



Engineering Contractor:

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 on the City's website ([www.ketteringoh.org](http://www.ketteringoh.org))  
Search "Access Kettering" and select the link to launch the site.**

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](mailto:diane.wuensch@ketteringoh.org).



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

### 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**.

### Engineering Permits (Construction in Right-of-Way)

1. Login to Kettering Access at [www.ketteringoh.org/access](http://www.ketteringoh.org/access)
2. Select the **Engineering Permits** tab near the top. Select **Create a Permit**.
3. Read the terms and conditions. Click **Continue Application**.
4. Select **Engineering Permits** then select the button for **Right of Way Permit**. Click **Continue Application**. If **Utility** work, select **Utility Right of Way Permit** button.
5. Reuse existing contact or add new contacts, as necessary. Click **Continue Application**.
6. Fill in address where work will be taking place. Click **Continue Application**.
7. A Window pops up for Type of Work being done. Click the button next to the type of work. Click **Next**.
8. Select material type. Click **Finish**. Click **Submit**. If you have more work you will enter it under Step 10 below.
9. Type in description of the work. Hint, this is where you should enter "work for Vectren, work for AT&T" or other pertinent information.
10. To enter more work types for the permit, click **Add a Row** button and follow the prompts.
11. Scroll to bottom of screen. Click **Continue Application**.
12. Attach documents, plans, or photos for the permit using the **Add** button. Follow the prompts. Click **Continue Application**.
13. Verify information is correct. Click **Continue Application**.

Your permit has been submitted. Staff will 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).