Registering for an Account in Citizen Access

To register for an account please navigate to: https://dublinohiousa.gov/aca

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

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

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

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.

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.

Applying for a Building Application

To apply for a Building Application, please first navigate to: https://dublinohiousa.gov/aca 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.

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.

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. If you do not see the email, please check your spam filter. **Please refer to the ePlan Quick Guide for all instructions prior to starting the ePlan process.**

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

Residential New Single Family Home

1 Location & People	2 Permit Detail	3 Review	4 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 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.

EVERYTHING GROWS HERE.

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://dublinohiousa.gov/aca**. 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

	Date	Record Number	Record Type	Project Name	Address	Status	Action
☐	10/22/2019	CACC-19-00231	Commercial Accessory Structure	CACC 102219	5800 POST Rd, DUBLIN OH 43017	Submitted	
☐	08/21/2019	CALT-19-00118	Commercial Alteration	AUGUST 21 CALT	5800 POST Rd, DUBLIN OH 43017	Revisions Required	Amendr

Step 2

Planning, Zoning, Code Enforcement 614-410-4600

Building: 614-410-4670

City of
Dublin
OHIO, USA

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 Dubin 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

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**

EVERYTHING GROWS HERE.

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.)

HOW TO REGISTER AS A CONTRACTOR

IN THE CITIZEN ACCESS PORTAL

1. Visit the following link:

    https://aca3.accela.com/dublinoh/default.aspx

2. Click new user

3. Check mark the box next to "I have read and accepted the above terms then click Continue Registration

4. Fill out all required Login Information fields

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:

5. Click "Add New"

Contact Information

Choose how to fill in your contact information.

Add New
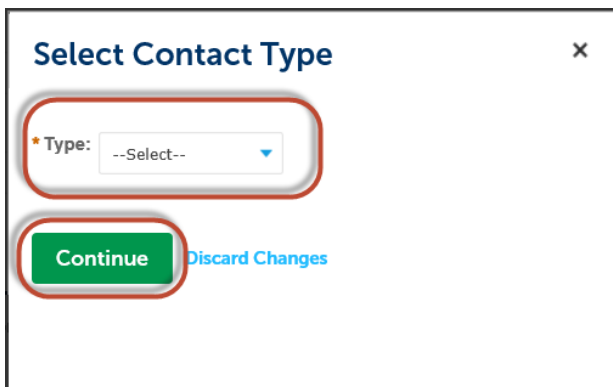
6. Select type (Individual or Design Professional then click Continue

Select Contact Type   ×

* Type: --Select--

Continue   Discard Changes

7. Fill out the Contact Information Fields and click "Continue"

Contact Information   ×

--Select--

* First: Middle: * Last:

Home Phone: Work Phone: Mobile Phone:

* E-mail:

Name of Business:

