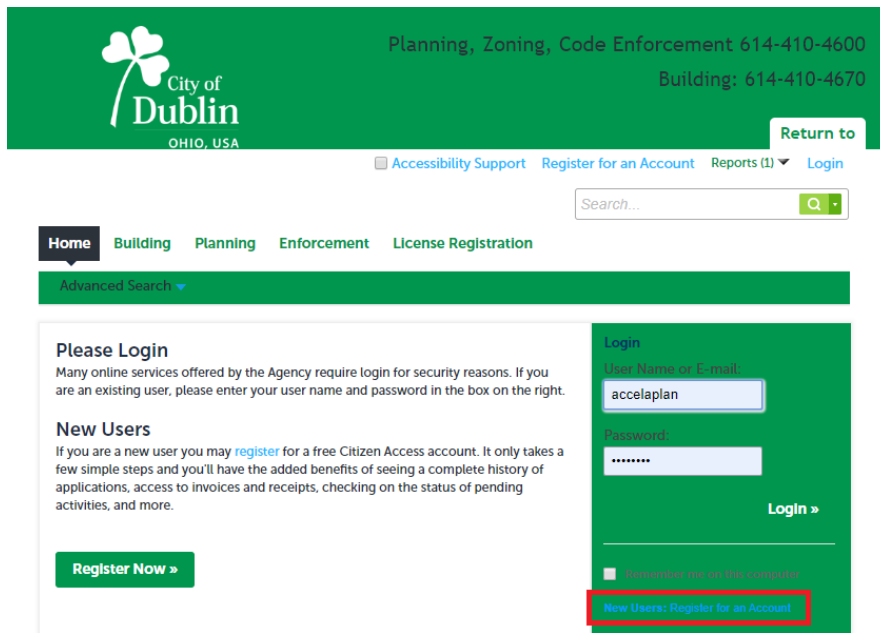


Registering for an Account in Citizen Access

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.



City of Dublin
OHIO, USA

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

[Return to](#)

[Accessibility Support](#) [Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

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

Advanced Search

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

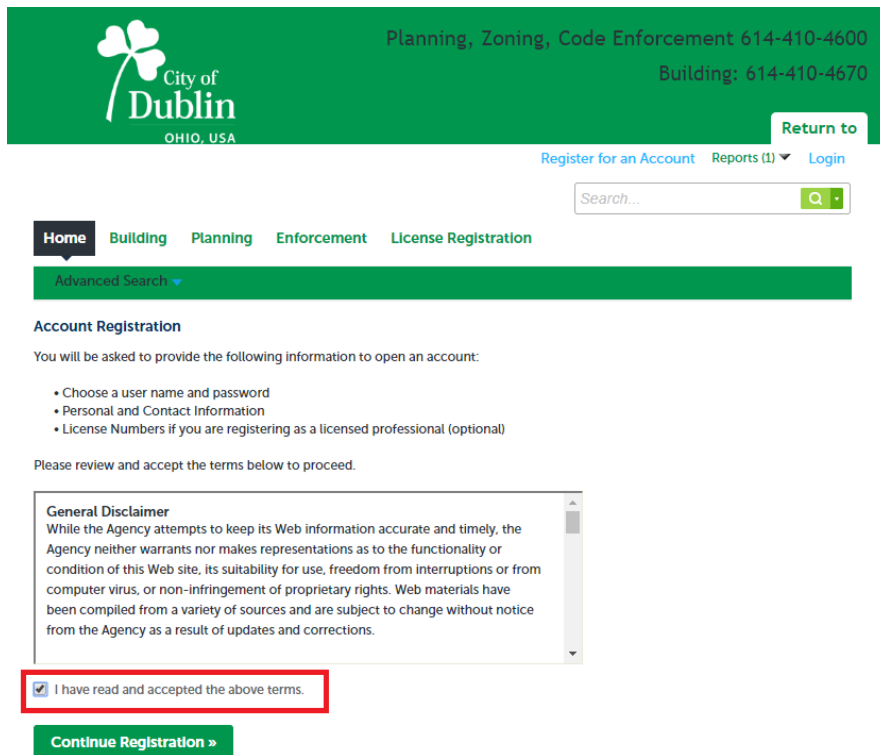
Login
User Name or E-mail:
acelaplan
Password:

[Login »](#)

☐ Remember me on this computer

[New Users: Register for an Account](#)

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



City of Dublin
OHIO, USA

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

[Return to](#)

[Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

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

Advanced Search

Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

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 Registration »](#)



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.

Login Information

Contact Information

* Individual/Organization:

* 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.

