



Engineering Contractor:

We are happy to announce that Kettering has a new online permitting process called **Access Kettering**. You may now apply and pay for permits online, as well as have access to permit and inspection comments immediately. Online payments can be made by credit card or electronic check.

To begin, please follow the steps on the back side of this sheet. You simply need to register for an account in order to apply for permits online.

Access Kettering is located at www.ketteringoh.org/access

If you prefer in-person service, Engineering staff will continue to create and issue permits, as well as accept payments, at the Kettering Government Center at 3600 Shroyer Road.

As always, we will be glad to assist you at any point in this process. Please call at 937-296-2436 or email diane.wuensch@ketteringoh.org.



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 others from your company who may be applying for permits. Then select "**Continue Registration**".

Construction Permits

- Login to Kettering Access at www.ketteringoh.org/access
- Select the "**Engineering Permits**" tab near the top, then select "**Create a Permit**".
- Read the terms and conditions. Click "**Continue Application**", if you accept conditions.
- Select "**Engineering Permits**" then select the button for "**Right of Way Permit**" then select "**Continue Application**".
- Reuse existing contact or add new contacts as necessary and select "**Continue Application**".
- Fill in address where work will be taking place. Click "**Continue Application**".
- Type in a description of the work. Hint, this is where you should enter "*work for Vectren, work for AT&T, work for MCES*" or other information.
- Select "**Add a Row**" to select the type of work being done. **At least ONE** work type is required but more than one work type may be selected.
- If the right of way work is related to other type of work, check the boxes of related work, like Sanitary, Water, Gas, Electric.
- Scroll to bottom of screen and select "**Continue Application**".
- Attach documents, plans, or photos 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 permit fee. You will be notified via email when the fees are due, any comments we may have and when the permit is issued.

ACCESS KETTERING will allow you to:

- Track the review process
- Pay fees
- Review inspection comments

Questions, contact Engineering at 937-296-2436 or diane.wuensch@ketteringoh.org.