


Citizens Portal – Renew Contractor Registration

This document will help you as you navigate the [citizens portal](#) to apply for your Renew Contractor Registration. 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: 



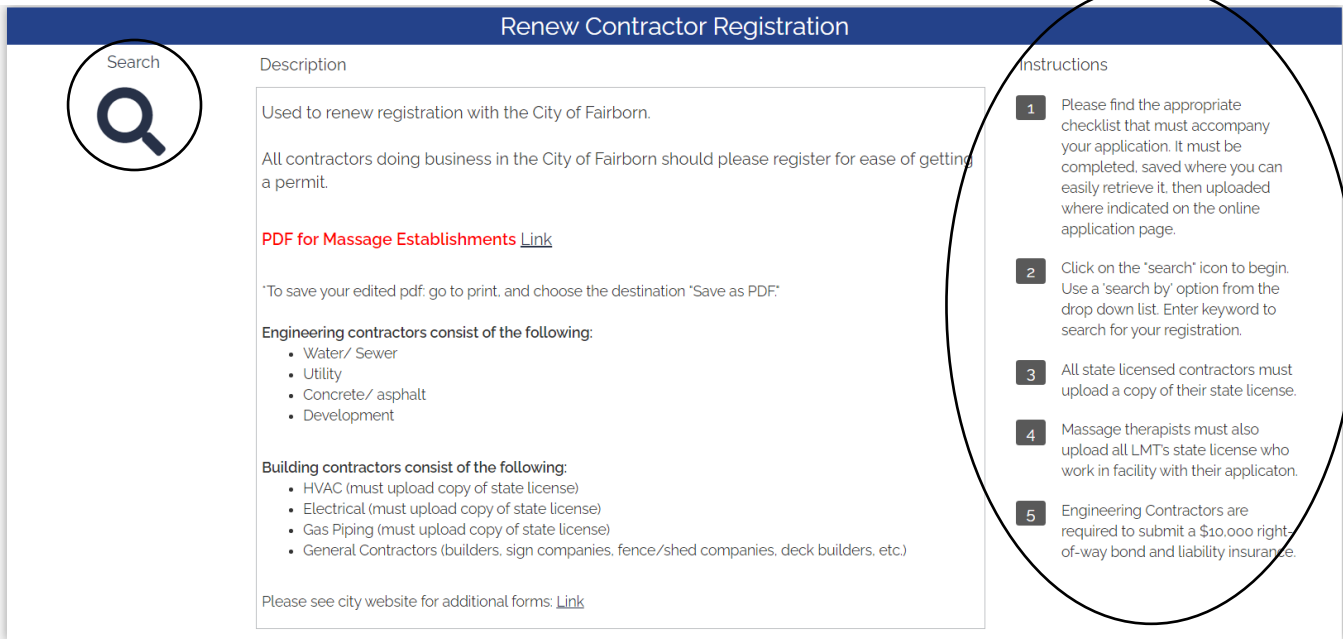
← Back

Apply for a Residential or Commercial Building Permit

Apply Online	Description	Instructions
	<p>BUILDING PERMITS – RESIDENTIAL OR COMMERCIAL</p> <p>PDF for Electric Service Permit Checklist Link</p> <p>PDF for Mechanical/HVAC Permit Checklist Link</p> <p>PDF for Gas Piping Permit Checklist Link</p> <p>PDF for Business Occupancy Link</p> <p>*To save your edited pdf, go to print, and choose the destination 'Save as PDF':</p> <ul style="list-style-type: none">• 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.)• New Commercial Build/addition/remodel• Temporary Certificate of Occupancy	<ol style="list-style-type: none">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 Click on the 'Apply Online' icon on the left3 Fill in all required information4 Upload any applicable documents with the Upload Files button at the bottom of the application

Scroll down until you see the Renew Contractor Registration and click on  it is

Important to read and follow the instructions provided on the right side of the screen of the Renew Contractor Registration. Please see the image below.



The screenshot shows the 'Renew Contractor Registration' page. On the left, a search icon is circled. The main content area is divided into 'Description' and 'Instructions'. The 'Description' section contains text about renewing registration, a link for PDFs, and lists of contractor types. The 'Instructions' section is circled and contains a five-step numbered list of instructions for the registration process.

