

View Comment Letters

- Visit: <https://aca-prod.accela.com/MONTCOOH/Default.aspx>
- Log Into your Account (if you do not have an account, see “Create an Account” – Once account is created, email dabneya@mcoho.org with your permit number to link your project to your account)
 - Enter User Name or email and Password
 - Select “Sign In”

Register for an Account Login

To submit a permit application, please register by selecting "Create an Account". Once logged in, you can begin applying online by using the "Create an Application" link below.

Search...

Home Building

Advanced Search

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

Supported Browsers

Chrome, Firefox, Internet Explorer, & Safari

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

[Sign In](#)

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Phone: 937-225-4622

Continued on next page

Montgomery County, Ohio Building Regulations

937-225-4622

- Select Building
 - Select the Record Number

Home **Building**

Create an Application Search Applications

Records

To submit a permit application, select the "Create an Application" tab above.

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status |
|--------------------------|------------|--------------------|-----------------------------|--|--|-----------------|--------------------|
| <input type="checkbox"/> | 06/14/2023 | BLDR23-1020 | Residential Building Permit | This is a test file - only in the test environment | WASHINGTON TOWNSHIP - 9876 MANDEL Dr DAYTON, OH 45458 - Laura Franklin | 06/14/2023 | Revisions Required |

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

- Select Record Info
 - Select Attachments

Home **Building**

Create an Application Search Applications

Record BLDR23-1020:

Residential Building Permit

Record Status: Inspection Phase

Expiration Date: 11/20/2024

[Add to](#)
[Add to collec](#)

Record Info Payments Attachments

- Record Details
- Processing Status
- Related Records
- Attachments**
- Inspections
- Valuation Calculator

Applicant:

Ron Kovacs
Accela, Inc.
Home Phone:9545558888

Project Description:

This is a test file - only in the test environment

➤ **To view comment letters – select the file**

- Customer Drawings – Revisions required will show the drawing with comments
- Building Regulations Division – Plan Review Comment Letter will show a pdf of just the comments

Home **Building**

Create an Application Search Applications

Record BLDR23-1020: Add to cart
Residential Building Permit Add to collection
Record Status: Revisions Required
Expiration Date: 06/14/2023

Record Info Payments Attachments

Attachments

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

| Name | Description | Type | Size | Latest Update | Document Status |
|--|-------------|------------------------|----------|---------------|--------------------|
| Building Regulations Division - Residential Plan Review Comment Letter.pdf | | Corrections List | 67.08 KB | 06/16/2023 | Uploaded |
| Customer Drawing Example20230616143711[1].pdf | Drawings | Construction Documents | 3.84 MB | 06/16/2023 | Revisions Required |
| Customer Drawing Example.pdf | Drawings | Construction Documents | 3.63 MB | 06/16/2023 | Review Complete |

Submitting Documents for *Revisions Required*

Document Submission Requirements

- PDF files only
 - No image files
 - Flattened
 - No CAD Comments
 - No symbols in the file name
 - (!@#\$%^&*()_++<>?_)
- Log into your Accela Customer Account
- Select Building
 - Select the permit number you wish to submit construction changes for
 - You can search applications if you have a lot of permits

Home **Building**

Create an Application **Search Applications**

Records

To submit a permit application, select the "Create an Application" tab above.

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Act |
|--------------------------|------------|---------------|------------------------------|--|--|-----------------|------------------|-----|
| <input type="checkbox"/> | 10/31/2023 | MECC23-1010 | Commercial Mechanical Permit | Testing commercial mechanical | WASHINGTON TOWNSHIP - 9876 MANDEL Dr DAYTON, OH 45458 - Laura Franklin | 10/31/2023 | In Review | |
| <input type="checkbox"/> | 10/31/2023 | 23TMP-000259 | Commercial Electrical Permit | This is a test | 9876 MANDEL Dr, DAYTON, OH 45458 : Laura Franklin | | | Res |
| <input type="checkbox"/> | 06/14/2023 | BLDR23-1020 | Residential Building Permit | This is a test file - only in the test environment | WASHINGTON TOWNSHIP - 9876 MANDEL Dr DAYTON, OH 45458 - Laura Franklin | 11/20/2024 | Inspection Phase | Am |

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information

- Select Record Info
 - Select Attachments

Home **Building**

Create an Application

Search Applications

Record SIGN23-1005:
Sign Permit
Record Status: Revisions Required
Expiration Date: 12/04/2023

Record Info

Payments

Attachments

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

Applicant:

Megan
megan@abcsigns.com

Project Description:

Duplicate of SIGN23-1036

Owner:

AIRWAY CENTER LLC *
3333 RICHMOND RD STE 350
BEECHWOOD OH 44122

▶ **More Details**

Copy Record

Resubmitting the SAME document

NOTE: This is only for the same document that was already submitted. It MUST be the same number of pages, in the same order.