✔ 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  reCAPTCHA
Privacy - Terms



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: dublinaccelaPlanning

E-mail: dublinaccelaPlanning@gmail.com

Password: *****

Security Question: Dublin Planning Division Address?

Contact Information

Dublin Accela Planning

dublinaccelaPlanning@gmail.com

Home Phone:

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://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.



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.



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

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. 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.**



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](#)


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



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	CACC 102219	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

EVERYTHING GROWS HERE.

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

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



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.)



EVERYTHING GROWS HERE.

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

The screenshot displays the City of Dublin Citizen Access Portal. The header features the City of Dublin logo (a green shamrock) and the text "City of Dublin OHIO, USA". To the right, contact information is provided: "Planning, Zoning, Code Enforcement 614-410-4600" and "Building: 614-410-4670". A "Return to" button is also present. Below the header, there are links for "Accessibility Support", "Register for an Account", "Reports (1)", and "Login". A search bar with the placeholder "Search..." and a magnifying glass icon is located to the right of these links. A navigation menu includes "Home", "Building", "Planning", "Enforcement", and "License Registration". Below the menu is an "Advanced Search" button. The main content area is divided into two columns. The left column contains a welcome message, a paragraph about the partnership with Accela, Inc., and a section titled "What would you like to do today?" with a list of services: "General Information" (Lookup Property Information), "Building" (Search Applications), "Planning" (Search Cases), and "Enforcement" (Search Records). The right column features a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login »" button, a checkbox for "Remember me on this computer", and a "New Users:" link. An orange arrow points from the "New Users:" link to the "Login »" button.

City of Dublin
OHIO, USA

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

Return to

☐ Accessibility Support [Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

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

Advanced Search

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

General Information
[Lookup Property Information](#)

Building
[Search Applications](#)

Planning
[Search Cases](#)

Enforcement
[Search Records](#)

Login
User Name or E-mail:

Password:

[Login »](#)
☐ Remember me on this computer
[New Users:](#)

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

[Register for an Account](#) [Reports \(1\)](#) [Login](#)

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

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

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☐ I have read and accepted the above terms.

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

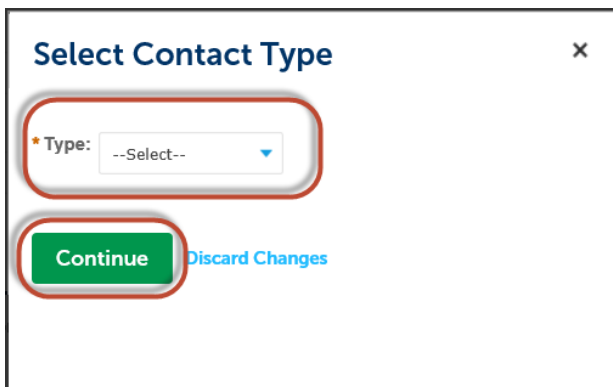


6. Select type (Individual or Design Professional then click Continue

Select Contact Type ×

*Type:

Continue [Discard Changes](#)



7. Fill out the Contact Information Fields and click “Continue”

Contact Information ×

*First: Middle: *Last:

Home Phone: Work Phone: Mobile Phone:

*E-mail:

Name of Business:

▼ **Contact Addresses**

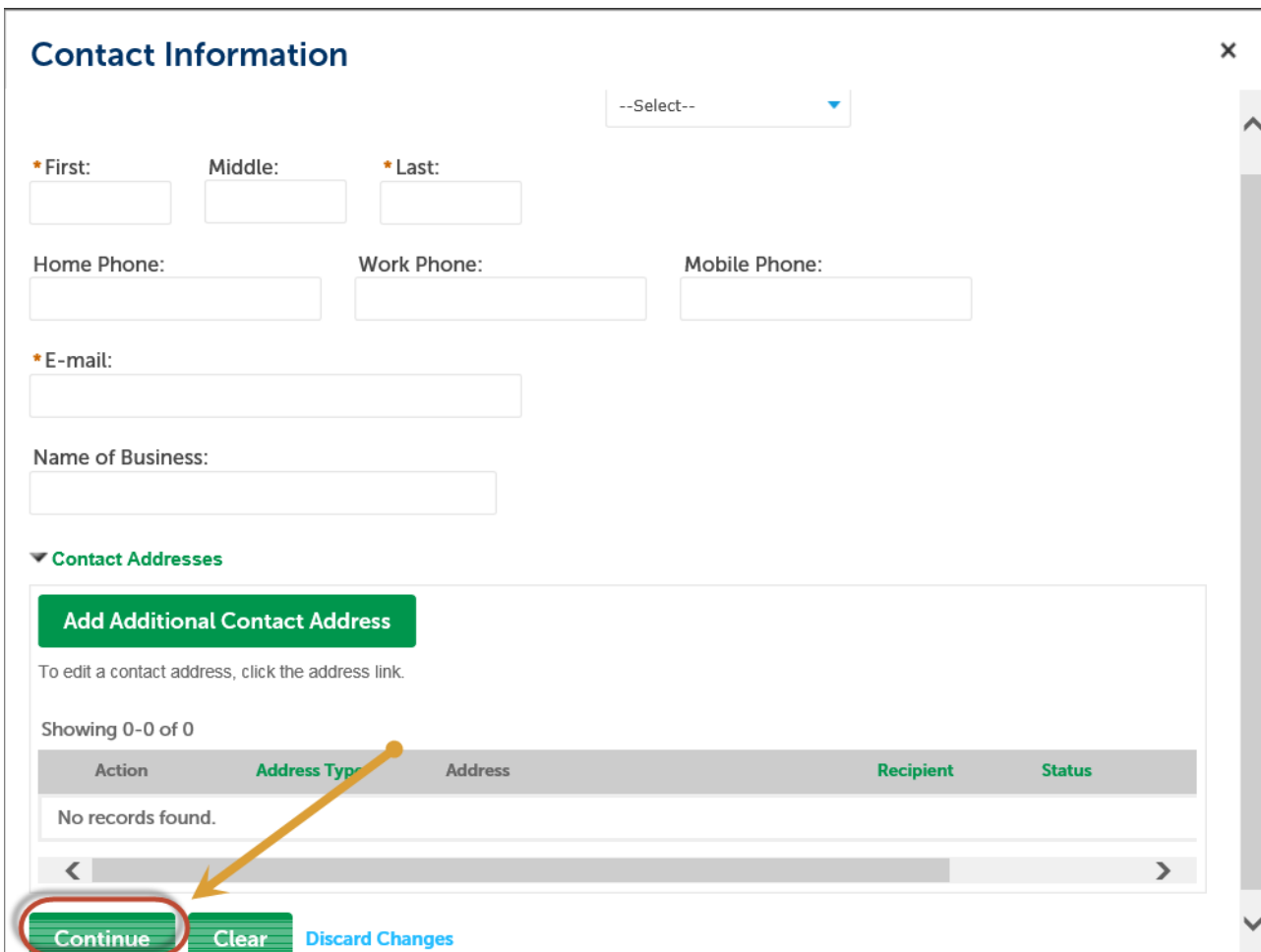
Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status
No records found.				

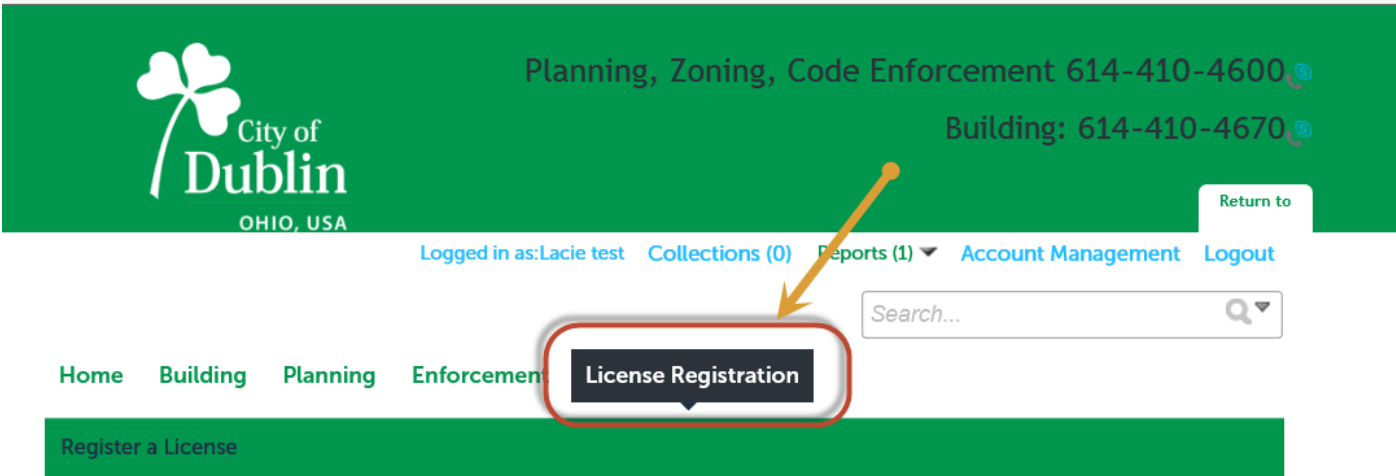
Continue **Clear** [Discard Changes](#)