▼ Contact Addresses
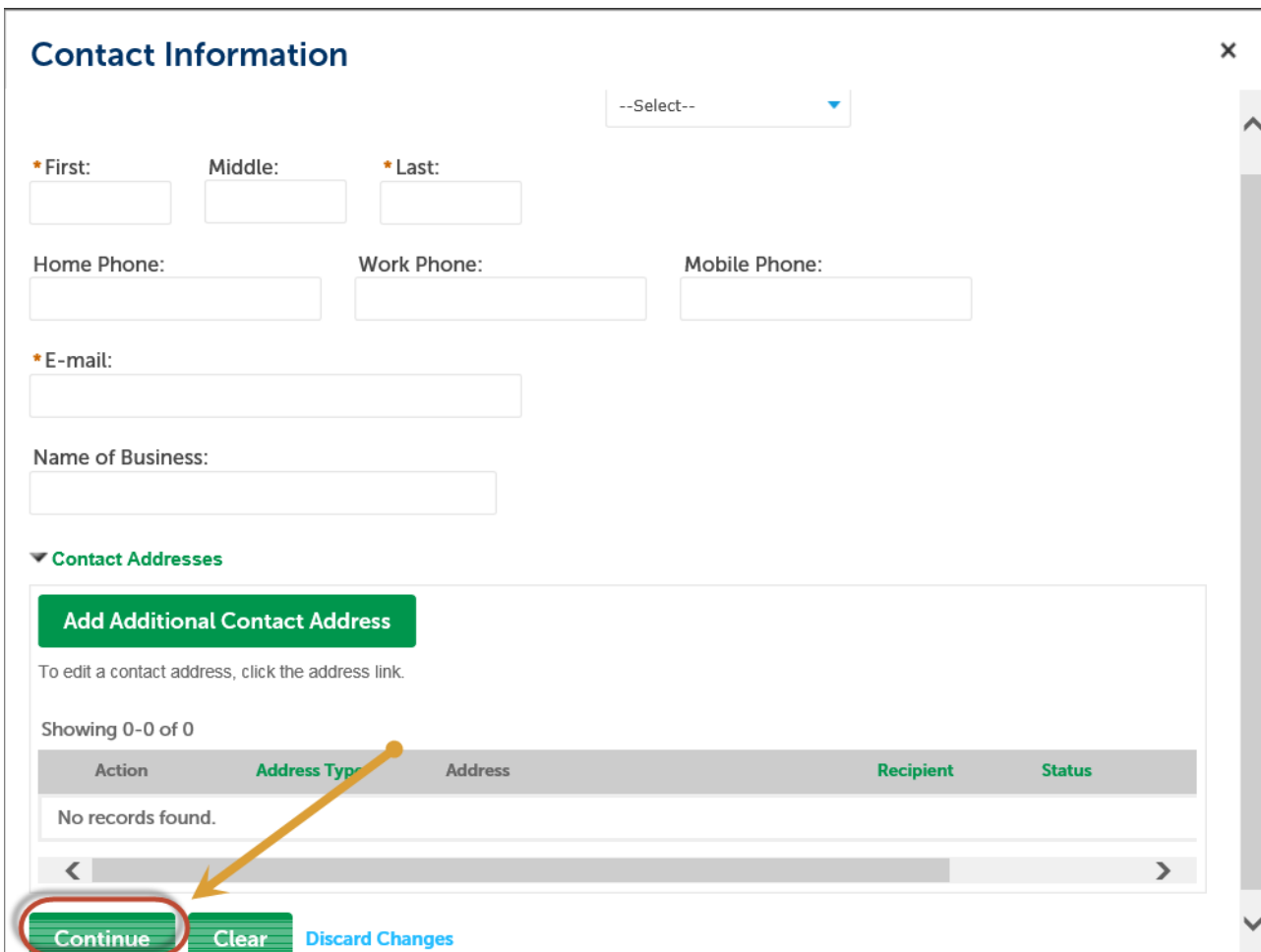
Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status
No records found.				

