

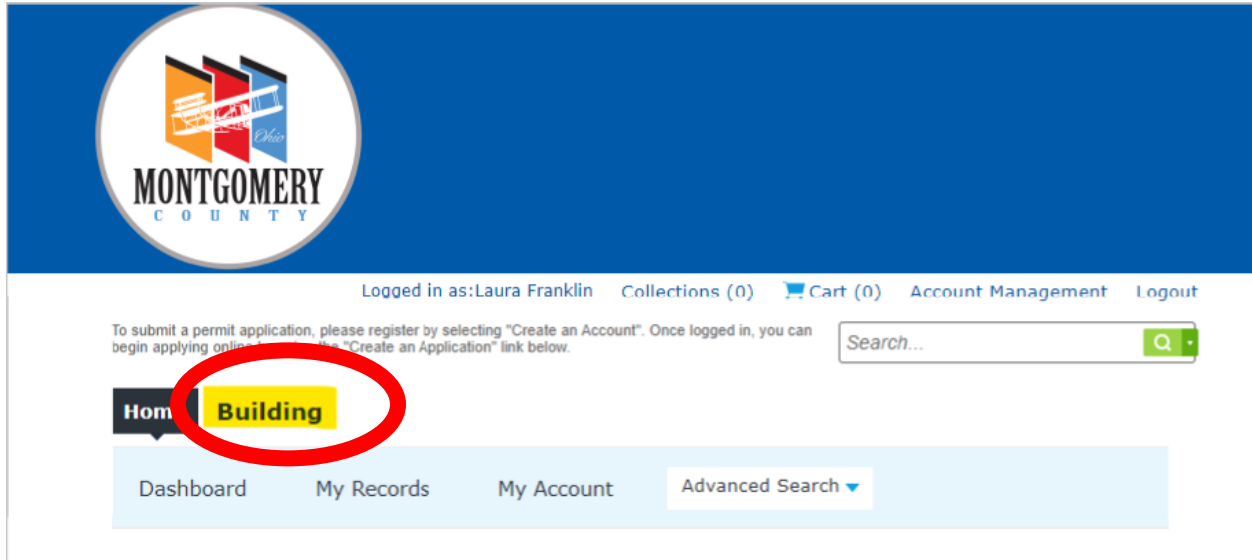
Submit a Permit Application

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

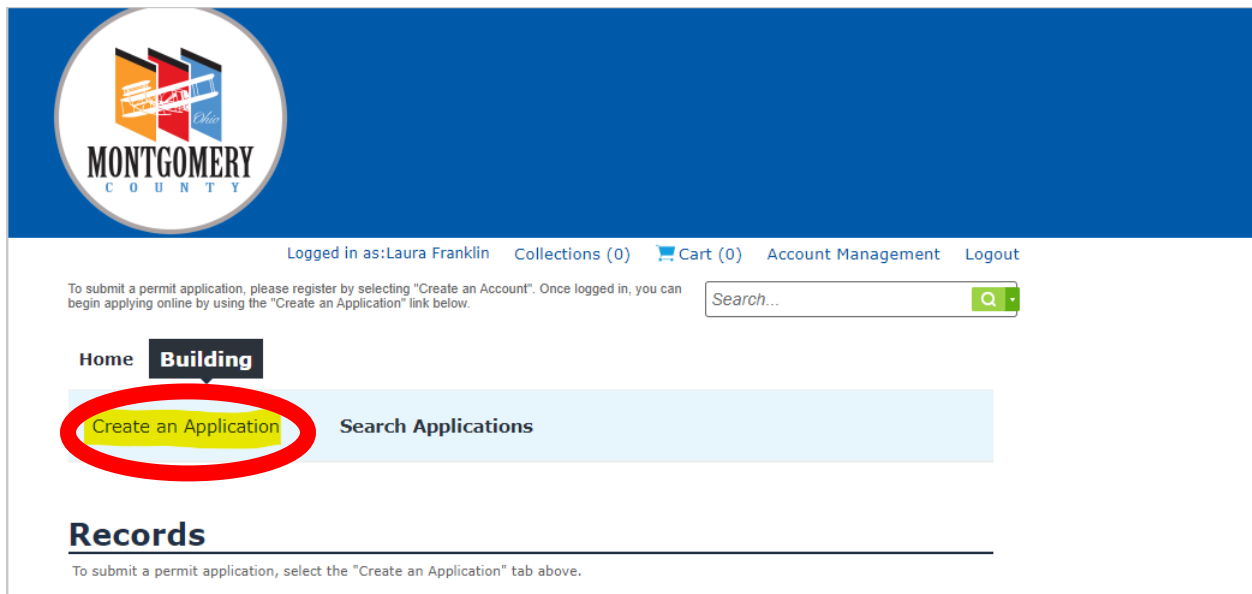
The screenshot shows the Montgomery County website interface. At the top left is the Montgomery County logo. On the right, there are links for "Register for an Account" and "Login". Below these is a search bar. A navigation menu shows "Home" and "Building". Under "Building", there is an "Advanced Search" dropdown. The main content area is split into two columns. The left column contains a "Please Login" section with instructions, a "Supported Browsers" section listing Chrome, Firefox, Internet Explorer, and Safari, and a "New Users" section with a "Register Now" button. The right column contains a "Sign In" section with input fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, a "Sign In" button (circled in red), a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link. At the bottom, the phone number 937-225-4622 is displayed.

Continued on next page

➤ Select Building



➤ Select Create an Application



Continued on next page

- Read and accept terms
- Continue Application

Home **Building**

Create an Application

Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While Montgomery County ("County") attempts to keep its Web information accurate and timely, the County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the County as a result of updates and corrections.

I have read and accepted the above terms

Continue Application »

Phone: 937-225-4622

Continued on next page


- 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 »](#)

Continued on next page

- 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
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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:

Unit Type: Unit No.:

City: State: * Zip:

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: Lot: Block:

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:

Legal Business Name:

Home Phone: Work Phone: Mobile Phone:

* Contact E-mail: Fax:

▼ 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
<input checked="" type="checkbox"/> Applicant	1
<input checked="" type="checkbox"/> 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			franklin@mcoho.org	Edit Delete
Laura Franklin		Contractor			franklin@mcoho.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 this page needs to be complete in order for the agency's staff to review your application.

* indicates a required field

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 state "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 Comb

* 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

Montgomery County, Ohio Building Regulations

937-225-4622

- Add Construction Documents and Relevant Documents
- Continue Application

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

Montgomery County, Ohio Building Regulations

937-225-4622

➤ Select Checkout

Home Building

Dashboard My Records My Account Advanced Search ▾

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking Edit Cart, and then the 'Pay Later' link.

PAY NOW

9876 MANDEL Dr, DAYTON OH 45458
1 Application(s) | \$250.00
Residential Building Permit 23TMP-000244 Total due: \$250.00

Total amount to be paid: \$250.00
Note: This does not include additional fees which may be assessed later.

Checkout >> Edit Cart >> Continue Shopping >>

Phone: 937-225-4622

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

MONTGOMERY COUNTY

Logged in as: Laura Franklin Collections (0) Cart (1) Account Management Logout

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

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.