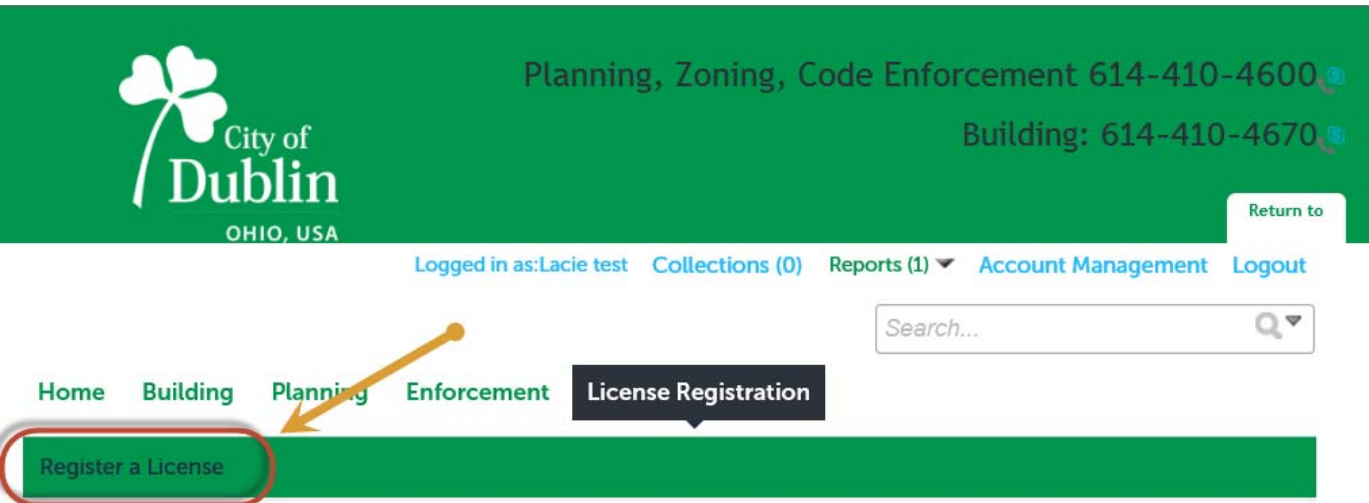
8. Scroll to the bottom of the page and Click “Login Now” and log in using the User Name & Password you just created.



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”

The screenshot shows the City of Dublin website header with the logo and navigation links. The user is logged in as 'Lacie test'. The 'License Registration' menu item is highlighted. Below the navigation bar, there is a green bar with the text 'Register a License'. The main content area is titled 'Online License Application' and contains a welcome message. A 'General Disclaimer' box is present, followed by a checkbox labeled 'I have read and accepted the above terms.' and a green button labeled 'Continue Application »'. Two orange arrows point from the disclaimer box to the checkbox and the 'Continue Application' button.

City of Dublin
OHIO, USA

Planning, Zoning, Code Enforcement
Building

Logged in as: Lacie test Collections (0) Reports (1) ▼ Account Management

Search...

Home Building Planning Enforcement License Registration

Register a License

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application 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 »

12. Click “Contractor Registration”

The screenshot shows the City of Dublin website header with the logo and navigation links. The user is logged in as 'Ryan E Robinson'. The 'License Registration' menu item is highlighted. Below the navigation bar, there is a green bar with the text 'Register a License' and 'Search Applications'. The main content area is titled 'Select a License Record Type' and contains a message about choosing a record type. A search bar is present, followed by a list of record types, including 'Contractor Registration', which is highlighted with a red box and an orange arrow. Below the list is a green button labeled 'Continue Application »'.

City of Dublin
OHIO, USA

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

Return to

Logged in as: Ryan E Robinson Collections (0) Reports (1) ▼ Account Management Logout

Search...

Home Building Planning Enforcement License Registration

Register a License Search Applications

Select a License 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

▶ Contractor Registration

Continue Application »

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.*

Home Building Planning Enforcement License Registration

Register a License Search Applications

Select a License 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

▼ Contractor Registration

- ☐ Concrete Contractor
- ☐ Demolition Contractor
- ☐ Electrical Contractor
- ☐ Engineering Contractor (ROW, Sewer, Excavation, Utility)
- ☐ Fire Protection Contractor
- ☐ General Contractor
- ☐ Home Improvement Contractor
- ☐ Landscaping Contractor
- ☐ Low Voltage Contractor
- ☐ Mechanical Contractor
- ☐ Plumbing Contractor
- ☐ Sign Contractor

Continue Application »

14. Fill in your Company Name and click “Continue Application”

City of Dublin OHIO, USA

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

Return to

Logged in as: ryan test Collections (0) Reports (1) Account Management Logout

Search...

