

Citizens Portal – Building Application

This document will help you as you navigate the [citizens portal](#) to apply for the Building Application. The citizens portal can be found by the link below or by clicking the hyperlinked word, “citizens portal,” above. For additional assistance or any questions please contact the City of Fairborn at 937-754-3050.

Citizen Portal Link: <https://fairbornoh.portal.iworq.net/portalhome/fairbornoh>

Once the citizen’s portal link has been opened, your screen should look like the image below:

Powered by: 



The screenshot shows the 'Apply for a Residential or Commercial Building Permit' page. It features a sidebar with an 'Apply Online' button, a main content area with a list of permit types and links to PDF checklists, and a right-hand 'Instructions' section with a numbered list of steps.

Apply Online	Description	Instructions
	BUILDING PERMITS – RESIDENTIAL OR COMMERCIAL PDF for Electric Service Permit Checklist Link PDF for Mechanical/HVAC Permit Checklist Link PDF for Gas Piping Permit Checklist Link PDF for Business Occupancy Link PDF for Home Owner Affidavit Link - Homeowners who reside in the home where works is being completed may apply for their own building permit. They must complete the Homeowner Affidavit PDF and submit it as part of their building permit application. *To save your edited pdf, go to print, and choose the destination 'Save as PDF': • Electric, HVAC, gas piping permits (must be registered contractor) • Business Occupancy • Fire Protection • Sign Permit • New SFD/addition/remodel (includes decks, accessory structures OVER 200 sq. ft.)	1 RESIDENTIAL OR COMMERCIAL BUILDING PERMIT HOW TO GUIDE Link 2 Please find the appropriate checklist that must accompany your application. It must be completed, saved where you can easily retrieve it, then uploaded where indicated on the online application page. 3 Click on the 'Apply Online' icon on the left 4 Fill in all required information 5 Upload any applicable documents with the Upload Files button at the bottom of the application

Apply Online

Scroll down until you see the Building Application and click on  it is important to read

and follow the instructions provided on the right side of the screen of the Building Application. Please see the image below.

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← Back

Apply Online



Description

BUILDING PERMITS – RESIDENTIAL OR COMMERCIAL

PDF for Electric Service Permit Checklist [Link](#)

PDF for Mechanical/HVAC Permit Checklist [Link](#)

PDF for Gas Piping Permit Checklist [Link](#)

PDF for Business Occupancy [Link](#)

PDF for Home Owner Affidavit [Link](#) - Homeowners who reside in the home where works is being completed may apply for their own building permit. They must complete the Homeowner Affidavit PDF and submit it as part of their building permit application.

To save your edited pdf, go to print, and choose the destination 'Save as PDF':

- Electric, HVAC, gas piping permits (must be registered contractor)
- Business Occupancy
- Fire Protection
- Sign Permit
- New SFD/addition/remodel (includes decks, accessory structures OVER 200 sq. ft.)

Instructions

- 1 RESIDENTIAL OR COMMERCIAL BUILDING PERMIT HOW TO GUIDE**
[Link](#)
- Please find the appropriate checklist that must accompany your application. It must be completed, saved where you can easily retrieve it, then uploaded where indicated on the online application page.
- Click on the 'Apply Online' icon on the left
- Fill in all required information
- Upload any applicable documents with the Upload Files button at the bottom of the application

If you are applying for anything in red as seen in the photo above, (Electrical, HVAC, or Gas Permit or a certificate of occupancy) you must first click on the link next to the permit. Once you open the link you will need to fill out the form, save it as a PDF and then open the building application. Once the building application is open answer the required questions and attach the saved PDF.

Apply Online

For all other permit types click on  and answer all questions related to your permit.

Homeowners who reside in the home where works is being completed may apply for their own building permit. They must complete the Homeowner Affidavit PDF and submit it as part of their building permit application.

