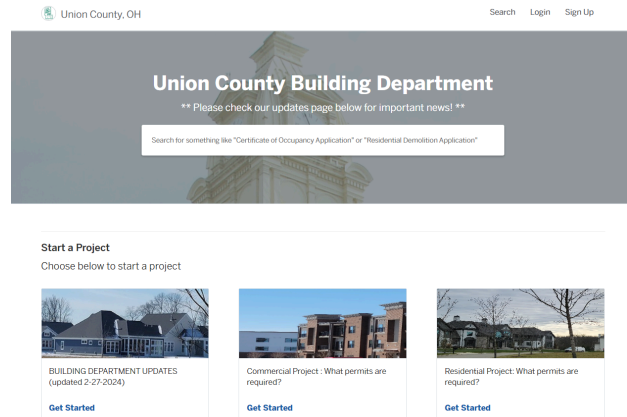# Union County Permitting Online

Learn how to apply for a permit or license online!

What is the online OpenGov Permitting Site?

**This site is a single, online location where you can easily:**

- Submit an application
- Make an online payment
- Track the progress of your application
- Message the County
- Schedule an inspection
- Check your inspection results
- Print your inspection report, permit, and/or change of occupancy
- Renew your license

Step 1: Create an OpenGov Account

All users will need an account to access the Union County OpenGov Permitting site.

- **Start by opening:**
  https://unioncountyoh.portal.opengov.com/
- Next, click the "Sign Up" option in the top right corner of OpenGov.
- Next, click the "Sign up using Secure Portal" button and enter your email address and a secure password. *Please note: all passwords must be at least eight characters and contain an upper case letter, lower case letter, and number.*
- Finally, click "Sign Up" to create an account.
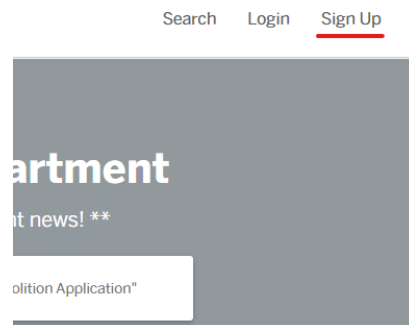
Step 2: Submit an Application

Submitting an application online has never been easier!

- Review the available departments in the "Discover Online Services" section of the Storefront. Click "Plan Approvals and Building Permits" to open the Department.
- Review the list of available permits/icenses for the Department. The entire list of applications is at the bottom of the page. Click "Select" to open the application.
- Review the information about the permit/license you are applying for. When you are ready to begin the application, select "Apply Online."
- Complete the questions and upload any relevent attachments. You can save your application as a draft, if needed.
- When finished, select "confirm and submit" to begin the review process by the County.

Step 3: Track the Progress of Your Application

View where your application is in the approval workflow in real time!

- Log into the storefront using your credentials
- Click "My Account" in the upper right.
- Select Applications from the left hand menu.
- Select the application you would like to view the status of.
- View the workflow on the left side of the screen. This workflow will update as the County completes each step in the review process.

Step 4: Make a Payment

With OpenGov, you can pay online or in-person!

- You will receive an email when a payment is required.
- Click "Pay Online" in the email and log into your account.
- Choose a payment method from the options listed. Online payments can be completed on this screen. In person payments (cash or check) will need to be completed at the Engineer's Office.
- You will receive a receipt following the completion of your payment.

Union County, OH

Payment Due is due for Residential Building Permit Application below to learn more and pay online.

Click the button

Pay Online

Powered by the OpenGov platform
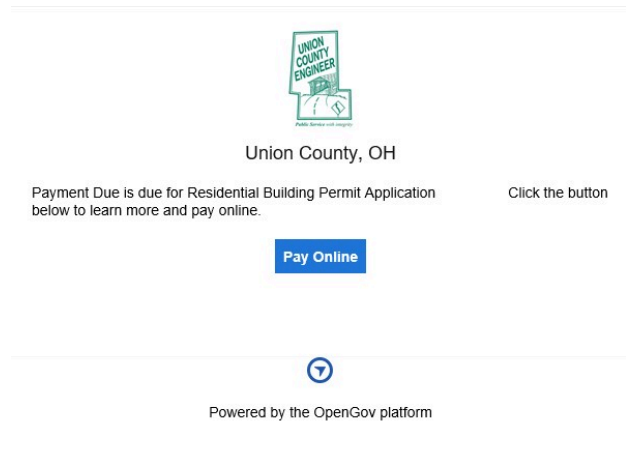
Step 5: Message the Reviewer (if needed)

Have a question about your application? Leave a comment in the application for the County to respond to!

- Log into the storefront using your credentials
- Click "My Account" in the upper right.
- Select Applications from the left hand menu.
- Select the application you would like to leave a comment for.
- Input a message in the "Message the Reviewer" text box for the current step of the review process.

Message the reviewer

Send Message

Frequently Asked Questions

Question: Do I need more than one OpenGov account?
- Answer: No. One account can be used for all your applications.

Question: Why am I getting an error message when paying by credit card?
- Answer: The most frequent issues relating to card payments are: insufficent funds, card was declined, the card does not allow for that type of purchase. Please contact your financial institution if you are experincing an issue.

Question: Will I receive email updates about my application?
- Answer: Yes. You will receive emails when an inspection is scheduled, a payment is due, an attachment is uploaded, and when the permit/license has been issued.

Question: Can I turn off email notifications about my application?

- Answer: No. Email notifications cannot be turned off.

Question: Can I update my account's contact information?

- Answer: Yes. Select "Profile" menu option in My Account to update your contact information.

Question: Can I add a picture to my account?

- Answer: Yes. Select "Profile" menu option in My Account to update your Avatar.

https://unioncountyoh.portal.opengov.com/

https://www.unioncountyohio.gov/building-regulation-1