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 1: Detailed Information > Additional Information

Custom Fields

GENERAL INFORMATION

* Company Name: X

Doing Business As (DBA) Name:

Continue Application » Save and resume later

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

X

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:

Certificate of Liability Insurance

Remove

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:** --Select-- **ZIP Code:**

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	<input type="text"/>		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	<input type="text"/>		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:

--Select-- ▼

* Card Number:

* Security Code: ?

* Name on Card:

* Exp. Date:

01 ▼ 2019 ▼

Credit Card Holder Information:

☐ Auto-fill with

Lacie test ▼

Country:

United States ▼

* Street Address:

* City:

* State:

--Select-- ▼

* Zip:

* Phone:

E-mail:

Submit Payment »

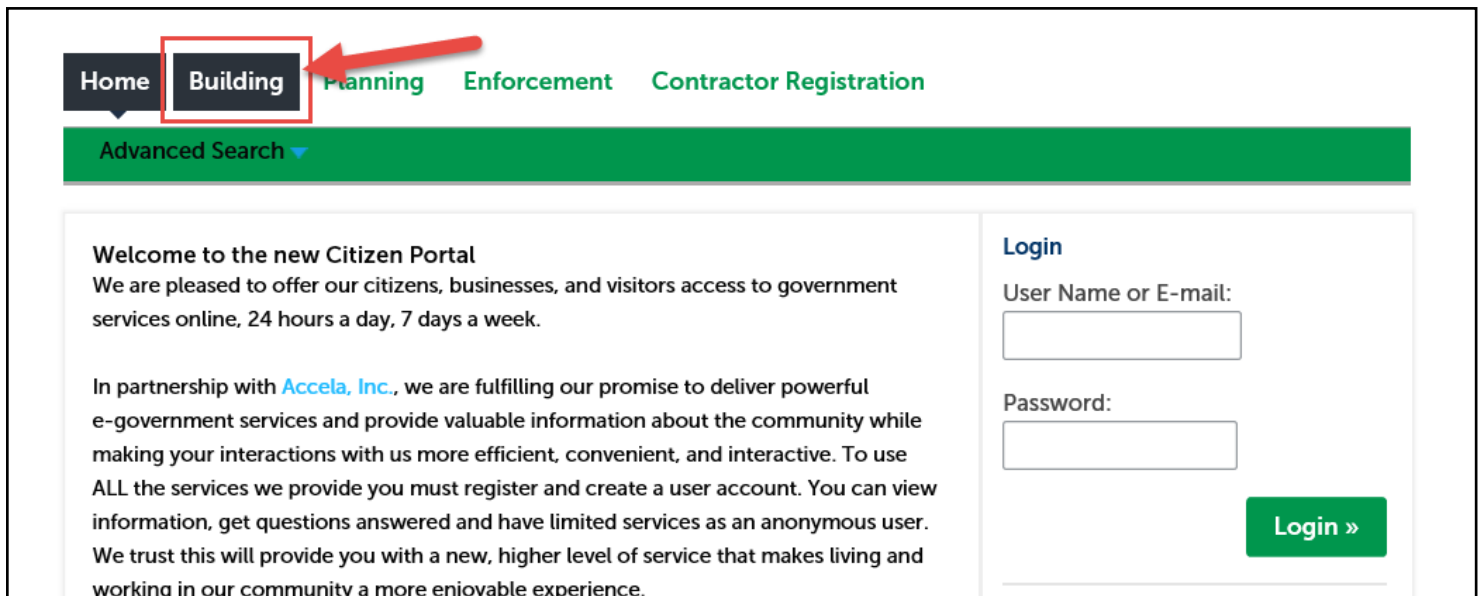
INSTRUCTIONS FOR PAYING BUILDING PERMIT FEES IN ACCELA CITIZEN ACCESS PORTAL

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



Home Building Planning Enforcement Contractor Registration

Advanced Search ▼

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Login
User Name or E-mail:

Password:

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

General Search

General Search

1

Record Number:

Record Type:

--Select--

Project Name:

Start Date:
03/28/2018

End Date:
03/27/2020

License Type:

--Select--

State License Number:

First:

Last:

Name of Business:

Street No.:

From - To

Direction:

--Select--

Street Name:

Street Type:

--Select--

Unit Type:

--Select--

Unit No.:

Parcel No.:

City:

State:

Zip:

2

Search

Clear

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

Search Applications

Schedule an Inspection

Record

Historic Permits

Record Status: CofO Issued

Record Info

1

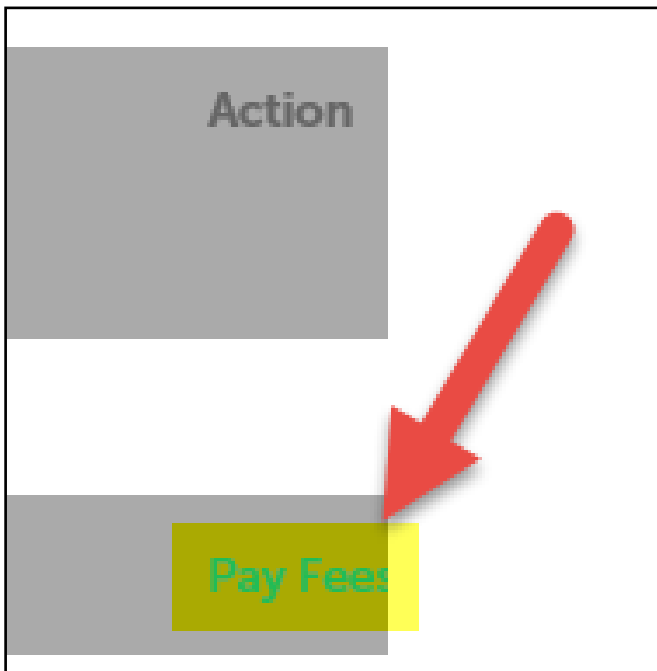
Payments

Custom Component

2

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.

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [Contractor Registration](#)

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

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
[REDACTED]	1	[REDACTED]

TOTAL FEES: [REDACTED]

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

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.

Amount to be charged:

1

☒ Pay with Credit Card
☐ Pay with Bank Account

Select your type of payment

Credit Card Information:

* Card Type:
--Select--

* Card Number:

* Security Code: ?

* Name on Card:

* Exp. Date:
01 2020

Credit Card Holder Information:

Country:
United States

* Street Address:

* City:

* State:
--Select--

* Zip:

* Phone:

E-mail:

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

City of Dublin
OHIO, USA

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

[Return to Dublin Website](#)

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(1\)](#) [Login](#)

SPECIAL NOTES:

Garage Sale, Peddler/Solicitor and Home Occupation permits can be found under the Enforcement tab.

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [Contractor Registration](#)

[Advanced Search](#)

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

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [Contractor Registration](#)

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

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

General Search

Record Number:

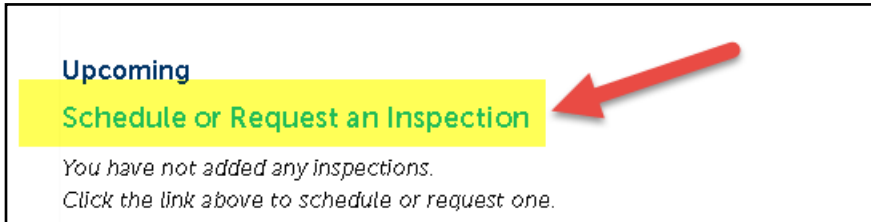
Record Type: --Select--

Project Name:

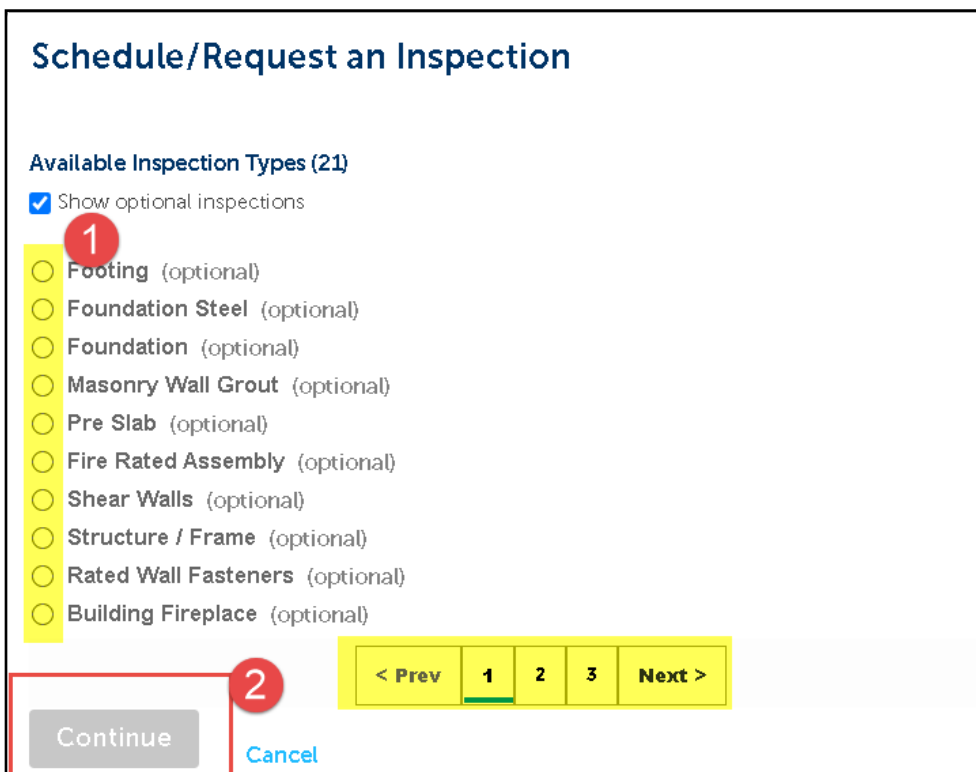
3. Click "Schedule an Inspection"