For example if you are applying for an Electrical Permit, click on, “[link](#)” to the right of, “**PDF for Electric Service Permit Checklist.**”

Apply Online


Description

BUILDING PERMITS – RESIDENTIAL OR COMMERCIAL

PDF for Electric Service Permit Checklist [Link](#)
PDF for Mechanical/HVAC Permit Checklist [Link](#)
PDF for Gas Piping Permit Checklist [Link](#)
PDF for Business Occupancy [Link](#)

Instructions

- Please find the appropriate checklist that must accompany your application. It must be completed, saved where you can easily retrieve it, then uploaded where indicated on the online application page.
- Click on the “Apply Online” icon on the left
- Fill in all required information
- Upload any applicable documents with the Upload Files button at the bottom of the application

Once you click on the Link your screen should look like the screen below:

Citizen Portal
TheCityofFairborn_Electric.pdf

fairbornoh.gov/TheCityofFairborn_Electric.pdf

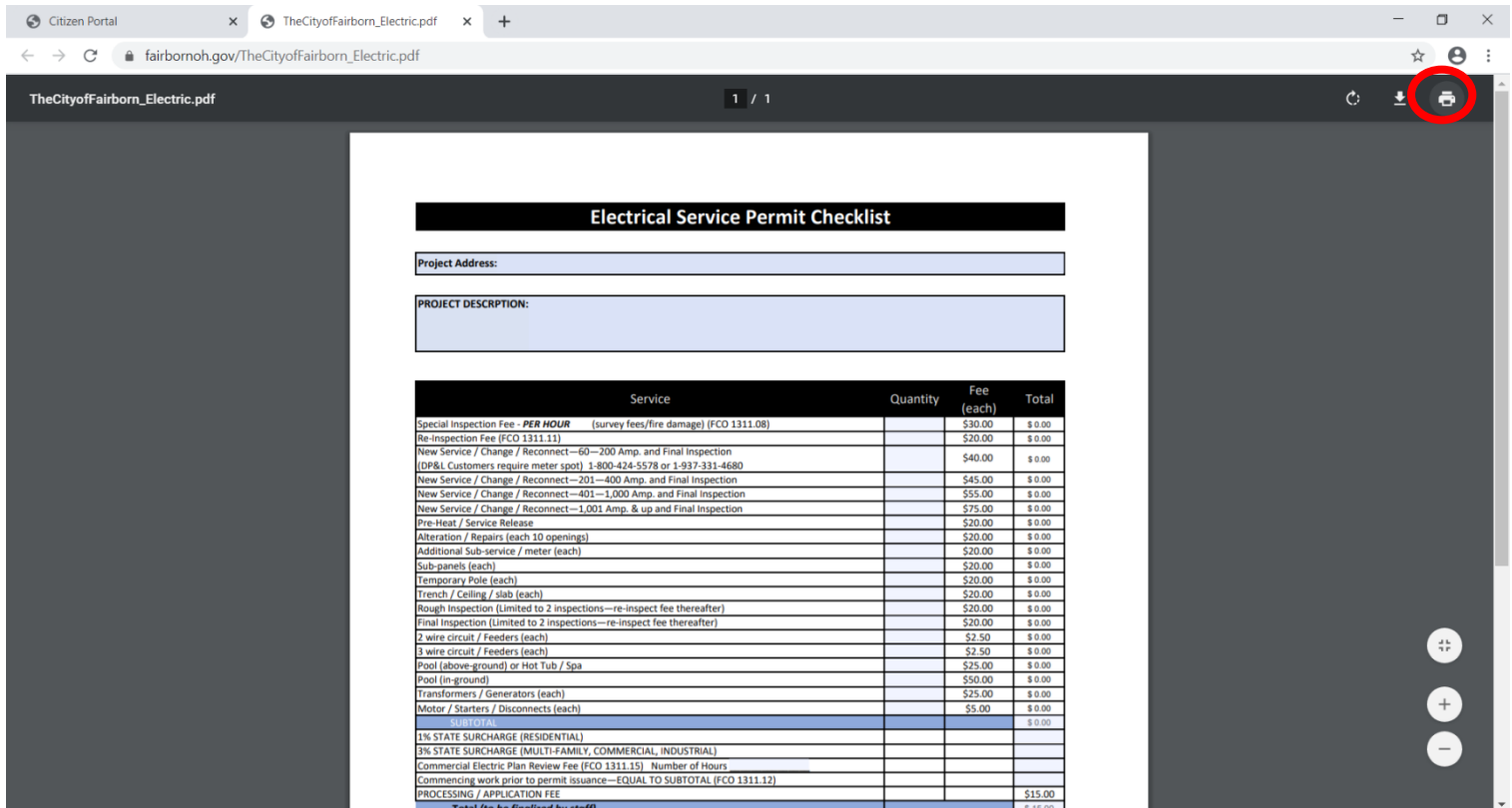
Electrical Service Permit Checklist

Project Address:

PROJECT DESCRIPTION:

Service	Quantity	Fee (each)	Total
Special Inspection Fee - PER HOUR (survey fees/fire damage) (FCO 1311.08)		\$30.00	\$ 0.00
Re-inspection Fee (FCO 1311.11)		\$20.00	\$ 0.00
New Service / Change / Reconnect—60—200 Amp. and Final Inspection (DP&L Customers require meter spot) 1-800-424-5578 or 1-937-331-4680		\$40.00	\$ 0.00