<   >

Continue   **Clear**   Discard Changes

8. Scroll to the bottom of the page and Click "Login Now" and log in using the User Name & Password you just created.

9. Click "License Registration
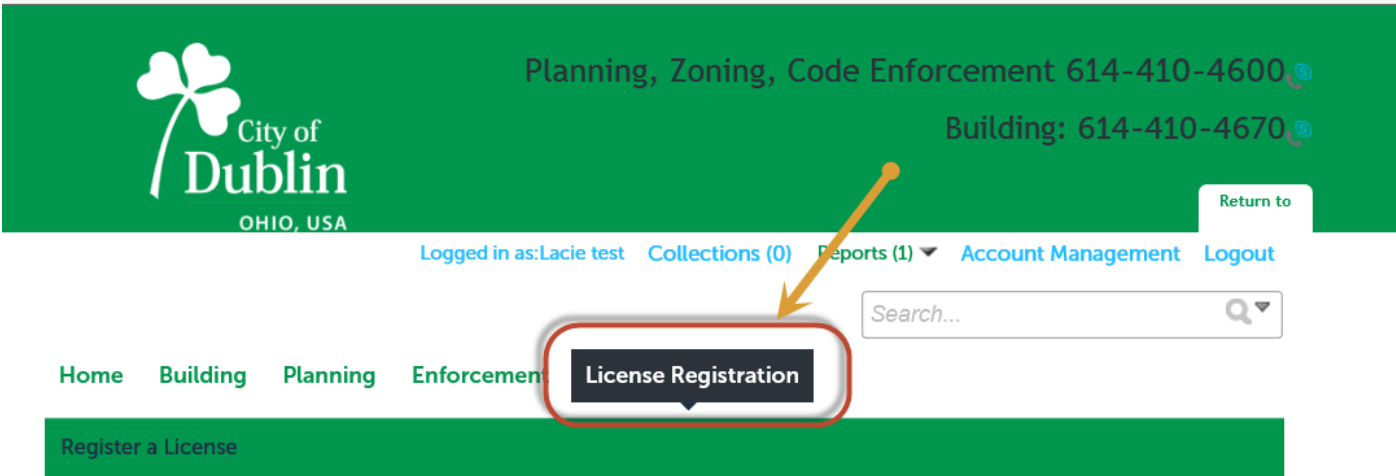
10. Click Register a License (Please note this is for New AND Renew)
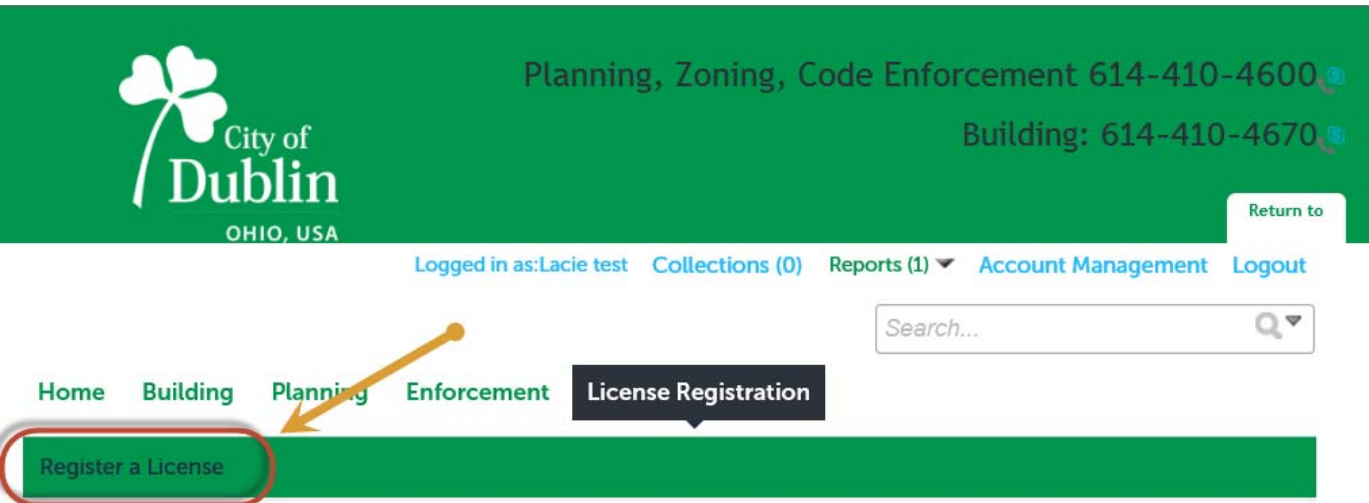
11. Check the "I have read and accepted the above terms" box then click "Continue Application"

12. Click "Contractor Registration"

13. Select the appropriate contractor type that applies to your company then click "Continue Application." *If you need to register for more than one type*, please call the office directly at 614-410-4670 before proceeding.

