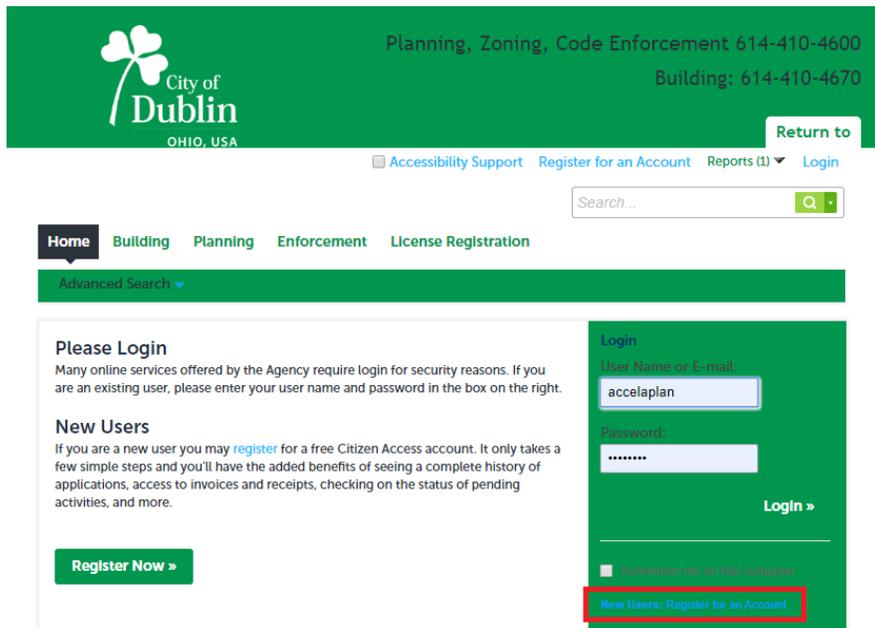


Registering for an Account in Citizen Access

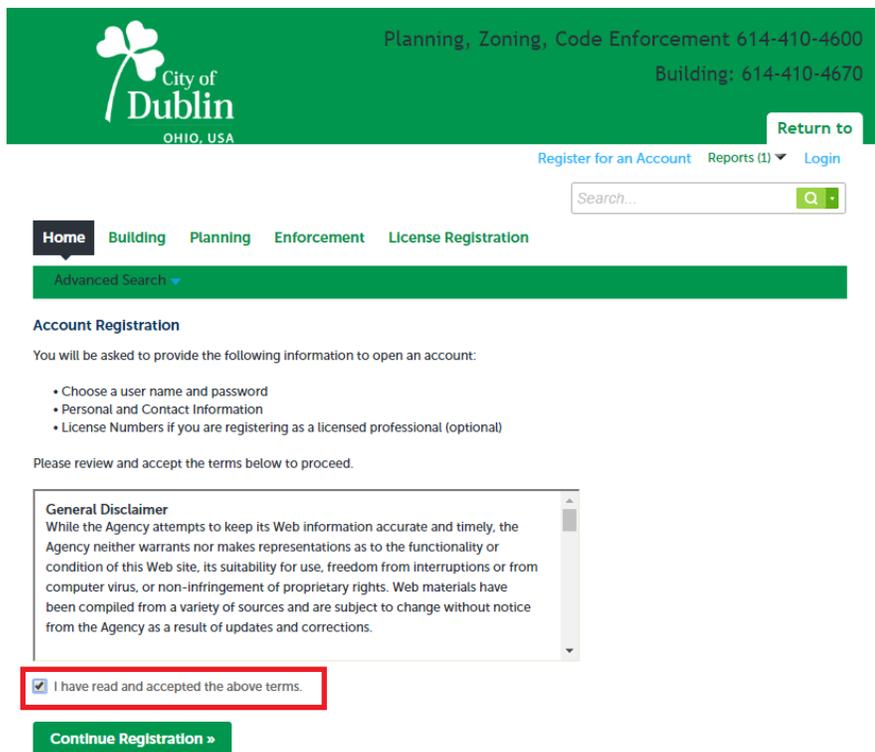
To register for an account please navigate to: <https://aca3.accela.com/dublinoh/default.aspx>

Step 1: Click on New Users to register for an account as shown below in the Login section of the page.



The screenshot shows the top navigation bar of the City of Dublin website. The header includes the City of Dublin logo, contact information (Planning, Zoning, Code Enforcement 614-410-4600; Building: 614-410-4670), and a 'Return to' button. Below the header is a search bar and a navigation menu with links for Home, Building, Planning, Enforcement, and License Registration. The main content area is titled 'Please Login' and contains a 'New Users' section. The 'New Users' section includes a 'Register Now »' button and a 'New Users: Register for an Account' link, which is highlighted with a red box.