Renew Contractor Registration

Description

Used to renew registration with the City of Fairborn.

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:

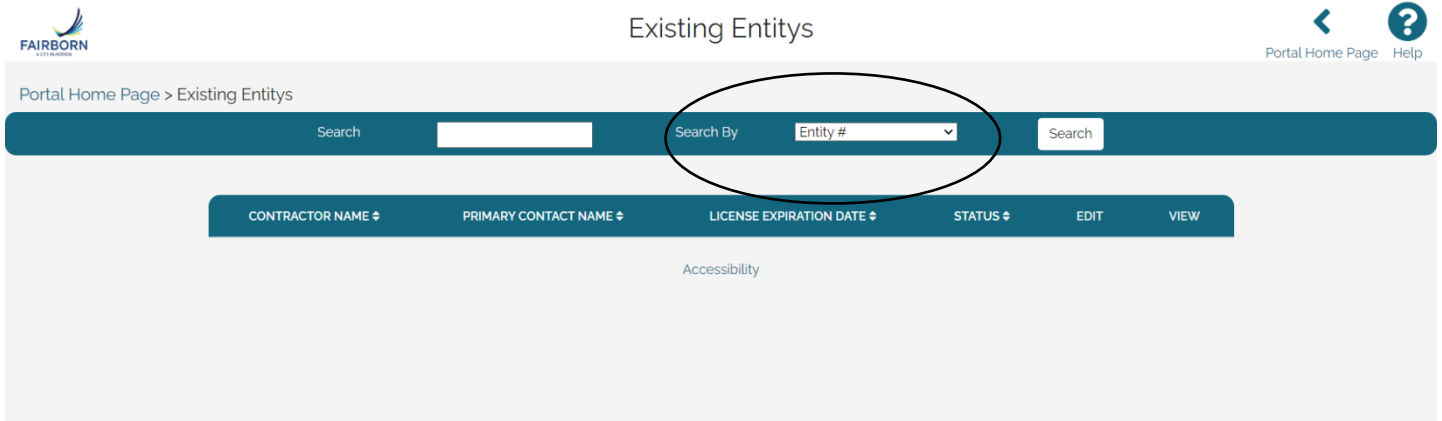
- HVAC (must upload copy of state license)
- Electrical (must upload copy of state license)
- Gas Piping (must upload copy of state license)
- General Contractors (builders, sign companies, fence/shed companies, deck builders, etc.)

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

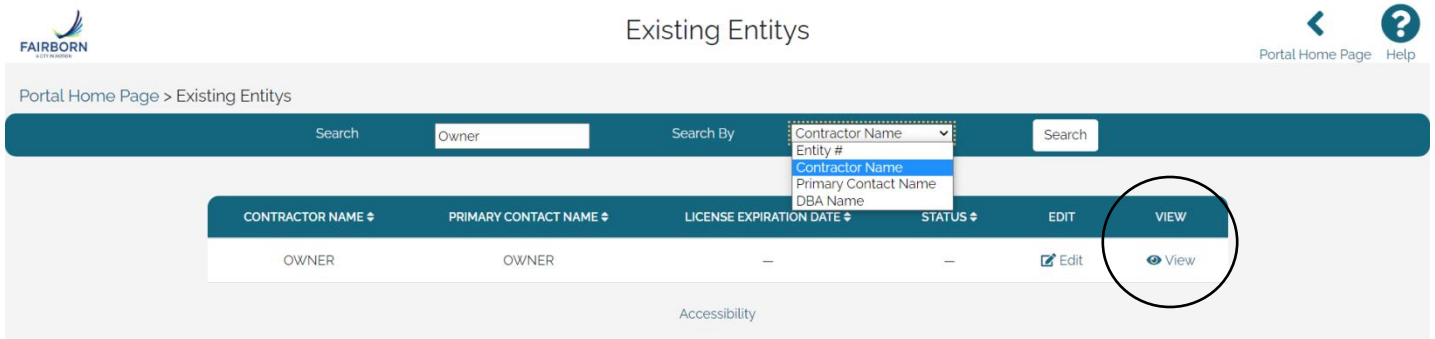
Instructions

- 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 Click on the 'search' icon to begin. Use a 'search by' option from the drop down list. Enter keyword to search for your registration.
- 3 All state licensed contractors must upload a copy of their state license.
- 4 Massage therapists must also upload all LMT's state license who work in facility with their applicaton.
- 5 Engineering Contractors are required to submit a \$10,000 right-of-way bond and liability insurance.