14. Fill in your Company Name and click "Continue Application"

15. Click Add

Register a License   **Search Applications**

Electrical Contractor

1 Detailed Information	2 Contacts	3 Review	4 Pay Fees	5 Record Issuance

Step 1: Detailed Information > Required Documents

* indicates a required field.

Attachment

Please attach a valid copy of your Commercial Liability Insurance and State of Ohio Certification

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
State of Ohio Certification, Certificate of Liability Insurance

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   **Save and resume later**

16. Locate your Certificate of Liability Insurance on your computer, double click to upload then click continue.

File Upload   ×

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

SAMPLE INSURANCE.pdf   100%

Continue   **Add**   **Remove All**   Cancel

17. Select the document type "Certificate of Liability Insurance from the dropdown menu. Click Save and then Continue Application.
- If your Contractor Type requires a State Certificate, continue the steps above to upload that document before continuing application.

Attachment

Please attach a valid copy of your Commercial Liability Insurance and State of Ohio Certification

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
State of Ohio Certification, Certificate of Liability Insurance

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

Certificate of Liability Insurance ▼

File:
SAMPLE INSURANCE.pdf
100%

Description:

spell check

Save   Add   Remove All

Continue Application »   Save and resume later

18. Click "Add New"

Home **Building** **Planning** **Enforcement** **License Registration**

Register a License   Search Applications

Electrical Contractor

1 Detailed Information	2 Contacts	3 Review	4 Pay Fees	5 Record Issuance

Step 2: Contacts > Contact Information

*indicates a required field.

Applicant

---

* **Required at Application**

[Select from Account]   [**Add New**]

[Continue Application »]   [Save and resume later]

19. Fill out Contact Information based on Individual/Organization

Contact Information   ✕

***Individual/Organization:**
--Select-- ▼

***First:**   Middle: ***Last:**

***Name of Business:**

Phone Number:

***E-mail:**

20. Click "Add Additional Contact Address"

▼ **Contact Addresses**

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

Showing 0-0 of 0

21. Fill out all Address information and click "Save and Close"

Contact Information

Contact Address Information

* Address Type:

Mailing ▼

* Country/Region:

United States ▼

* Address Line 1:

Address Line 2:

* City: State/Province: ZIP Code:

--Select-- ▼

Save and Close   **Save and Add Another**   **Clear**   **Discard Changes**

22. When it says Contact address added successfully, click Continue

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

✔ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing			Actions ▼

Continue   **Clear**   **Discard Changes**

23. Click "Continue Application"

▼ Contact Addresses

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing			Actions ▼

Continue Application »   **Save and resume later**

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:

Continue Application »   **Save and resume later**

23. Check the box next to "By checking this box, I agree to the above certification" then click "Continue Application"

Register a License

Electrical Contractor Registration Application

1 Contacts	2 Detailed Information	3 Review	4 Pay Fees	5 Record Issuance

Step 4 : Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
Contractor Registration Annual Fee	1	$70

TOTAL FEES: $70
Note: This does not include additional fees which may be assessed later.

Continue Application »

25. Select Payment, fill out required information and click "Submit Payment"

Payment Options

Amount to be charged: $65.00

- ⦿ Pay with Credit Card
- ○ Pay with Bank Account

Credit Card Information:

*Card Type: *Card Number: *Security Code: ⑦

--Select-- ▼

*Name on Card: * Exp. Date:

01▼   2019▼

Credit Card Holder Information:

☐ Auto-fill with   Lacie test▼

Country:

United States   ▼

*Street Address:

*City: *State: *Zip:

--Select--▼

*Phone:

E-mail:

Submit Payment »
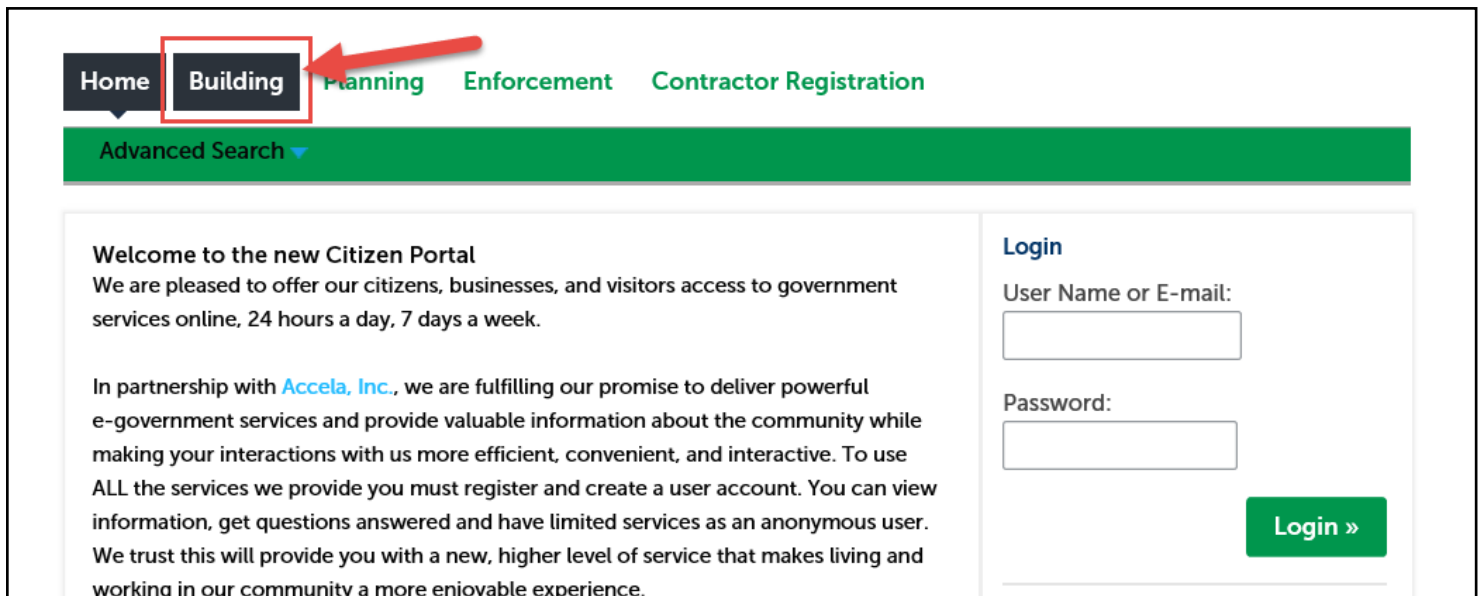
INSTRUCTIONS FOR PAYING BUILDING PERMIT FEES IN
ACCELA CITIZEN ACCESS PORTAL

1. Go to the Accela Citizen Access Portal at:

   https://aca3.accela.com/dublinoh/default.aspx

2. Log in using your Username/Password. If you do not have an account, you can still pay fee.

3. Click on Building

4. Type in your Building Permit Number. Please be sure to add any prefixes if your permit has it such as RALT, CALT, RNEW, CNEW, etc. If it can't find your project by permit number, you can search by address. ONLY fill in the From Street No and Street Name fields. Click Search