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.

Schedule/Request an Inspection

Inspection type: Footing

To continue, select an appointment date and time range by clicking a link on the calendar below:

1

Jun 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

« Prev

Next »

Available Times for Monday, Jun 15 2020

☒ All Day

2

3

Continue

Back

Cancel

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

Schedule/Request an Inspection

Inspection type: Footing

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location

Contact

Change Contact

Select an existing contact

Specify another person (for this inspection only)

* First Name

Middle Name

* Last Name

* Phone Number

Submit

Cancel

If the contact name listed is correct, you can click Submit.
To change the Contact click on Change Contact and manually enter the desired information. Click Submit.

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.

City of Dublin
OHIO, USA

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

[Return to](#)

[Accessibility Support](#) [Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

Home Building Planning Enforcement Contractor Registration

Advanced Search

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login
User Name or E-mail
Password
[Login »](#)
☐ Remember me on this computer
[I've forgotten my password](#)
[New Users](#)

5800 Shier Rings Rd, Dublin, Ohio 43016

3. Click on Building

City of Dublin
OHIO, USA

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

[Return to](#)

Logged in as: [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Home Building Planning Enforcement Contractor Registration

Dashboard My Records My Account Advanced Search

Hello,

My Collection (0) [View Collections](#)

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

Search...

Q

Home

Building

Planning

Enforcement

Contractor Registration

Create an ApplicationSearch Applications

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.

1

Continue Application »

2

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

Search...

Q

Home

Building

Planning

Enforcement

Contractor Registration

Create an ApplicationSearch Applications

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

▶ Commercial Structure

▶ Commercial MEP's

▶ Residential Structure

▶ Residential MEP's

▶ Permanent Sign

▶ Encroachments

Continue Application »

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

The screenshot shows the City of Dublin website header with the logo and contact information. The navigation bar includes links for Home, Building, Planning, Enforcement, and Contractor Registration. Below the navigation bar, there are buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Select a Record Type' and includes a search bar and a 'Search' button. A dropdown menu is open, showing a list of record types: Commercial Structure, Commercial MEP's, Residential Structure, Residential MEP's, Permanent Sign, and Encroachments. Red arrows point to 'Commercial MEP's' and 'Residential MEP's' with the word 'OR' between them. A 'Continue Application »' button is at the bottom.

City of Dublin
OHIO, USA

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

Return to

Logged in as: Lacie Shipman Collections (0) Reports (1) Account Management Logout

Search...

Home Building Planning Enforcement Contractor Registration

Create an Application Search Applications

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

- Commercial Structure
- Commercial MEP's
- Residential Structure
- Residential MEP's
- Permanent Sign
- Encroachments

Continue Application »

5800 Shier Rings Rd, Dublin, Ohio 43016

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

This screenshot shows the same website as the previous one, but with the dropdown menu expanded further. Under 'Commercial MEP's', several permit types are listed, including Commercial Electric Low Voltage, Commercial Electric Temporary, Commercial Electrical, Commercial Gas, Commercial HVAC Alteration, Commercial HVAC New/Addition, Commercial HVAC Replacement, Commercial Plumbing, and Commercial Plumbing Hot Water Heater. Similarly, under 'Residential MEP's', Residential Electric Low Voltage, Residential Electric Temporary, Residential Electrical, Residential Gas, Residential HVAC, Residential HVAC Replacement, Residential Plumbing, and Residential Plumbing Hot Water Heater are listed. A red circle with the number '1' is next to the 'Commercial MEP's' section. A red circle with the number '2' is next to the 'Continue Application »' button, which is also highlighted with a red box.

Search...