New Service / Change / Reconnect—201—400 Amp. and Final Inspection		\$45.00	\$ 0.00
New Service / Change / Reconnect—401—1,000 Amp. and Final Inspection		\$55.00	\$ 0.00
New Service / Change / Reconnect—1,001 Amp. & up and Final Inspection		\$75.00	\$ 0.00
Pre-Heat / Service Release		\$20.00	\$ 0.00
Alteration / Repairs (each 10 openings)		\$20.00	\$ 0.00
Additional Sub-service / meter (each)		\$20.00	\$ 0.00
Sub-panels (each)		\$20.00	\$ 0.00
Temporary Pole (each)		\$20.00	\$ 0.00
Trench / Ceiling / slab (each)		\$20.00	\$ 0.00
Rough Inspection (Limited to 2 inspections—re-inspect fee thereafter)		\$20.00	\$ 0.00
Final Inspection (Limited to 2 inspections—re-inspect fee thereafter)		\$20.00	\$ 0.00
2 wire circuit / Feeders (each)		\$2.50	\$ 0.00
3 wire circuit / Feeders (each)		\$2.50	\$ 0.00
Pool (above-ground) or Hot Tub / Spa		\$25.00	\$ 0.00
Pool (in-ground)		\$50.00	\$ 0.00
Transformers / Generators (each)		\$25.00	\$ 0.00
Motor / Starters / Disconnects (each)		\$5.00	\$ 0.00
SUBTOTAL			\$ 0.00
1% STATE SURCHARGE (RESIDENTIAL)			
3% STATE SURCHARGE (MULTI-FAMILY, COMMERCIAL, INDUSTRIAL)			
Commercial Electric Plan Review Fee (FCO 1311.15) Number of Hours			
Commencing work prior to permit issuance—EQUAL TO SUBTOTAL (FCO 1311.12)			
PROCESSING / APPLICATION FEE			\$15.00
Total (to be finalized by staff)			\$ 15.00

Fill out the form. Once the form is filled out you will want to click on the printer on the top right hand side, as seen below:



Electrical Service Permit Checklist

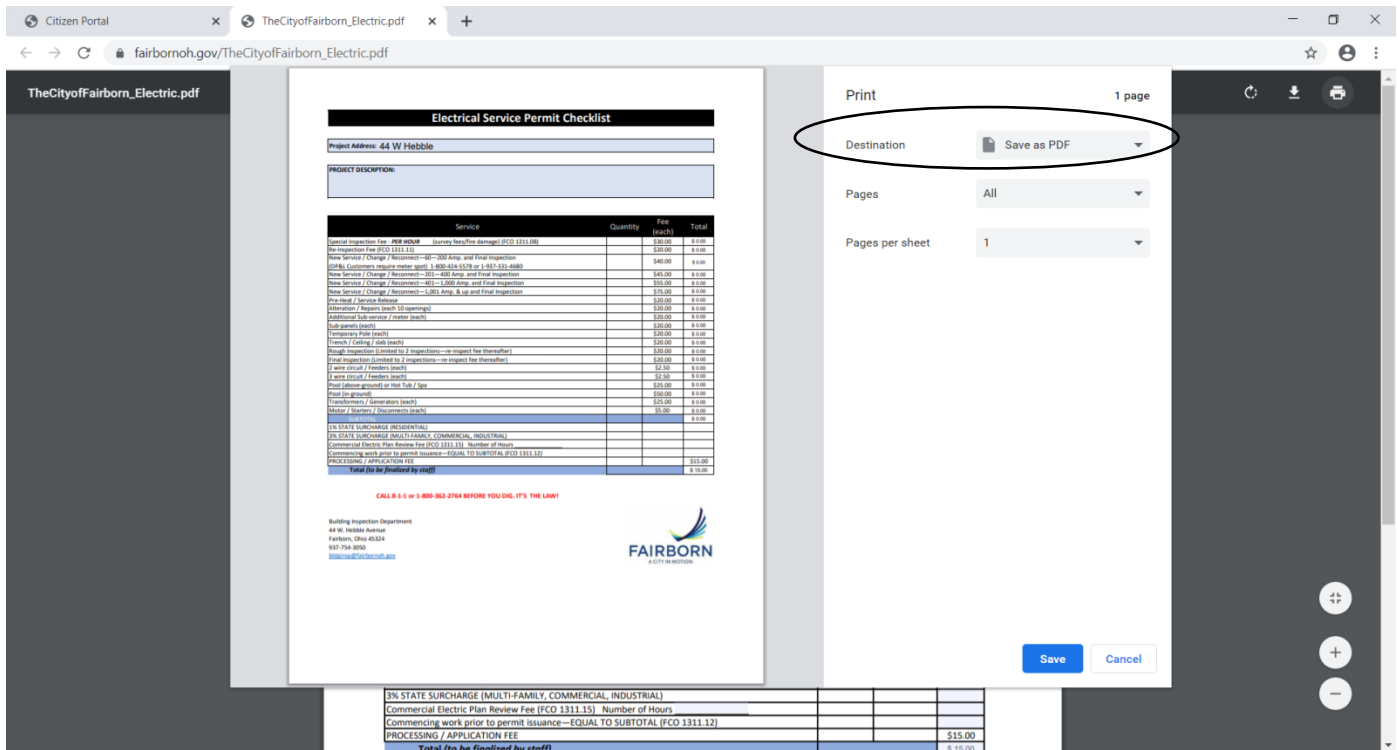
Project Address: _____

PROJECT DESCRIPTION: _____

Service	Quantity	Fee (each)	Total
Special Inspection Fee - PER HOUR (survey fees/fire damage) (FCO 1311.08)		\$30.00	\$ 0.00
Re-inspection Fee (FCO 1311.11)		\$20.00	\$ 0.00
New Service / Change / Reconnect—60—200 Amp. and Final Inspection (OP&L Customers require meter spot) 1-800-424-5578 or 1-937-331-4680		\$40.00	\$ 0.00
New Service / Change / Reconnect—201—400 Amp. and Final Inspection		\$45.00	\$ 0.00
New Service / Change / Reconnect—401—1,000 Amp. and Final Inspection		\$55.00	\$ 0.00
New Service / Change / Reconnect—1,001 Amp. & up and Final Inspection		\$75.00	\$ 0.00
Pre-Heat / Service Release		\$20.00	\$ 0.00
Alteration / Repairs (each 10 openings)		\$20.00	\$ 0.00
Additional Sub-service / meter (each)		\$20.00	\$ 0.00
Sub-panels (each)		\$20.00	\$ 0.00
Temporary Pole (each)		\$20.00	\$ 0.00
Trench / Ceiling / slab (each)		\$20.00	\$ 0.00
Rough Inspection (Limited to 2 inspections—re-inspect fee thereafter)		\$20.00	\$ 0.00
Final Inspection (Limited to 2 inspections—re-inspect fee thereafter)		\$20.00	\$ 0.00
2 wire circuit / Feeders (each)		\$2.50	\$ 0.00
3 wire circuit / Feeders (each)		\$2.50	\$ 0.00
Pool (above-ground) or Hot Tub / Spa		\$25.00	\$ 0.00
Pool (in-ground)		\$50.00	\$ 0.00
Transformers / Generators (each)		\$25.00	\$ 0.00
Motor / Starters / Disconnects (each)		\$5.00	\$ 0.00
1% STATE SURCHARGE (RESIDENTIAL)			\$ 0.00
1% STATE SURCHARGE (MULTI-FAMILY, COMMERCIAL, INDUSTRIAL)			
Commercial Electric Plan Review Fee (FCO 1311.15) Number of Hours			
Commencing work prior to permit issuance—EQUAL TO SUBTOTAL (FCO 1311.12)			
PROCESSING / APPLICATION FEE			\$15.00
Total (to be finalized by staff)			\$ 15.00

