



Utility Company or Utility Contractor:

Effective January 1, 2019 all utility permits in the City of Kettering must be applied for and paid for online, via **Access Kettering** ([www.ketteringoh.org/access](http://www.ketteringoh.org/access)). This will streamline Kettering's review and approval processes for utility permits, as well as allow you to have access to plan review comments and inspection results immediately.

Online payments may 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)**

As always, we will be glad to assist you at any point in this process. Please call at 937-296-2436 or email [ketteringengineering@ketteringoh.org](mailto:ketteringengineering@ketteringoh.org).

---

3600 SHROYER ROAD • KETTERING, OHIO 45429-2799  
937-296-2436 • FAX 937-296-3242  
[www.ketteringoh.org](http://www.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. Type in a description of the work under **Detailed Description**. Hint, this is where you should enter “*work for Vectren, work for AT&T*” or other pertinent information.
9. Below under Work Type click the boxes next to the type of work being done (more than one type can be selected and click **Continue Application**).
10. 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**.
11. 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 [ketteringengineering@ketteringoh.org](mailto:ketteringengineering@ketteringoh.org) or 937-296-2436.