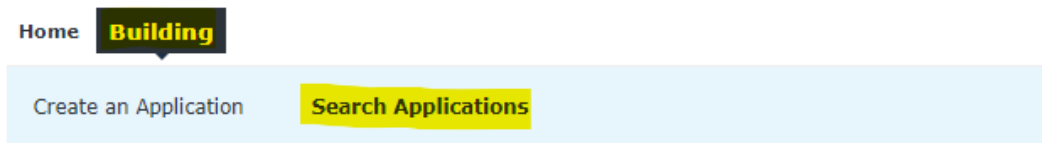


Submitting Documents for *Revisions Required*

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



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;js;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

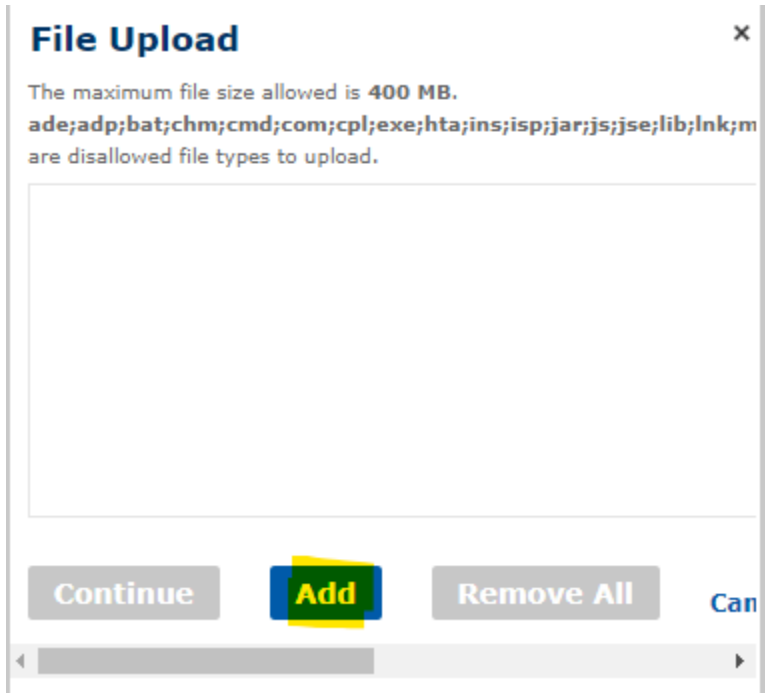
Attachments

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;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.

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

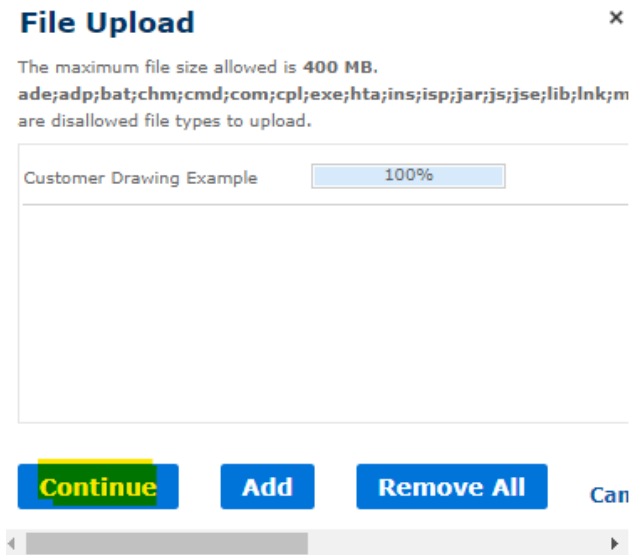
Add

- Select 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.

Montgomery County, Ohio Building Regulations
937-225-4622

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;jse;lib;lnk;mde;msc;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
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

➤ 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;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
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
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.