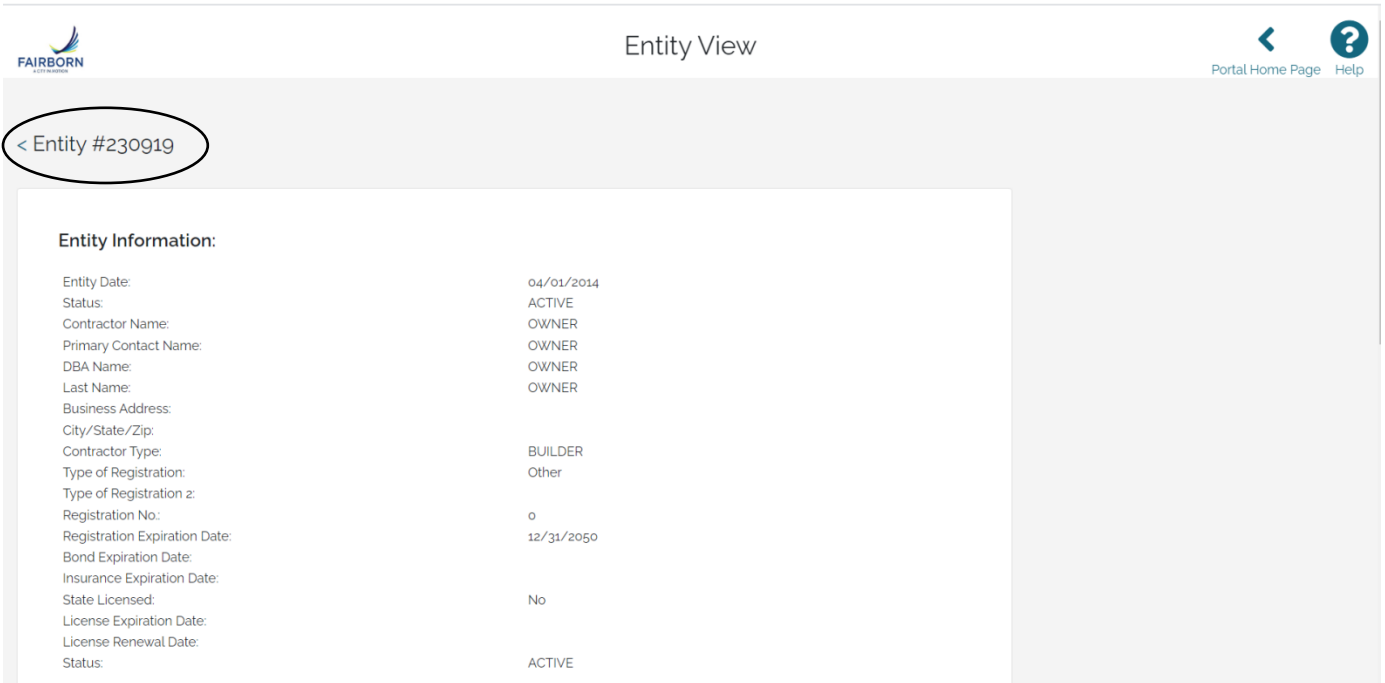
The Renew Contractor Registration screen should look like the image below:



Once on this screen, you can search by your Entity #. When you filled out the New Contractor Registration Application you received your Entity #. If you do not remember your Entity #, click on the dropdown menu to the right of, "Search By," as seen circled above and select, "Contractor Name," and search your name, as seen below.



Once your name comes up like the screen above. Click on the, "view button," as seen circled above.