5. Once you located your permit, click on Payments, then Fees

6. This will populate a list of project (including revisions). Beside your main permit number you will see a blue Pay Fees. Click that link to continue to the next screen which will list your fee amount due.
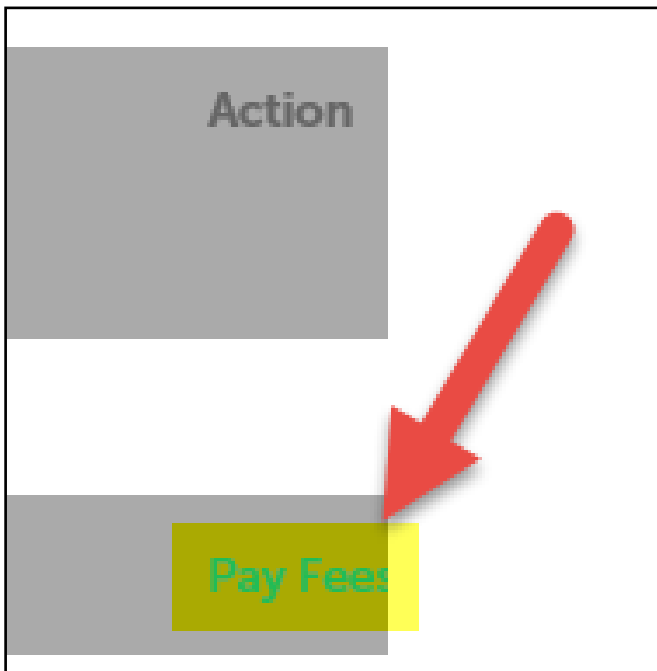
7. Verify the fee type and fee amounts on this screen then click Continue Application. If the fees do not look correct for any reason, please do not proceed and call the office at 614-410-4670.

8. Select your method of payment:

Pay with Credit Card

Pay with Bank Account

Then proceed filling out any sections with a red asterisk. Click Submit Payment.

9. If this is an Eplan project, you will then proceed to Project Dox and accept the task that you've paid so your Approved Documents/Plans can be released for download.

INSPECTION SCHEDULING INSTRUCTIONS:

1. visit the Citizen Access portal at:

   https://aca3.accela.com/dublinoh/default.aspx

   If you've created an account , go ahead and log in. It is not necessary to schedule inspections. Click on the Building tab

2. Type your complete Record Number in the box (be sure to include any prefixes and dashes) and hit Search

3. Click "Schedule an Inspection"

4. Click "Schedule or Request an Inspection
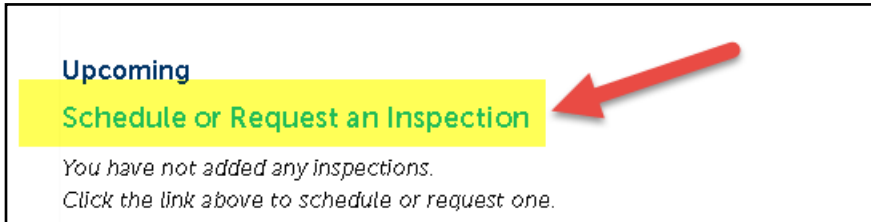
5. Select your desired inspections and click Continue
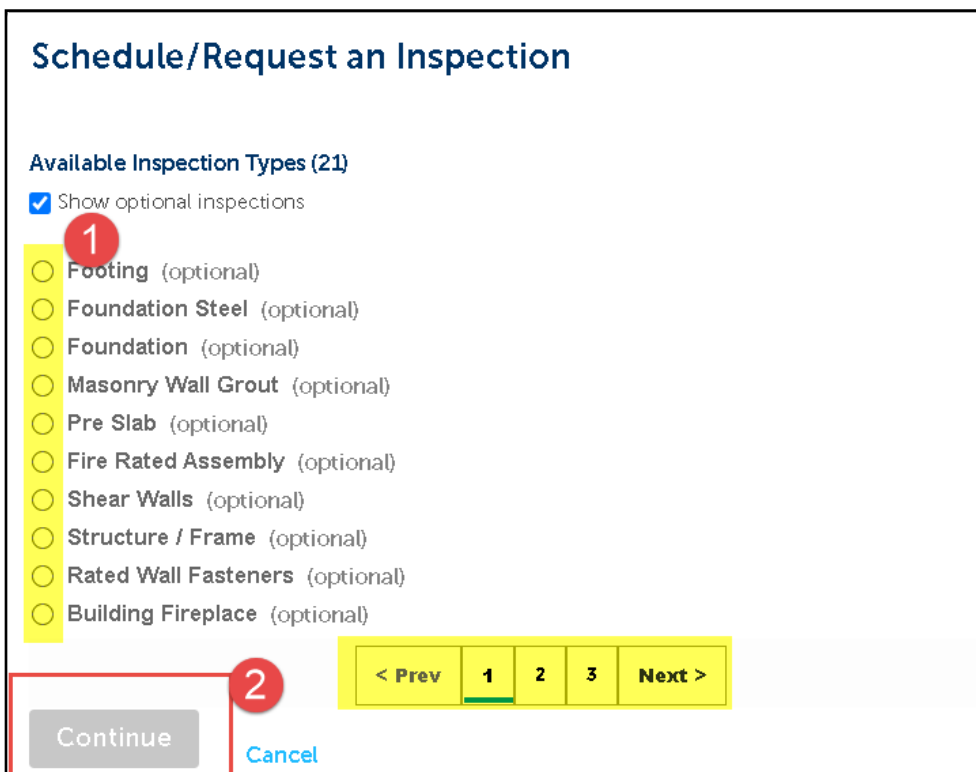
6. Select the date you desire to have your inspection, select All Day and click Continue.

