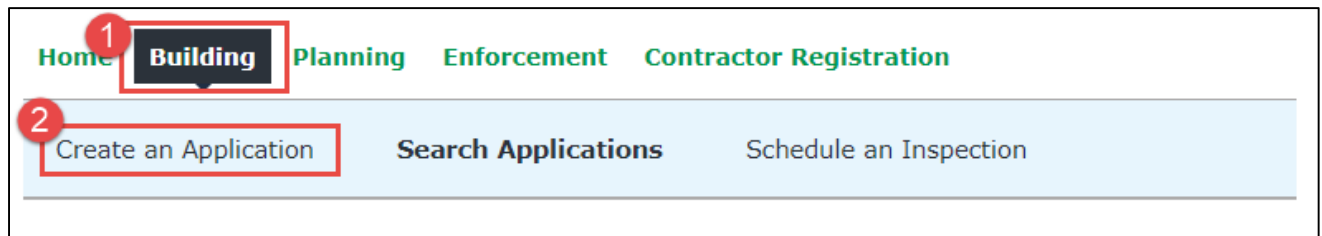


## HOW TO APPLY FOR A RESIDENTIAL BUILDING PERMIT

1. Log in using your User Name & Password or Create an Account if you do not have a login
2. Click on the Building tab, then click Create and Application



3. Check the box to agree to the terms and click Continue Application

### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

**NOTICE** Separate homeowner/civic association review and approval may be required pursuant to deed restrictions that could be applicable to the project that is the subject of this application. Applicant acknowledges that the applicant has reviewed any applicable deed restrictions and that this project is in compliance with any applicable deed restrictions. Applicant acknowledges that there could be legal consequences, including a private right of action, if the deed restrictions are not followed.

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

**Continue Application »**

[Type here]

4. Choose the type of Residential permit you are applying for and click Continue Application

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ Commercial Structure
- ▶ Commercial HVAC, Electric, Plumbing and Gas
- ▼ Residential Structure
  - ☐ Residential Accessory Structure
  - ☐ Residential Addition
  - ☐ Residential Alteration
  - ☐ Residential Demolition (Entire Structure Only)
  - ☐ Residential Fire Suppression
  - ☐ Residential New Single Family Home
- ▶ Residential HVAC, Electric, Plumbing and Gas
- ▶ Permanent Sign
- ▶ Encroachments

Continue Application »

5. Fill in the Street Number, Street Name and click Search. If this does not pull in the address, click Clear and enter in the Street Number ONLY then Search. This will bring up a listing of addresses. The Parcel and Owner information will automatically pull in. Click Continue Application.

### Address

\*If address shows 'No Record Found', click CLEAR and *only* enter in the Street Number and then Search

\* Street No.:

\* Street Name:

### Parcel

\*Please search for the address first. Once the address has been selected the parcel will auto populate

\* Parcel Number:

Parcel and Owner information will automatically pull in once the address has been searched for

### Owner

\*Please enter the owner of the Property

Owner Name:

Address Line 1:

City:

State:

Zip:

[Type here]

6. Under Applicant choose Select from Account  
Under General Contractor choose Look up. If the Look up function does not work, go back and choose Add New  
-Once the Applicant and Contractor information has been pulled in successfully, click Continue Application

### Applicant

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\* Required at Application

Select from Account

Add New

Look Up

### General Contractor

---

\* Required at Application

Add New

Look Up

Save and resume later

Continue Application »

7. Enter in the Project Name and Description of the Job and Click Continue Application

### Detail Information

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1 Project Name: ?

2 \* Description of the Job:

spell check

Save and resume later

3 Continue Application »

[Type here]

8. On the Review page, check the box to agree to the terms and click Continue Application

The screenshot shows a review page with two paragraphs of text. The first paragraph states: "I am the property owner, or have been authorized by the property owner to act as the representative in all matters pertaining to the processing and approval of this application, including modification to the application. I agree to be bound by all representations and agreements made by the designated representative." The second paragraph states: "I have read and understand the contents of this application and verify the information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct to best of my knowledge and belief." Below the text is a checkbox with a blue checkmark, labeled "By checking this box, I agree to the above certification." To the right of the checkbox is the date "Date: 01/10/2024". At the bottom left is a button labeled "Save and resume later". At the bottom right is a button labeled "Continue Application »". A red circle with the number "1" is next to the checkbox, and a red circle with the number "2" is next to the "Continue Application »" button.

I am the property owner, or have been authorized by the property owner to act as the representative in all matters pertaining to the processing and approval of this application, including modification to the application. I agree to be bound by all representations and agreements made by the designated representative.

I have read and understand the contents of this application and verify the information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct to best of my knowledge and belief.

☒ By checking this box, I agree to the above certification. Date: 01/10/2024

Save and resume later

Continue Application »

9. Please read the verbiage below to understand the next step

### **Step 3: Record Issuance**

A green box with a white checkmark icon on the left. The text inside the box reads: "Your application has been successfully submitted." Below this text is a red-bordered box containing two bullet points. The first bullet point reads: "For all Building Permit Applications, you will receive an email from ProjectDox/ePlan with your user log in and temporary password. ProjectDox/ePlan is where you will upload your documents and drawings for a review." The second bullet point reads: "For all HVAC, Plumbing, Gas and Electric permits, your permit will be available in Accela next business day." Below the red-bordered box is a note: "\*Note: If you do not receive the automated email, please check your spam folder. You will need to have ProjectDox/ePlan set as a trusted site and compatibility view."

✓ Your application has been successfully submitted.

- For all Building Permit Applications, you will receive an email from ProjectDox/ePlan with your user log in and temporary password. ProjectDox/ePlan is where you will upload your documents and drawings for a review.
- For all HVAC, Plumbing, Gas and Electric permits, your permit will be available in Accela next business day

\*Note: If you do not receive the automated email, please check your spam folder. You will need to have ProjectDox/ePlan set as a trusted site and compatibility view.

\*Please call Debra Fite, 614/410-4608 or email [dfite@dublin.oh.us](mailto:dfite@dublin.oh.us) with any questions regarding the ePlan process.