



Utility Company or Utility Contractor:

Kettering has a new online permitting process called **Access Kettering**. You may now submit your Construction Permit Application and pay for permits online, as well as have access to permit and inspection comments immediately. Online payments can be made by credit card (Visa, Mastercard, Discover or AmEx), debit 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](http://www.ketteringoh.org/access)**

If you prefer in-person service, Engineering staff will continue to create and issue permits, as well as accept payments (via cash, check, Visa or Mastercard), 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](mailto:diane.wuensch@ketteringoh.org).



## Utility Right-of-Way Permit ON-LINE APPLICATION PROCESS

### Kettering Access First-Time Account Registration

- Go to [www.ketteringoh.org/access](http://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 click **Continue Registration**.

### Utility Right-of-Way Permits – Applying online

1. You will still need to fill out the Construction Permit Application and attach it and plans online, as outlined below.
2. Login to “**Kettering Access**” at [www.ketteringoh.org/access](http://www.ketteringoh.org/access)
3. Select the **Engineering Permits** tab near the top, then select **Create a Permit**.
4. Read the terms and conditions. Click **Continue Application**, if you accept conditions.
5. Select **Engineering Permits** then select the button for **Utility Right of Way Permit** then click **Continue Application**.
6. Reuse existing contact or add new contacts, as necessary, and click **Continue Application**.
7. Fill in address where work will be taking place. Click **Continue Application**.
8. A Window pops up for Type of Work being done. Click the button next to the type of work being done and click **Next**. If you have more than one type of work you will enter more under Step 11.
9. Select material type and click **Finish**.
10. Review work listed. Click **Submit**.
11. Type in a description of the work under **Detailed Description**. Hint, this is where you should enter “*work for Vectren, work for AT&T, work for MCES*” or other pertinent information.
12. To enter more work types for the permit, click **Add a Row** button and follow the prompts as listed in steps 7 – 9 above.
13. Scroll to bottom of screen and click **Continue Application**.
14. Attach applications and plans using the **Add** button. Use the **Add** button for additional documents. Once all documents have been added click **Save** button. Next click **Continue Application**.
15. Verify all 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 of any comments we may have, when the fees are due and when the permit is issued.

ACCESS KETTERING will allow you to:

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

Questions, contact Engineering Department at 937-296-2436 or [diane.wuensch@ketteringoh.org](mailto:diane.wuensch@ketteringoh.org).