Entity View

Portal Home Page Help

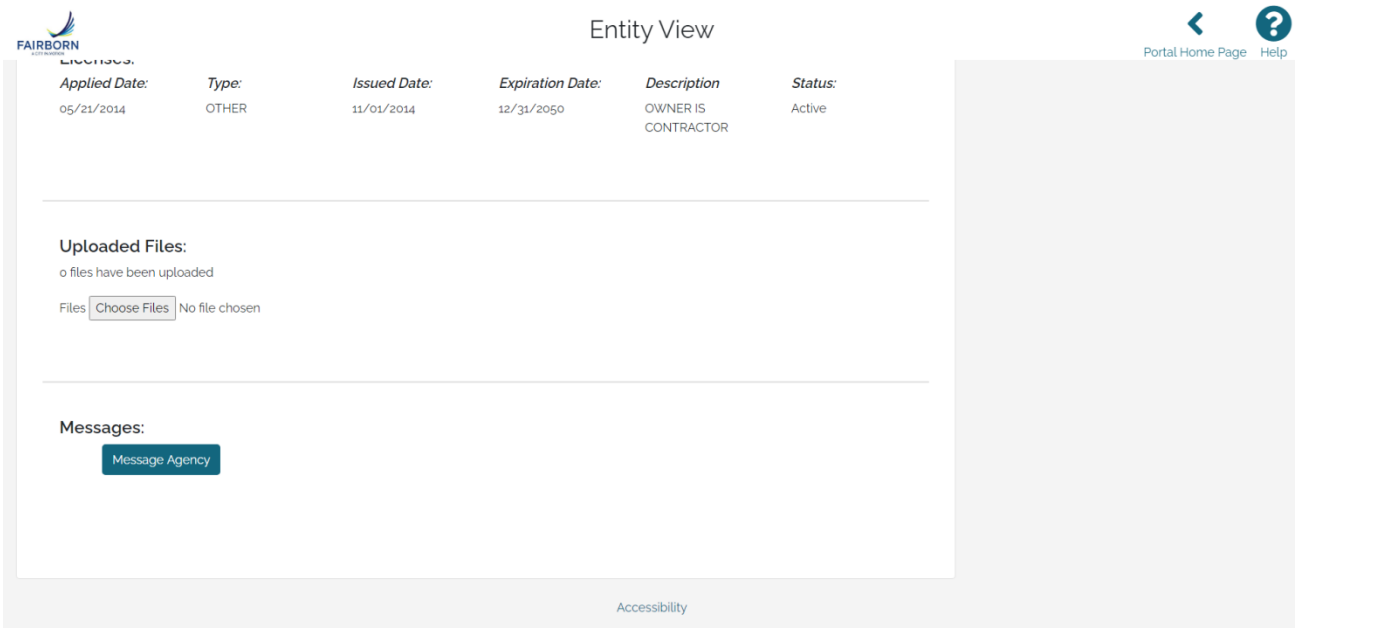
< Entity #230919

Entity Information:

Entity Date:	04/01/2014
Status:	ACTIVE
Contractor Name:	OWNER
Primary Contact Name:	OWNER
DBA Name:	OWNER
Last Name:	OWNER
Business Address:	
City/State/Zip:	
Contractor Type:	BUILDER
Type of Registration:	Other
Type of Registration 2:	
Registration No:	0
Registration Expiration Date:	12/31/2050
Bond Expiration Date:	
Insurance Expiration Date:	
State Licensed:	No
License Expiration Date:	
License Renewal Date:	
Status:	ACTIVE

Once you have clicked on the, “view button,” your screen should look like the one above. Here you will find your Entity # as seen circled above. It is important to write this number down to complete the next step.

