

Access Kettering

You can apply for building & engineering permits, report property maintenance concerns and much more here.

Click here to register for a free Access Kettering Account

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Welcome to Access Kettering

We are pleased to offer you online access to many city services 24 hours a day, 7 days a week. Anyone can use Access Kettering without a log-in to research permit records or to report a property or street maintenance concern. **Registration and login is required in order to submit applications for permits.**

The City of Kettering is working to deliver e-government services and valuable information about our community while making your interaction with us more efficient, convenient and satisfactory. We trust that Access Kettering will provide you with a new, higher level of service delivery that makes living and working in Kettering more enjoyable. Please pay attention to changes in this website as we increase access to additional services in the future.

What would you like to do today?

To get started, select one of the services listed below:

General Information

[Lookup Property Information](#)
[Search for a Licensee](#)

Engineering Permits

[Search Permits](#)

Report a Concern

[Create a Report](#)

Building Permits

[Search Applications](#)
[Schedule an Inspection](#)

Property Maintenance

[Report a Maintenance Issue](#)

Plumber Registration

[Track & Renew Licenses](#)

Login

User Name or E-mail:

Password:

[Login »](#)

☐ [Remember me on this computer](#)

[I've forgotten my password](#)

[New Users: Register for an Account](#)

This is another place you can easily search applications and permits, schedule inspections or report issues.

Search...

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To schedule a new inspection, Click here.

Records

[Show on Map](#)

Showing 0-0 of 0

Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
No records found.							

To start a new building permit application, Click here.
Tip: Make sure you are using Internet Explorer. Other browsers tend to forgo some information.

Search for Records

Enter information below to search the Agency's recording database. Records can be searched for by entering any of the following information:

- Site Address
- Contractor Name
- Parcel Number
- Record Information
- Contact Information

Use the drop-down menu to change the search type.

General Search

General Search ▾

☐ Search my records only

Record Number:

Record Type:

Record Status:

Start Date:



End Date:



Street No.:

 -

Direction: ?

Street Name: ?

Street Type:

Unit No.: ?



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Create a Permit Application Search Applications Schedule an Inspection

Permit Type Descriptions:

- Electrical - electric service and new circuits
- Fire - alarms and suppression systems
- HVAC - heating, ventilation and air conditioning
- Plumbing - water heaters, new plumbing fixtures and gas permits
- Sign - signs only
- Structural - new structures, additions, remodeling, decks, storage sheds and garages
- Zoning - fences, sheds, driveways, pools and land disturbance permits

[Click here for a chart of required residential permits for common projects.](#)

Choose one of the following available permit types.

- ▼ Building Permits
- ☐ Electrical Permit
 - ☐ Fire Permit
 - ☐ HVAC Permit
 - ☐ Plumbing Permit
 - ☐ Sign Permit
 - ☐ Structural Permit
 - ☐ Zoning Permit

Determine which permit best suits your needs then select that permit in the drop down menu and continue the application.

[Continue Application »](#)

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Electrical Permit

[1 General Information](#)[2 Project Detail](#)[3 Review](#)[4 Record Issuance](#)

Step 1: General Information > Application Detail

*indicates a required field.

Detail Information

*Description of Work:

Brief description, ex. "6 ft Privacy Fence"

Detailed Description:

Describe the location, construction type, materials used, etc.

[Continue Application »](#)

The top box should be a brief description of what you are doing.

The bottom box should be as detailed as possible when describing your planned work.

Continue Application.

Search...

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Electrical Permit

[1 General Information](#)[2 Project Detail](#)[3 Review](#)[4 Record Issuance](#)

Step 1: General Information > Work Location

*indicates a required field.

Work Location

Please enter address information and press the "Search" button. Partial address searches are accepted. In most cases the Street Number and Street Name are sufficient to locate the correct address from the database. Select the Work Location from the search results.

*Street No.:

*Street Name:

[Search](#)[Clear](#)[Continue Application »](#)[Use map to select work location](#)

You can use this map to select your work location and the boxes to the left will be filled in automatically.

Enter street number and street name only. Do not enter street direction (North, East, etc.) or street type (Ave., Drive, Pike, etc.) Example: 3600 Shroyer.

Hit Search then continue the application.

If you manually type in your information, hit the search button then continue the application.

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Sign Permit

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Step 1: General Information > Contact Information

*Indicates a required field.

Applicant

To use existing contact information from your profile click "Reuse Existing Contact", otherwise click "Add New" to enter applicant contact information.

[Reuse Existing Contact](#)[Add New](#)[Continue Application »](#)

If the permit is for someone other than yourself, or you need to add additional contacts to the permit, Click "Add New."

If you have contact information already loaded, Click "Reuse Existing Contact" and select which Contact you want to use.



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Electrical Permit

1 General Information 2 **Project Detail** 3 Review 4 Record Issuance

Step 2: Project Detail > Application Details

*indicates a required field.

Project Detail

GENERAL INFORMATION

* Municipality:	<input type="text" value="--Select--"/>
* Property Type:	<input type="text" value="--Select--"/>
Number of Stories:	<input type="text"/>
Basement:	<input type="radio"/> Yes <input type="radio"/> No
Cost of Project:	<input type="text"/>

Fill in all the necessary and applicable information boxes to complete the project detail. Once the information is filled in completely, continue the application.

ELECTRICAL INFO

Circuits:	<input type="text" value="0"/>	Qty
Rewire:	<input type="text"/>	Circuits
Pools / Hot Tubs:	<input type="text"/>	Circuits

ELECTRICAL INFO

Circuits:	<input type="text" value="0"/>	Qty
Rewire:	<input type="text"/>	Circuits
Pools / Hot Tubs:	<input type="text"/>	Circuits
Illuminated Sign:	<input type="text"/>	Circuits
Electric Baseboard Heat:	<input type="text"/>	Circuits
Backup Generator System - Residential:	<input type="text"/>	Circuits
Other:	<input type="text"/>	Circuits
Other Description:	<input type="text"/>	
Service Amps:	<input type="text"/>	Amps
Backup Generator System - Commercial:	<input type="radio"/> Yes <input type="radio"/> No	

ADDITIONAL SERVICES

Service Reconnect:	<input type="checkbox"/>
Service Cable/Meter only:	<input type="checkbox"/>
Temporary Pole:	<input type="checkbox"/>
Panel Replacement Only:	<input type="checkbox"/>

[Continue Application »](#)

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Electrical Permit

1 General Information

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Step 2: Project Detail > Attachments

* indicates a required field.

Attachment

The maximum file size allowed is 300 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#)[Add](#)[Continue Application »](#)

If you need to upload your building plans or other attachments, click "Add" and select the attachments you wish to upload to the application.

If you already have your attachments uploaded to your account, click "Select from Account" to attach them here.



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Electrical Permit

1 General Information 2 Project Detail 3 **Review** 4 Record Issuance

Step 3: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Electrical Permit

Detail Information

[Edit](#)

Description of Work: s

Work Location

[Edit](#)

Applicant

[Edit](#)

Review the application and edit for any errors. Once the Application has been throughly reviewd, Click "Continue Application" to submit it. Check your account for updates regarding the status of the permit and for any additional action required. Once your application is approved and paid for, you will be notified by the department.

Project Detail