Home Building Planning Enforcement Contractor Registration

Create an Application Search Applications

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

- Commercial Structure
- Commercial MEP's
 - Commercial Electric Low Voltage
 - Commercial Electric Temporary
 - Commercial Electrical
 - Commercial Gas
 - Commercial HVAC Alteration
 - Commercial HVAC New/Addition
 - Commercial HVAC Replacement
 - Commercial Plumbing
 - Commercial Plumbing Hot Water Heater
- Residential Structure
- Residential MEP's
 - Residential Electric Low Voltage
 - Residential Electric Temporary
 - Residential Electrical
 - Residential Gas
 - Residential HVAC
 - Residential HVAC Replacement
 - Residential Plumbing
 - Residential Plumbing Hot Water Heater
- Permanent Sign
- Encroachments

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

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

Create an Application Search Applications Schedule an Inspection

Residential Electrical

1 Permit Detail	2 People/Entities	3 Location & People	4 Review	5 Pay Fees	6
-----------------	-------------------	---------------------	----------	------------	---

Step 1: Permit Detail > Permit Information

Indicates a required field.

Permit Information

Dublin Electric

* Is this project associated with a Building permit? If Yes, please enter in the building permit number below: ☐ Yes ☐ No

Associated Building Application Number:

* Square Footage - Minimum 1 square foot. Do NOT enter Zero (0):

Project Unit / Suite Number:

Detail Information

Project Name:

Description of the Job:

spell check

Continue Application »

Save and resume later

9. Click on Add New

HomeBuildingPlanningEnforcementContractor Registration

Create an ApplicationSearch Applications

Residential Electrical

1 Permit Detail2 People/Entities3 Location & People4 Review5 Pay Fees6

Step 2 : People/Entities > May be the same entity

* Indicates a required field.

Applicant

* Required at Application

Select from AccountAdd New

Contractor

* Required at Application

Add NewLook Up

Continue Application »

Save and resume later

5800 Shier Rings Rd, Dublin, Ohio 43016

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

Contact Information

* First: Middle: * Last:

* Name of Business:

Home Phone: Work Phone: Mobile Phone:

* E-mail:

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type Recipient Address Action

No records found.

Continue Clear Discard Changes

Contact Information

Contact Address Information

* Address Type: Mailing

* Address Line 1:

Address Line 2:

* City: * State: --Select-- * ZIP Code: * Country/Region: United States

Recipient:

Save and Close Save and Add Another Clear Discard Changes

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type Recipient Address Action

Mailing Actions

Continue Clear Discard Changes

11. Under Contractor, click Add New

Contractor

* Required at Application

Add New

Look Up

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

Contractor Information

* License Type:
--Select--

* Contractor Registration Number:
?

* First:

Middle:

* Last:

* Name of Business:

* Address Line 1:

Address Line 2:

* City:

* State:
--Select--

* Zip:

* Home Phone:

Mobile Phone:

* E-mail

Save and Close

Clear

Discard Changes

13. Click Continue Application

Contractor

* Required at Application

✓ Licensed professional added successfully.

test test

test

License Type:Contractor

License Number:test

Address:dublin 43016

Edit Remove

Continue Application »

Save and resume later

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

Step 3 : Location & People > Location Information

[Show Map](#)

* Indicates a required field.

Address

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

City: State: *Zip:

[Search](#) [Clear](#)

Parcel

*Parcel Number:

[Search](#) [Clear](#)

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

Property Owner

Please enter the owner of the Property, not the Business Owner

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save and resume later](#)

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

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.

[Continue Application »](#) [Save and resume later](#)

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.

Home

Building

Planning

Enforcement

Contractor Registration

Create an ApplicationSearch Applications

Residential Electrical

1

2 People/Entities

3 Location & People

4 Review

5 Pay Fees

6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
STATE SURCHARGE RESIDENTIAL (1%)	1	\$1.30
RESIDENTIAL ELECTRIC PERMIT	2000	\$130.00

TOTAL FEES: \$131.30

Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

18. Fill out your payment information and click Submit Payment

Step 5: Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card
•Bank Account
•Trust Account
Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$131.30

Pay with Credit Card

Pay with Bank Account

1

If Pay with Bank Account is not working, please call the office at 614-410-4670

Credit Card Information:

* Card Type:
--Select--

* Card Number:

* Security Code:

* Name on Card:

* Exp. Date:
01/202001/2020

2

Credit Card Holder Information:

☐ Auto-fill with

Country:
United States

* Street Address:

* City:

* State:
--Select--

* Zip:

* Phone:

E-mail:

3

Checkmark "Auto-fill with" only if the Credit Card Holder Information is the same as the name next to it. Otherwise don't select and manually fill out all areas with a * beside it.

Submit Payment »

4