

Effective May 1, 2023 the Department of Building Safety will require all inspections to be scheduled online via our permit portal. You may access this portal via the link below or by scanning the QR code. Once you have accessed the site you can install the site to the home page of your phone or mobile device to access the site as an app. You will need to create an account before gaining access to the portal. During account creation you will be asked to verify your email address- this must be done or your account will not be activated. The email verification will come from DoNotReply with a subject of Activate Your Account.

Once your account has been created and you are able to access your dashboard you will need to follow these steps to add a permit to your dashboard:

*Click on the “search” tab;

*You can search for your permits by permit number or address (permit number is recommended);

*Once you have located your permit in the results list you will click the “click to follow” button, if done correctly the “click to follow” will change to the word “following” in green text;

*To navigate to your dashboard you will click the “dashboard” tab;

*From your dashboard you will be able to click on the permit number of each permit in your dashboard to see all permit information, plan review notes, fees paid and due, inspection information, and schedule inspections. At this time you will be unable to pay fees through this site, but if you click on the fee due dollar amount there is a hyperlink that will direct you to our payment portal. The payment will not immediately show paid in the portal due to a staff member needing to approve every payment received online.

If you have any questions or have any issues while using the portal please contact us via email at building@co.delaware.oh.us, jupchurch@co.delaware.oh.us or via phone at 740-833-2200.

The link and QR code to access the site are below.

<https://accessdelawarecounty.org/etrakit/dbs/Default.asp>

