


## Citizens Portal – Zoning Application

This document will help you as you navigate the [citizens portal](#) to apply for the Zoning 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 citizens portal link has been opened, your screen should look like the image below:

Powered by: 




← Back

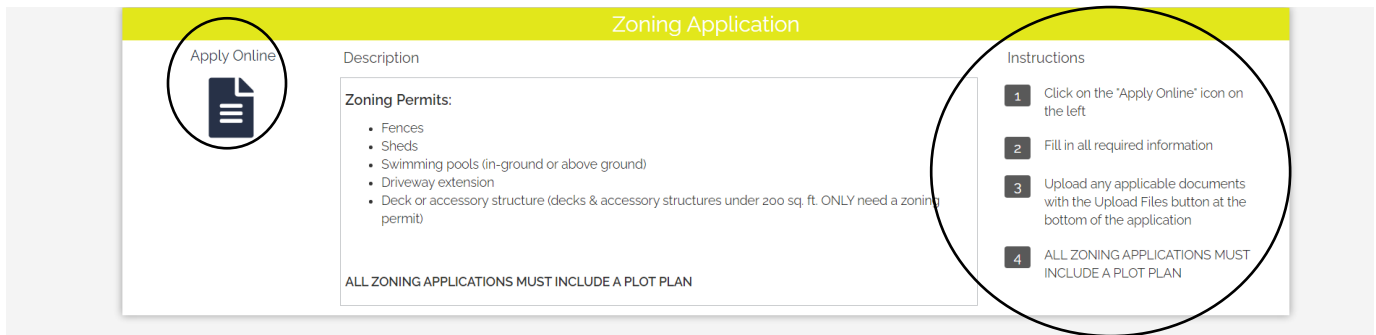
Apply for a Residential or Commercial Building Permit

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><b>1</b> 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><b>2</b> Click on the 'Apply Online' icon on the left</li> <li><b>3</b> Fill in all required information</li> <li><b>4</b> 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 Zoning Application and click on  it is important to read

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



The screenshot shows the 'Zoning Application' page. On the left, there is a circular callout around the 'Apply Online' icon. On the right, there is a larger circular callout around the 'Instructions' section. The 'Zoning Permits' list includes: Fences, Sheds, Swimming pools (in-ground or above ground), Driveway extension, and Deck or accessory structure (decks & accessory structures under 200 sq. ft. ONLY need a zoning permit). A note at the bottom states: 'ALL ZONING APPLICATIONS MUST INCLUDE A PLOT PLAN'.

**Zoning Application**

**Apply Online**

**Description**

**Zoning Permits:**

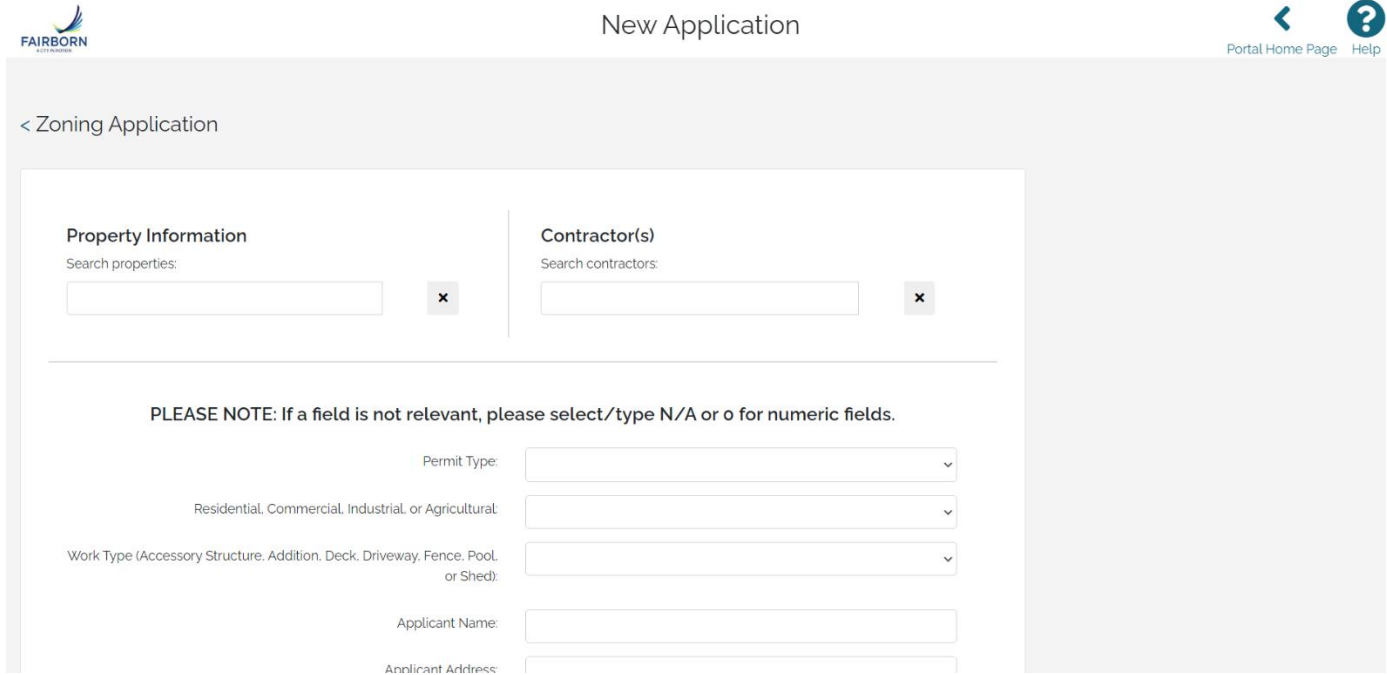
- Fences
- Sheds
- Swimming pools (in-ground or above ground)
- Driveway extension
- Deck or accessory structure (decks & accessory structures under 200 sq. ft. ONLY need a zoning permit)

**ALL ZONING APPLICATIONS MUST INCLUDE A PLOT PLAN**

**Instructions**

- 1 Click on the 'Apply Online' icon on the left
- 2 Fill in all required information
- 3 Upload any applicable documents with the Upload Files button at the bottom of the application
- 4 ALL ZONING APPLICATIONS MUST INCLUDE A PLOT PLAN

The Zoning Application screen should look like the image below:



FAIRBORN  
A CITY IN MOTION

New Application

Portal Home Page Help

< Zoning Application

**Property Information**  
Search properties:

**Contractor(s)**  
Search contractors:

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

Permit Type:

Residential, Commercial, Industrial, or Agricultural:

Work Type (Accessory Structure, Addition, Deck, Driveway, Fence, Pool, or Shed):

Applicant Name:

Applicant Address:

For the Zoning Application you are required to fill out the following fields:

- Property Information
- Permit Type
- Residential, Commercial, Industrial or Agricultural
- Work Type
- Applicant Name/ Address
- All other questions related to the work type selected
- Upload all files related to the application - All Zoning Permits must include a Plot Plan
- Signature