7. Verify and/or change the Contact for the inspection, then click Continue

8. Click "Include Additional Notes" to expand this selection. Here is where you can give details about meeting places, etc. Once you've filled out this section, click Finish.

Schedule/Request an Inspection ✕

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type:
Date and Time: 06/15/2020
Location:
Contact:

Include Additional Notes 1

Optional Comments or Instructions for your Inspector:

2

spell check
(Please include an alternate phone number if different from the contact information provided in your application.)

Cancellation and Reschedule Policy:

Please call 614-410-4670 to cancel your inspection.
Please call 614-410-4670 to cancel your inspection.

3

Finish   Back   Cancel

INSTRUCTIONS FOR PULLING

ELECTRIC, HVAC, GAS OR PLUMBING PERMITS

1. Visit the Accela Citizen Access Portal at https://aca3.accela.com/dublinoh/Login.aspx

2. Login to the portal. If you have not created an account yet, you will need to do so before proceeding.

3. Click on Building

4. Check the Box that you have read and accepted the terms and click Continue Application

5. Select the type of permit you are pulling. MEP will be for Electric, HVAC, Gas, or Plumbing

6. Click Commercial MEP *OR* Residential MEP to bring up a drop down menu

7. Select the type permit you are applying for and Click Continue Application

8. _IMPORTANT_ **DO NOT PROCEED WITHOUT READING THE BELOW INFORMATION**

- If you are working on a project with a Building Permit number, please check the box in Field #1 that says Yes next to "is this project associated with a Building Permit." This is REQUIRED before proceeding. If you do not have this information, you will need to contact the General Contractor on the job to obtain it. Once the Building Permit Number is entered into Field #2, it will populate the Square Footage for you.

- If your job does not have a Building Permit number, check no on Field #1 and leave Field #2 blank. You will need to manually enter the square footage of the area where you are doing work.

- Fill in the project Name and Description of your work

- Click Continue Application

9. Click on Add New

10. This will bring up a pop up box. Fill in everything with a * then click on Add Contact Address and fill that out as well.
Once you have finished filling out Contact Information and Contact Address Information, click Save and Close and then Continue

11. Under Contractor, click Add New

12. This will bring up a pop up window. Fill out all areas with a * (note that some of these may appear different for you) then click Save and Close

13. Click Continue Application

14. Fill in the Street Number, Street Name and Zip Code ONLY then click Search. This will auto populate the Parcel Number.

15. Property Owner is not required for MEP permits. Just click Continue Application

16. Check mark the box beside "By checking this box, I agree to the above certification and click Continue Application

17. Your fees will calculate based on either the Square Footage of Building Permit number you put in or the base fee if no Building Permit is associated. Verify those fees. If something doesn't look right, please do not proceed and call our office at 614-410-4670. If everything looks good, click Continue Application.

18. Fill out your payment information and click Submit Payment