


## Citizens Portal – Professional License

This document will help you as you navigate the [citizens portal](#) to apply for your Professional License Application. The citizen’s portal can be found by the link below or by clicking the hyperlinked word, “citizen’s 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: 



← Back

### Apply for a Residential or Commercial Building Permit

Apply Online	Description	Instructions
	<p><b>BUILDING PERMITS – RESIDENTIAL OR COMMERCIAL</b></p> <p><a href="#">PDF for Electric Service Permit Checklist</a> <a href="#">Link</a></p> <p><a href="#">PDF for Mechanical/HVAC Permit Checklist</a> <a href="#">Link</a></p> <p><a href="#">PDF for Gas Piping Permit Checklist</a> <a href="#">Link</a></p> <p><a href="#">PDF for Business Occupancy</a> <a href="#">Link</a></p> <p>*To save your edited pdf, go to print, and choose the destination *Save as PDF:</p> <ul style="list-style-type: none"><li>• Electric, HVAC, gas piping permits (must be registered contractor)</li><li>• Business Occupancy</li><li>• Fire Protection</li><li>• Sign Permit</li><li>• New SFD/addition/remodel (includes decks, accessory structures OVER 200 sq. ft.)</li><li>• New Commercial Build/addition/remodel</li><li>• Temporary Certificate of Occupancy</li></ul>	<ol style="list-style-type: none"><li>1 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.</li><li>2 Click on the 'Apply Online' icon on the left</li><li>3 Fill in all required information</li><li>4 Upload any applicable documents with the Upload Files button at the bottom of the application</li></ol>


Apply Online

Scroll down until you see the Professional License Application and click on  it is

Important to read and follow the instructions provided on the right side of the screen of the Professional License Application. Please see the image below.



**New Contractor Registration**

**Apply Online** 

**Description**

All contractors doing business in the City of Fairborn should please register for ease of getting a permit.

**PDF for Massage Establishments** [Link](#)

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

**Engineering contractors consist of the following:**

- Water/ Sewer
- Utility
- Concrete/ asphalt
- Development

**Building contractors consist of the following:**

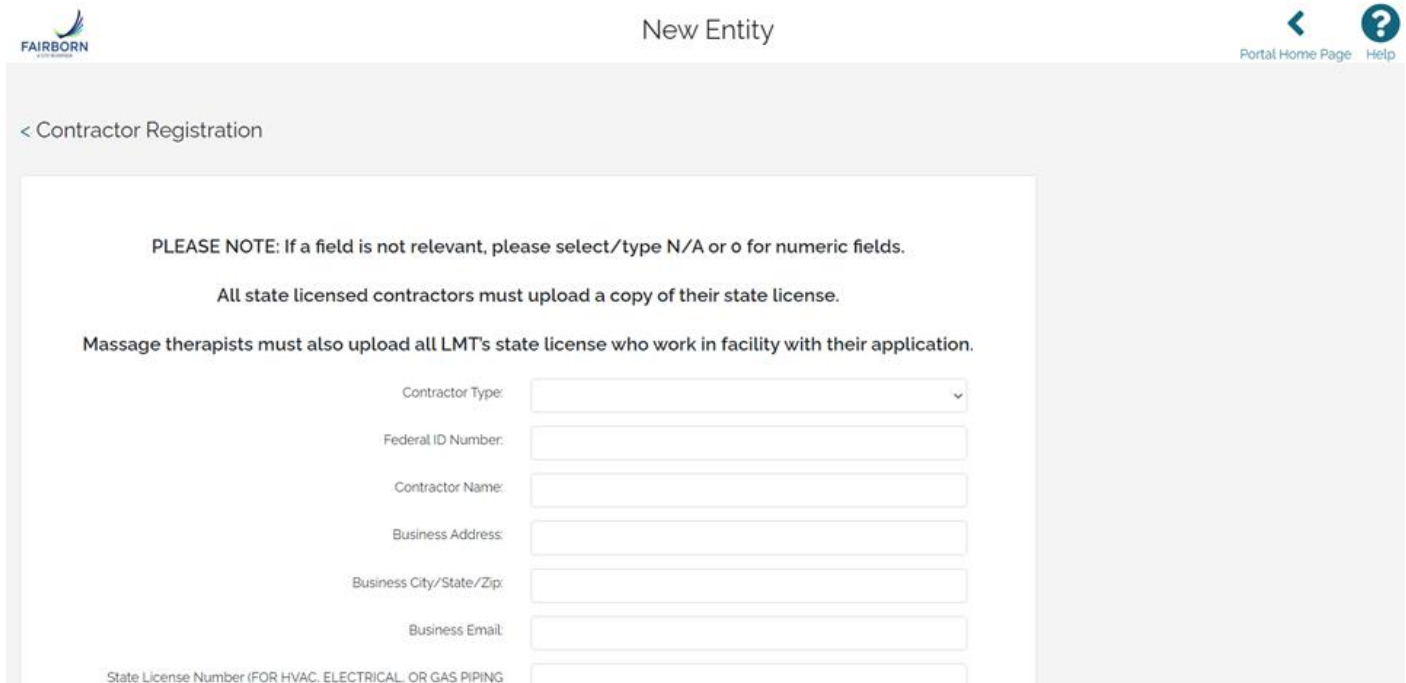
- HVAC (must upload copy of state license)
- Electrical (must upload copy of state license)
- Gas Piping (must upload copy of state license)
- General Contractors (builders, sign companies, fence/shed companies, deck builders, etc.)

Please see city website for additional forms: [Link](#)

**Instructions**

- 1 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.
- 2 All state licensed contractors must upload a copy of their state license.
- 3 Massage therapists must also upload all LMT's state license who work in facility with their applicaton.
- 4 Engineering Contractors are required to submit a \$10,000 right-of-way bond and liability insurance

The Professional License Application screen should look like the image below:



FAIRBORN  
A CITY IN MOTION

New Entity

Portal Home Page Help

< Contractor Registration

**PLEASE NOTE: If a field is not relevant, please select/type N/A or 0 for numeric fields.**

**All state licensed contractors must upload a copy of their state license.**

**Massage therapists must also upload all LMT's state license who work in facility with their application.**

Contractor Type:

Federal ID Number:

Contractor Name:

Business Address:

Business City/State/Zip:

Business Email:

State License Number (FOR HVAC, ELECTRICAL, OR GAS PIPING)

For the Professional License Application, you are required to fill out the following fields:

- Contractor Type
- Federal ID Number
- Contractor Name and Business Address/ Email
- State License Number
- License Expiration Date and Primary contact name, phone, fax and email
- Upload all files related to the application
  - All Professional License Applications must include a copy of your State License
  - Massage Therapists must also upload all LMT's state license who work in their facility
- Signature

Engineering, Water/ Sewer and Utility Contractors are required to fill out the following fields:

- Bond, Bond Number and Expiration Date
- Liability Insurance, Insurance Number and Expiration Date

**ORIGINAL BONDS ARE REQUIRED PRIOR TO PERMITS BEING ISSUED**



Once the application is complete, you will be given an Entity Number. It is important you write this number down. This number will be needed to renew your Contractor Registration. You may also search for you entity number under the Renew Contractor Registration section of the Citizen Portal.