- **IF this is a new document you have not sent in – see below for ‘submitting additional documentation’.**

- Select ‘Resubmit’ (note, you must select resubmit – NOT Actions, NOT the down arrow)

Attachments

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

| Type | Size | Latest Update | Document Status | Status Date | Upload Date | Action | Entity |
|--------------------------------|-----------|---------------|--------------------|-------------|-------------|------------------------------|---------------------------|
| Site Plan / Zoning Information | 734.81 KB | 12/04/2023 | Routed for Review | 12/04/2023 | 12/04/2023 | Actions ▾ | Sign Permit - SIGN23-1005 |
| Corrections List | 48.01 KB | 12/04/2023 | Uploaded | 12/04/2023 | 12/04/2023 | Actions ▾ | Sign Permit - SIGN23-1005 |
| Construction Documents | 10.13 MB | 12/04/2023 | Revisions Required | 12/04/2023 | 12/04/2023 | Resubmit Actions ▾ | Sign Permit - SIGN23-1005 |
| Construction Documents | 4.69 MB | 12/04/2023 | Review Complete | 12/04/2023 | 12/04/2023 | Actions ▾ | Sign Permit - SIGN23-1005 |

Add

- Select the document you need to resubmit
 - PDF files only, no symbols in the file name
 - Description is not needed, or list a brief description
 - Save

Montgomery County, Ohio Building Regulations

937-225-4622

*Type:
Construction Documents

File:
Permit - 23-00352 4918 Airway Rd -
Permit Approval (1).pdf
100%

Description:

spell check

Save **Add** **Remove All**

To submit NEW documents

- Navigate to the project (see directions above – Record Info, Attachments)
- Select Add below the document list

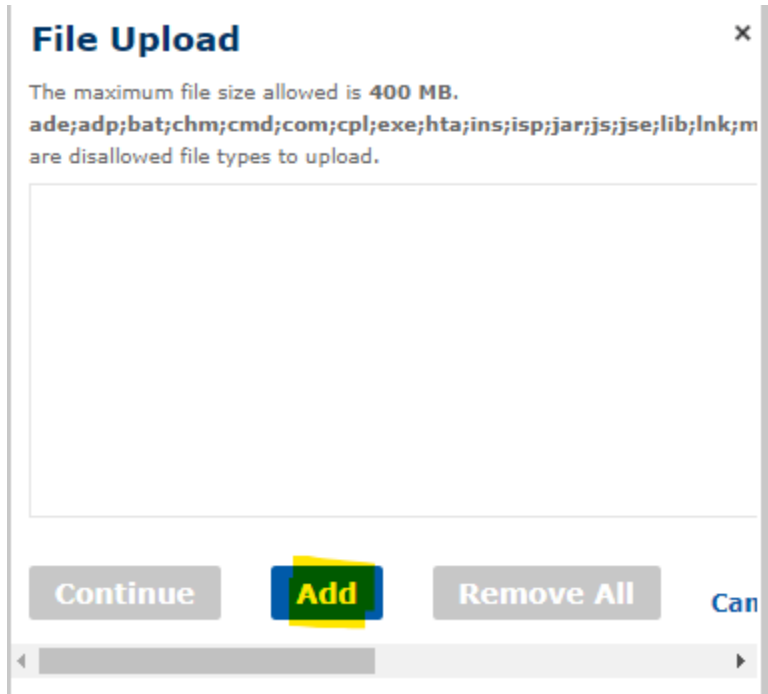
Attachments

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

| Type | Size | Latest Update | Document Status | Status Date | Upload Date | Action | Entity |
|--------------------------------|-----------|---------------|--------------------|-------------|-------------|------------------|---------------------------|
| Site Plan / Zoning Information | 734.81 KB | 12/04/2023 | Routed for Review | 12/04/2023 | 12/04/2023 | Actions | Sign Permit - SIGN23-1005 |
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| Construction Documents | 10.13 MB | 12/04/2023 | Revisions Required | 12/04/2023 | 12/04/2023 | Resubmit Actions | Sign Permit - SIGN23-1005 |
| Construction Documents | 4.69 MB | 12/04/2023 | Review Complete | 12/04/2023 | 12/04/2023 | Actions | Sign Permit - SIGN23-1005 |

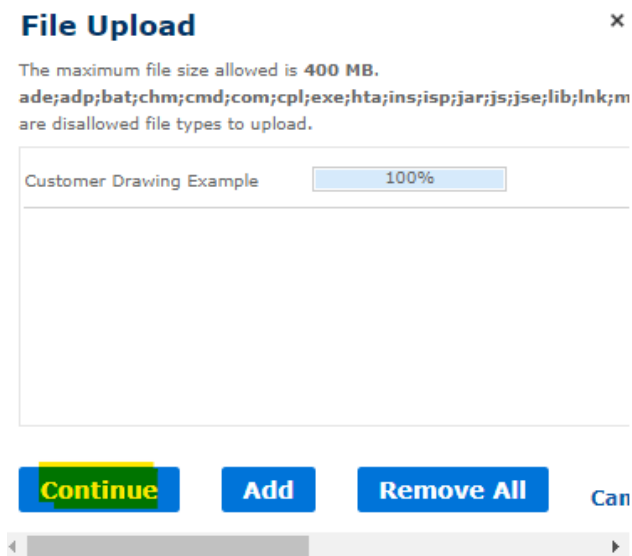
Add

- Select Add



*locate your documents and select them to add them in.

➤ When all documents are loaded to 100%, select Continue



- You will now see the document listed as “Uploaded”. Your document has been received.

Record BLDR23-1020:
Residential Building Permit
Record Status: Inspection Phase
Expiration Date: 11/20/2024

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Attachments

Attachments

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;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws are disallowed file types to upload.

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- You will see your documents listed as Uploaded.

Record BLDR23-1020:
Residential Building Permit
Record Status: Revisions Required
Expiration Date: 06/14/2023

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Attachments

Attachments

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~~
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| Customer Drawing Example20230616143711[1].pdf | Drawings | Construction Documents | 3.84 MB | 06/16/2023 | Revisions Required |
| Customer Drawing Example.pdf | Drawings | Construction Documents | 3.63 MB | 06/16/2023 | Review Complete |
| BLDR23-1020 Revised Customer Test File.pdf | Revised Construction Documents | Construction Documents | 443.12 KB | 06/20/2023 | Uploaded |

Add

➤ You will receive an email once your new submission is reviewed.