

CITY OF TOLEDO

Department of Neighborhoods

Thomas Kroma, Director



Division of Building Inspection
and Code Enforcement

CARLETON S. FINKBEINER MAYOR

TO: City of Toledo Registered Contractor:

Attached please find the online permit agreement and information packet. The **licensed contractor** must sign the agreement and have it notarized. Mail the original agreement to my attention at the below listed address. Please read this carefully. It authorizes you to secure permits for the work covered by your license/registration only.

Please review the list of items you can apply for online. The online system does not allow issuance of permits for any work that requires a site drawing or construction drawings. Consequently, commercial online electrical and mechanical permits are for replacement fixtures only.

Go online to the site at www.velocityhall.com/toledo to register. The licensed contractor's name should be entered as the client (not the person who the contractor is authorizing to apply for permits).

When you get to the "UNABLE TO PROCEED" message, you need to contact me to complete the registration process.

It is suggested that the first time you apply for a permit, print one and review the optional fields to familiarize yourself with them. This will make the initial use of the system easier for you.

I look forward to seeing you online soon.

If you have any questions, please contact me at 419-936-2531.

Marilyn Gries
Intermediate Clerk

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MAYOR

ONLINE PERMIT AGREEMENT AND AUTHORIZATION

I, _____ (registered contractor's name), hereby agree to take full responsibility and liability for use of my e-mail address and City of Toledo license registration to obtain permits utilizing Accela Permit Manager. I understand that the City of Toledo is not responsible for any result/action taken pursuant to a misuse of my password.

Use of my e-mail address will serve as my authorized signature.

I will maintain security of my own password and only share it with trusted staff members. I will notify Accela should a change of password be necessary.

I agree to all requirements as established by Building Inspection for permit issuance and agree to follow all requirements of TMC Part 13 Building Code.

I further acknowledge the following: This agreement does not authorize issuance of permits that require plans or approvals. I will apply only for permits that are authorized by my City of Toledo License Registration(s). And that all information submitted on a permit application is a matter of public record.

Toledo Contractor Registration Number _____

E-mail address _____

Telephone Number _____

Printed Name of Registered Contractor _____

Signature of Registered Contractor _____

Sworn to and subscribed to in my presence this _____ date of _____, 20_____

Notary Signature _____

Notary Seal

My Commission Expires _____

WWW.VELOCITYHALL.COM/TOLEDO

Permits that can be obtained online:

All residential electrical and mechanical permits
Residential roofing/siding/windows/doors/interior remodeling – anything that does not require plan review.
Commercial electrical and mechanical fixture replacement

Inspections that can be obtained online:

You can schedule inspections for all permits online, even if you could not secure the permit online. You must be registered to do this.

Research that can be done online:

Find out if a permit has been issued.
Check the results of an inspection.
Check the status of a pending permit that has been submitted for plan review.

Below are listed potential problems contractors may encounter when applying for online permits.

1. Work site address located in special City of Toledo district such as Old West End.
2. Stop Work Order placed against the work site address.
3. Work site address not located in the City of Toledo jurisdiction.
4. No permits have ever been issued in the system for the work site address.

For items 1 and 2, a message will appear on the screen telling the contractor to contact the City of Toledo. This message means, however, that you will not be able to secure the permit online. You have been provided with a list of properties in the designated historic districts. Scanning this list before applying for a permit online will save you the effort of entering the permit only to find out it cannot be issued online.

For items 3 and 4, a message will appear stating “No matching addresses were found. Please change your search criteria”. This message could appear due to the fact that a permit has never been issued for that address or the address is really out of the city’s jurisdiction. The contractor should contact the office to determine if condition 3 or 4 exists. If condition 4 exists, the office staff can update the file with the address in the database and the contractor can complete a permit online.