CITY OF KETTERING

Planning and Development Department

NEW ON-LINE PERMIT PROCESS

Kettering Access First-Time Account Registration
- Go to www.ketteringoh.org/access
- Select "Register for an Account" at the top right hand corner
- Accept the terms and conditions and click "Continue Registration"
- Fill in the contact information. You may add additional contacts including applicant, Contact, Contractor and Owner. Then select Continue Registration.

Construction Permits
- Login to Kettering Access
- Select the "Building Permits" tab near the top, then select "Create a Permit Application"
- Accept the terms and conditions and click "Continue Application"
- Select "Building Permits" then select the type of permit you need then select "Continue Application"
- Type in a description of the work and select "Continue Application".
- Fill in address where work will be taking place, select "Search", verify information and select "Continue Application". Hint, you only need to fill in a minimum amount of information and the computer will result the best fit.
- Reuse existing contact or add new contacts as necessary and select "Continue Application".
- Select Municipality, Property Type and add only pertinent information and select "Continue Application".
- Attach documents, plans, or photos required for the permit then select "Continue Application".
- Verify information is correct and select "Continue Application".

That's all. We will then review the permit application and assess the correct fees. You will be notified of any plan review comments and when the permit is ready to be issued by e-mail.

ACCESS KETTERING will allow you to:
- Track the review process
- Respond to plan review comments
- Pay fees
- Schedule inspections

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NEW PLUMBING REGISTRATION PROCESS

Kettering Access First-Time Account Registration
- Go to www.ketteringoh.org/access
- Select "Register for an Account" at the top right hand corner
- Accept the terms and conditions and click "Continue Registration"
- Fill in the contact information. You may add additional contacts including applicant, Contact, Contractor and Owner. Then select Continue Registration.

Plumbing Business Registration
- Login to Kettering Access
- Select the "more" tab near the top, then select "Plumber Registration"
- Select "Apply for a License" tab, accept the terms and conditions and click "Continue Application"
- Select "Add New" to enter Plumbing Contractor Business information, fill in requested information and select "Continue"

Next you will be asked to add Master and Journeyman plumber information.

For Existing Licensed Plumbers
- If plumbers have been registered with Kettering in the past then select "Look Up" enter the plumber's name and select "Look Up" Check the box of the plumber and select "Continue". You may repeat this step for as many plumbers you are registering.

New Licensed Plumbers
- If a master and/or journeyman plumber has not been registered in Kettering before please select "Add New", fill in all the requested information and then select "Save and Close". Be sure to fill in all information which has a red asterisk.

- Select Continue Application
- Review the information to ensure it is correct and select "Continue Application"

That's all. We will then review the information and assess the correct fees. You can login again and select the fees to pay. You may now pay by credit card or electronic check.