	06/14/2023	Uploaded	Actions ▾

Add

Plan Review Documents

> ➢ Review Summary of Project information, checking for accuracy.
> ➢ Read and agree to terms
> ➢ Continue Application

General Information

RESIDENTIAL PERMIT INFORMATION   **Edit**

If this permit application is connected to an existing building permit, what is that permit number?:

Attachment   **Edit**

The maximum file size allowed is **400 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws are disallowed file types to upload.

Name	Description	Type	Size	Latest Update	Document Status	Action
Customer Drawing Example.pdf	Drawings	Construction Documents	3.63 MB	06/14/2023	Uploaded	Actions ▾

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 06/14/2023

Save and resume later   **Continue Application »**

Continued on next page

> Select Checkout

> Choose Payment and follow process
> You will receive confirmation your application was submitted