Step 2: Read the General Disclaimer, check the box I have read and accepted the above terms, and click Continue Registration.



The screenshot shows the 'Account Registration' section of the City of Dublin website. The header is identical to the previous screenshot. The main content area is titled 'Account Registration' and contains a list of required information: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below this is a 'Please review and accept the terms below to proceed.' section. A 'General Disclaimer' is displayed in a scrollable box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.', which is checked and highlighted with a red box. A 'Continue Registration »' button is located at the bottom of the registration section.



Step 3: Fill in the Login Information section with a username, email address, password, and a security question.

Search...

Home Building Planning Enforcement License Registration

Advanced Search

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

*Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

I'm not a robot  reCAPTCHA
Privacy - Terms

[Continue Registration >](#)

Step 4: Click Add New in the Contact Information section. Once you've finished completing the Contact Information section, click Add Additional Contact Address and fill in the required fields. Click Continue when you have filled in all required fields.

Contact Information

* Individual/Organization:

*First: Middle: *Last:

Home Phone: Work Phone: Mobile Phone:

*E-mail:

Name of Business:

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
Actions	Mailing	5800 Shier Rings Road		Active

I'm not a robot 



Step 5: Click and check the 'I'm not a robot' CAPTCHA box at the bottom of the page and click Continue Registration. You have now created an Accela Citizen Access Portal account. Please click Login Now at the bottom of the page to login using your username/email and password.

Search...

Home Building Planning Enforcement License Registration

Advanced Search

 Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created. Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: dublinaccetaplanning
E-mail: dublinaccetaplanning@gmail.com
Password: *****
Security Question: Dublin Planning Division Address?

Contact Information

Dublin Accela Planning Home Phone:
dublinaccetaplanning@gmail.com Work Phone: 6144104600
Mobile Phone:

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Re
	Mailing	5800 Shier Rings Road	

Login Now



Applying for a Building Application

To apply for a Building Application, please first navigate to: <https://aca3.accela.com/dublinoh/default.aspx> and login.

Step 1: Navigate to the Building tab at the top of the page. Next, click on Create an Application, read the General Disclaimer, and check the related box. Click on Continue Application.



City of
Dublin
OHIO, USA

Planning, Zoning, Code Enforcement [614-410-4600](tel:614-410-4600)
Building: [614-410-4670](tel:614-410-4670)

[Return to](#)

Logged in as: Debra J Fite Collections (0) Reports (1) ▼ Account Management Logout

Search...

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [License Registration](#)

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

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.

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 >](#)

5800 Shier Rings Rd, Dublin, Ohio 43016



Step 2: Select the Application Type you would like to apply for. If you cannot find your application type, you can search for it in the search bar. Once you have selected the application type you would like to apply for, click Continue Application.

City of Dublin
OHIO, USA

Planning, Zoning, Code Enforcement 614-410-4600
Building: 614-410-4670

Return to

Logged in as: Debra J Fite Collections (0) Reports (1) Account Management Logout

Search...

Home **Building** Planning Enforcement License Registration

Create an Application Search Applications Schedule an Inspection

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.

Search

- ▶ Building Commercial
- ▶ Commercial Over the Counter Permits
- ▼ Building Residential
 - Residential Accessory Structure
 - Residential Addition
 - Residential Alteration
 - Residential Demolition
 - Residential Fire Suppression
 - Residential New Single Family Home
- ▶ Residential Over the Counter Permits
- ▶ Sign
- ▶ Encroachments
- ▶ Building Revisions

Continue Application »

5800 Shier Rings Rd, Dublin, Ohio 43016

Step 3: Fill in the address associated with the application you are applying for and complete the application. Anything with a red asterisk is a required field. **Please be aware, the applicant will be the only person with upload rights in ePlan.** You will get a chance to add as many people as you would like to the applicant view only group in ePlan. They will be able to view changemark comments and download/print documents and drawings. Please remember to always include email addresses and telephone numbers when requested. If there is an upfront fee associated with your application, you will be able to pay through Accela Citizen Access.



Step 4: You will receive your permit number and will get an email from ePlan with your login and temporary password. **Please refer to the ePlan Quick Guide for all instructions prior to starting the ePlan process.**



City of
Dublin
OHIO, USA

Planning, Zoning, Code Enforcement [614-410-4600](#)
Building: [614-410-4670](#)

[Return to](#)

Logged in as: Debra J Fite Collections (0) Reports (1) ▼ Account Management Logout

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [License Registration](#)

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

Residential New Single Family Home

1 Location & People	2 Permit Detail	3 Review	4 Record Issuance
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 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is RNEW-19-02303.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

5800 Shier Rings Rd, Dublin, Ohio 43016

Please call Building Standards at 614/410-4670 with any questions regarding the Citizen Access portal.