PLEASE NOTE: If you click on the download button, the data entered will not be saved and you will have to fill out the form again.

Once you have clicked on the printer icon your screen should look like the screen below. Please make sure your destination is, "Save as PDF." This will save your completed document as a PDF to your computer.



Electrical Service Permit Checklist

Project Address: 44 W Hebble

PROJECT DESCRIPTION:

Service	Quantity	Fee (each)	Total
Special Inspection Fee - PER 30008		\$10.00	\$10.00
Inspection Fee (FCO 1311.1)		\$10.00	\$10.00
New Service / Change / Reconnect - 10-200 Amp, and Final Inspection		\$40.00	\$40.00
New Service / Change / Reconnect - 201-400 Amp, and Final Inspection		\$40.00	\$40.00
New Service / Change / Reconnect - 401-600 Amp, and Final Inspection		\$55.00	\$55.00
New Service / Change / Reconnect - 601-1000 Amp, and Final Inspection		\$75.00	\$75.00
New Service / Change / Reconnect - 1001 Amp, and Final Inspection		\$100.00	\$100.00
Additional Sub service / meter (each)		\$20.00	\$20.00
Sub panel (each)		\$20.00	\$20.00
Temporary Wire (each)		\$20.00	\$20.00
Conduit / Cable / Race (each)		\$20.00	\$20.00
Final Inspection (limited to 2 inspections - no impact fee thereafter)		\$20.00	\$20.00
Final Inspection (limited to 2 inspections - no impact fee thereafter)		\$20.00	\$20.00
2 wire circuit / Feeders (each)		\$2.50	\$2.50
2 wire circuit / Feeders (each)		\$2.50	\$2.50
Panel (each)		\$20.00	\$20.00
Panel (each)		\$20.00	\$20.00
Transformers / Generators (each)		\$25.00	\$25.00
Generator / Standby / Documents (each)		\$5.00	\$5.00
1% STATE SURCHARGE (MULTI-FAMILY, COMMERCIAL, INDUSTRIAL)			\$1.00
Commercial Electric Plan Review Fee (FCO 1311.15) Number of Hours			
Commencing work prior to permit issuance—EQUAL TO SUBTOTAL (FCO 1311.12)			
PROCESSING / APPLICATION FEE			\$15.00
Total (to be finalized by staff)			\$15.00

CALL 9-0-0 or 1-800-362-2764 BEFORE YOU DIG. IT'S THE LAW!

