



## Clermont County Permit Central ELECTRONIC DOCUMENT SUBMISSION GUIDELINES

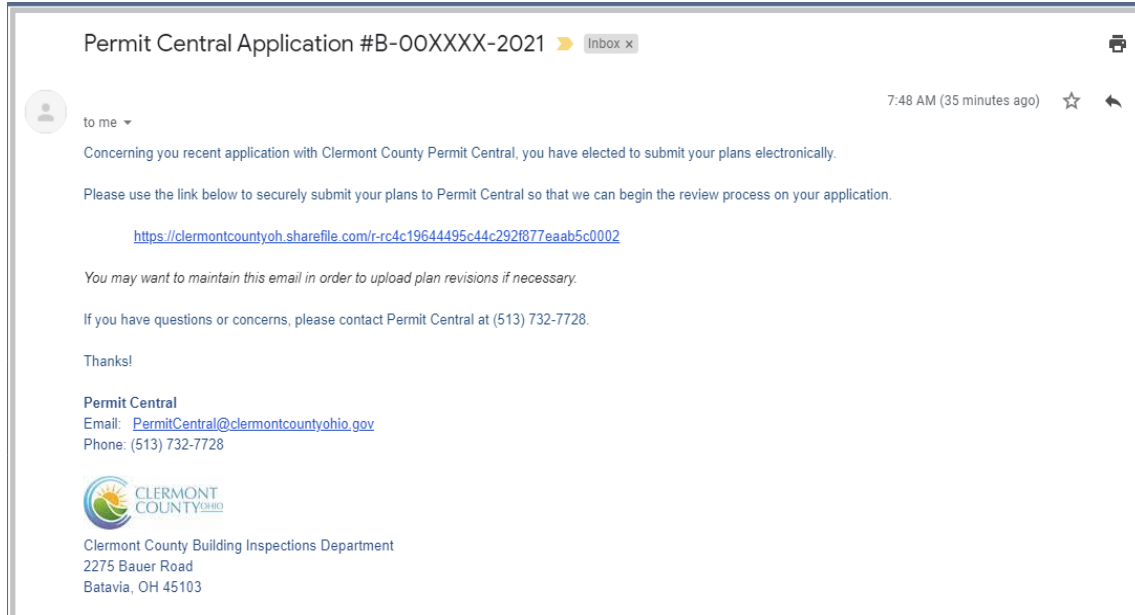
You may now elect to submit your plans electronically instead of submitting four sets of physical plans when applying for a permit.

### 1. HOW DO I APPLY FOR MY PERMIT?

- a. Email application to [permitcentral@clermontcountyohio.gov](mailto:permitcentral@clermontcountyohio.gov). All applications and forms can be found by going to <https://permit.clermontcountyohio.gov/forms-and-handouts/>.
  - i. The application must be filled out completely and **MUST** have an accurate and monitored email address for the primary contact. The primary contact will be the person contacted to submit digital files.
- b. Once your application is received and processed, you will be sent a link by email from [permitcentral@clermontcountyohio.gov](mailto:permitcentral@clermontcountyohio.gov) to upload your documents to our secure upload server via Citrix ShareFile. **Note: This link is specific to this permit application and should not be used to upload files for other permits!**

### 2. HOW TO SUBMIT DIGITAL DOCUMENTS?

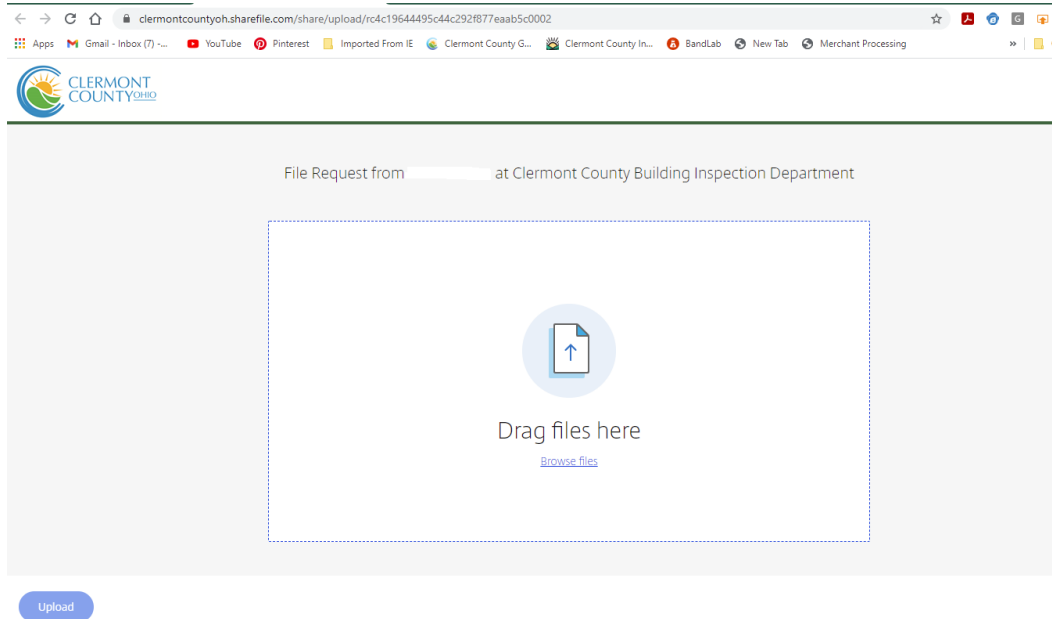
- a. Click the link to begin your upload:





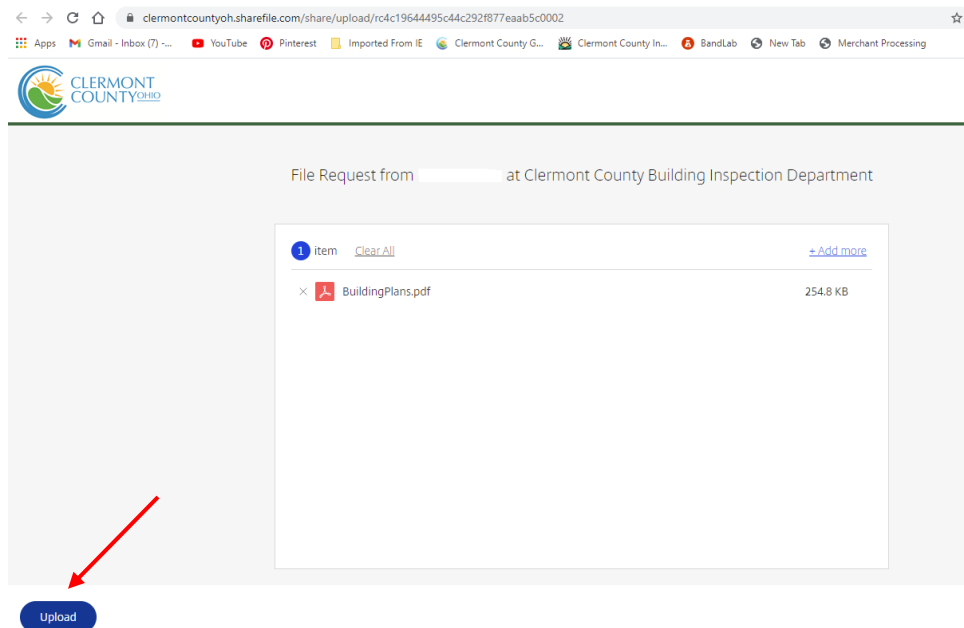
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b. You will connect to our secure upload server:



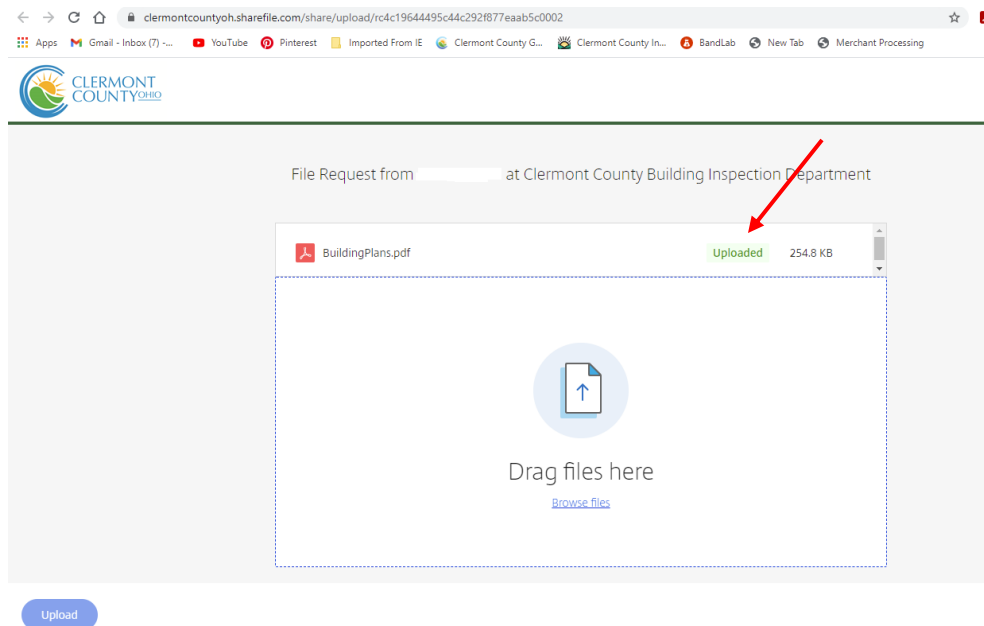
c. Browse to the files you wish to submit for review and click the "Upload" button:

***Note: PDF files are the only accepted file types.***



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- d. After the file transfer is complete, you will see that the files were successfully uploaded:



- e. You can upload more files or simply close your browser to end the upload session.

### 3. MAKING ELECTRONIC REVISIONS & ENGINEERING CHANGES

When you are ready to submit a revision, please email

[permitcentral@clermontcountyohio.gov](mailto:permitcentral@clermontcountyohio.gov) to request a new document link.

- a. Revisions – The original drawing and the replacement drawing must have the same number/letter combination.
  - i. Revised submittals must consist of complete sets containing revised sheets, any additional sheets and a response letter listing the changes.
- b. Engineering Changes – Engineering changes are considered new drawings.
  - i. Revisions to Engineering Changes follow the same procedures as the Revisions process.

Revisions submitted will follow the same process as new submittals once the link has been received, refer back to Step 2 of this handout.



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### **4. HOW TO TRACK YOUR PROJECT ONLINE**

Visit the following links to learn how to use our Customer Self Service Portal

Using CSS Search:

<https://permit.clermontcountyohio.gov/wp-content/uploads/sites/44/2019/07/usingcsssearch-003.pdf>

CSS User Registration:

<https://permit.clermontcountyohio.gov/wp-content/uploads/sites/44/2019/05/cssuserregistration.pdf>

Users are able to search their permit number for a quick view of the status of the permit/review.

### **5. WHAT DO I DO WHEN IT IS TIME TO PICK UP MY PERMIT?**

**When your permit is ready to be issued, you will receive an email from Permit Central staff with an invoice attached, if applicable. After the payment has been made the primary contact will receive an email with a link to download and print the stamped & signed field set plans. Field set plans must be kept on site during construction projects.**

**For additional assistance, call 513-732-7213 and speak to a permit specialist.**