Submitting an Amendment/Revision to a Previously Approved/Phased Approval or Submitting Amendment Requesting Phased to Full Approval

1. Please go to the Citizen Access portal <https://aca3.accela.com/dublinoh/default.aspx>. This is the same portal where you completed the original application online.
2. If you need to request an amendment for a permit that was created **prior to December 9, 2019**, please send an email to the Review Coordinators through ePlan email with the permit number you would like added to your Citizen Access account. We will need to add the existing permit to Citizen Access for you. Note: If you have not already set up your account in Citizen Access, you will need to do so before sending the email request.
3. Search for your permit number that previously was issued an approval or phased approval. Click on "amendment" as shown in the example below under the Action tab. Next, you will receive an email and task from ePlan and the process will continue with same instructions as noted above with a new permit submittal. The target date for plan review completion is **nine** days.

Step 1

The screenshot shows the City of Dublin Citizen Access portal. At the top left is the City of Dublin logo with the text "City of Dublin OHIO, USA". To the right, contact information is displayed: "Planning, Zoning, Code Enforcement 614-410-4600" and "Building: 614-410-4670". A "Return to" button is visible in the top right. Below the header, the user is logged in as "Debra J Fite" and has access to "Collections (0)", "Reports (1)", "Account Management", and "Logout". A search bar contains the permit number "CNEW-19-00281". The navigation menu includes "Home", "Building" (highlighted), "Planning", "Enforcement", and "License_Registration". Below the navigation menu, there are links for "Create an Application", "Search Applications", and "Schedule an Inspection". The "Records" section is active, showing a "Show on Map" button and a table of records. The table displays three records with columns for Date, Record Number, Record Type, Project Name, Address, Status, and Action.

City of Dublin
OHIO, USA

Planning, Zoning, Code Enforcement 614-410-4600
Building: 614-410-4670

Return to

Logged in as: Debra J Fite Collections (0) Reports (1) Account Management Logout

CNEW-19-00281

Home Building Planning Enforcement License_Registration

Create an Application Search Applications Schedule an Inspection

Records

Show on Map

Showing 21-30 of 78 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	10/22/2019	CACC-19-00231	Commercial Accessory Structure	CACC102219	5800 POST Rd, DUBLIN OH 43017	Submitted	
<input type="checkbox"/>	08/21/2019	CALT-19-00118	Commercial Alteration	AUGUST 21 CALT	5800 POST Rd, DUBLIN OH 43017	Revisions Required	Amend



Step 2



Planning, Zoning, Code Enforcement 614-410-4600

Building: 614-410-4670

[Return to](#)

Logged in as: Debra J Fite Collections (0) Reports (1) ▾ [Account Management](#) [Logout](#)

CNEW-19-00281



[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [License_Registration](#)

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

Revision Request

1 Revision Detail

2 Review

3 Pay Fees

4 Record Issuance

Step 1 : Revision Detail > Revision Information

If the proposed plans are not revisions to plans a new application will be required. Please contact Dublin Building Review Services for additional information and assistance.

* indicates a required field.

Revision Request

REVISION REQUEST

Permit Information:

[spell check](#)

* Is this a request for a change to submitted Plans?:

Yes No

* Please describe proposed revisions:

[spell check](#)

[Continue Application »](#)

[Save and resume later](#)



EVERYTHING GROWS HERE.

Step 3

Create an Application Search Applications Schedule an Inspection

Revision Request

1 Revision Detail	2 Review	3 Pay Fees	4 Record Issuance
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Step 2 : Review

[Continue Application »](#)

[Save and resume later](#)

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

Record Type

Revision Request

Revision Request

REVISION REQUEST

[Edit](#)

Permit Information:

Is this a request for a change to submitted Plans?: Yes

Please describe proposed revisions: Test

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 11/21/2019

[Continue Application »](#)

[Save and resume later](#)

Please note that your amendment to a permit previously issued an approval/phased approval will have the same permit # but show the amendment number at the end of the number. This example was issued an approval for permit CALT-19-00118 and now the amendment is number CALT-19-00118-001. The ePlan process will be identical to the original submission.

[Home](#) **Building** [Planning](#) [Enforcement](#) [License_Registration](#)

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

Revision Request

1 Revision Detail

2 Review

3 Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is CALT-19-00118-001.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)