Building Inspection Department
44 W. Hebble Avenue
Fairborn, Ohio 45324
937-754-3800
info@fairbornoh.gov

FAIRBORN
A CITY IN MOTION

Print 1 page

Destination: Save as PDF

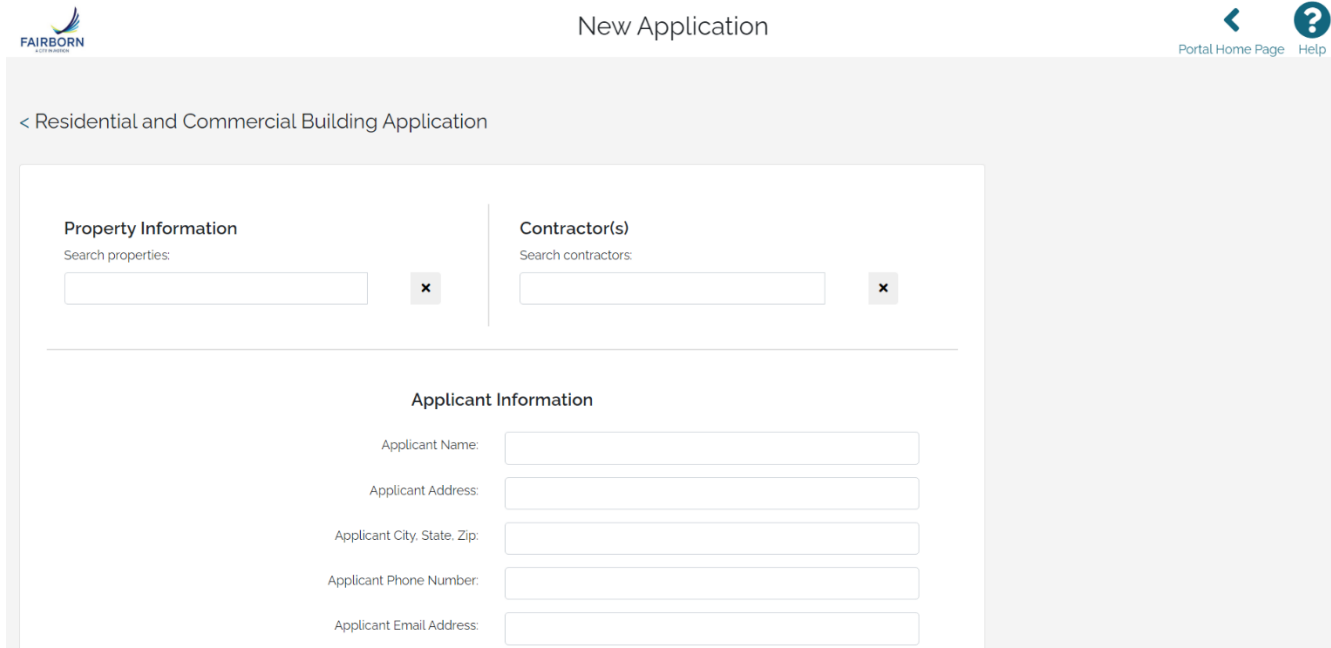
Pages: All

Pages per sheet: 1

Save Cancel

After you save the document as a PDF, open the building application. Once the building application is open answer the required questions and attach the saved PDF.

The Building Application screen should look like the image below:



The screenshot shows the 'New Application' screen for Fairborn. At the top left is the Fairborn logo. In the center is the title 'New Application'. At the top right are links for 'Portal Home Page' and 'Help'. Below the title is a breadcrumb trail: '< Residential and Commercial Building Application'. The main content area is divided into two columns. The left column is titled 'Property Information' and contains a 'Search properties:' label and a text input field with a clear 'x' button. The right column is titled 'Contractor(s)' and contains a 'Search contractors:' label and a text input field with a clear 'x' button. Below these columns is a section titled 'Applicant Information' which contains five stacked text input fields labeled: 'Applicant Name:', 'Applicant Address:', 'Applicant City, State, Zip:', 'Applicant Phone Number:', and 'Applicant Email Address:'.

For the Building application you are required to fill out the following fields:

- Property Information
- If applicable, Contractor
- Applicant Contact Information/ Email/ Phone
- Project Information - All Permit Types must fill out the Project Information
- Contractor Info (if not available)
- Phased Permits Only
- Demolition Permits Only
- Sign Permits Only
- Upload all files related to the application
- Signature