Once you have wrote your Entity # down, scroll to the bottom of the page. Your screen should look like the photo below:



Entity View

Portal Home Page Help

Applied Date:	Type:	Issued Date:	Expiration Date:	Description	Status:
05/21/2014	OTHER	11/01/2014	12/31/2050	OWNER IS CONTRACTOR	Active

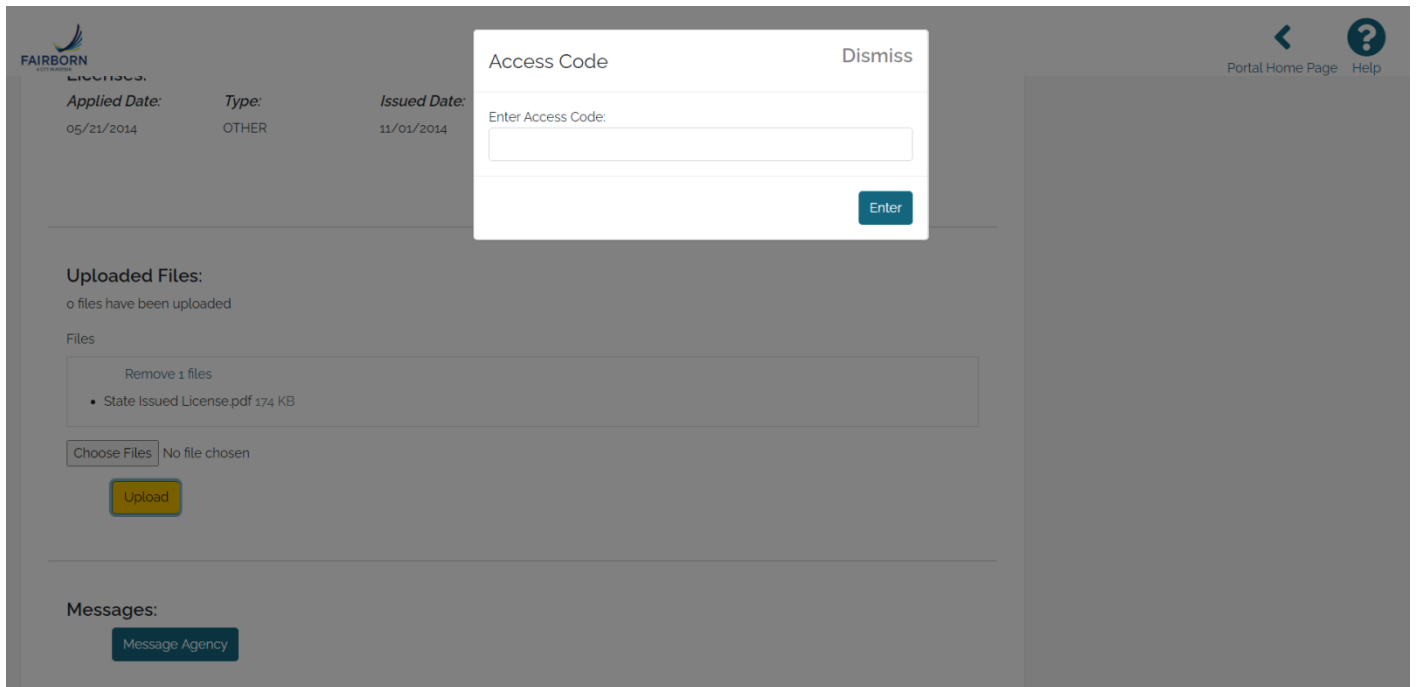
Uploaded Files:
0 files have been uploaded

Files No file chosen

Messages:

Accessibility

Here you will want to select the, “Choose File,” button and submit your new state issue licenses. Once you have selected your license, select the, “upload,” button. You will be prompted to enter an access code, as seen below. Input your Entity # and click, “Enter.”



The screenshot displays a web interface for license management. At the top left is the Fairborn logo. A table lists license details:

Applied Date:	Type:	Issued Date:
05/21/2014	OTHER	11/01/2014

Below the table, the 'Uploaded Files' section shows one file: 'State Issued License.pdf' (174 KB). There is a 'Choose Files' button (currently disabled) and an 'Upload' button. The 'Messages' section contains a 'Message Agency' button. A modal dialog box titled 'Access Code' is open, featuring a 'Dismiss' link, a text input field labeled 'Enter Access Code:', and an 'Enter' button.

Once you have submitted your new state issue licenses, you will receive an email prompting you to pay your application fee.