

**CITY CODE, CHAPTER 903 & 906 PERMIT APPLICATION**  
**CITY OF COLUMBUS - DEPARTMENT OF PUBLIC SERVICE - DIVISION OF INFRASTRUCTURE MANAGEMENT**  
**50 WEST GAY STREET, 1ST FLR, COLUMBUS, OHIO, 43215 / MONDAY - FRIDAY: 7:30 A.M. TO 4:00 P.M.**  
**EMAIL: [ColsPermits@Columbus.Gov](mailto:ColsPermits@Columbus.Gov) PHONE: 614-645-7497**

CHECK ONE: ( ) 903 ( ) 906 **CCC-903 AND CCC-906 OCCUPANCY PERMIT APPLICATION**

**APPLICANT INFORMATION**

APPLICANT IS: (CHECK ONE) ( ) PROPERTY OWNER ( ) CONTRACTOR

APPLICANT (Company):

CONTACT NAME:

PHONE:

EMAIL:

APPLICANT'S ADDRESS (Company):

CITY:

STATE

ZIP:

2<sup>ND</sup> CONTACT NAME:

PHONE:

EMAIL:

**JOB INFORMATION**

ADDRESS WHERE WORK / EVENT IS BEING PERFORMED: (BE SPECIFIC)

REASON FOR PERMIT: (BE SPECIFIC)

PART OF RIGHT OF WAY BEING AFFECTED: CHECK ALL THAT APPLY ( ) STREET ( ) SIDEWALK ( ) GRASSY TREELAWN AREA

START DATE: # OF DAYS NEEDED: WORK HOURS: TO

PARKING METER NUMBERS TO BE RESERVED: MUST PROVIDE EXACT NUMBERS ON METER POST FOR ACCURATE BAGGING *EXAMPLE AB123*

IF REQUESTING MORE THAN 5 CONSECUTIVE METERED SPACES MORE THAN 1 DAY-OR-ANY NUMBER OF SPACES FOR MORE THAN 14 DAYS, THEN IT IS REQUIRED TO SEND A NOTICE TO ADJACENT BUSINESSES NOTICE REQUIRED ( ) YES ( ) NO NOTICE PROVIDED ( ) YES ( ) NO

DUMPSTER / CONTAINER OWNER NAME:

DUMPSTER / CONTAINER OWNER PHONE:

**CCC903 CODE RELEVANT INFORMATION**

**Steps to obtain your permit:**

- Fill out this application, email to [ColsPermits@Columbus.gov](mailto:ColsPermits@Columbus.gov) or submit to 50 W Gay St., Columbus Ohio 43215 – 1<sup>st</sup> floor
- Watch your email for notification when permit is ready; After notification is received, obtain permit at 50 W. Gay St., 1<sup>st</sup> floor

**AFTER** obtaining your permit, you may begin your work, project or event – Original permit w/ **red signature stamp** MUST be on site

**If permit is for a dumpster / container**

- Dumpster / container must have either reflectorized tape on the dumpster or lighted barrels at the dumpster

**If permit is for a POD, moving truck, van or any other equipment for moving event:**

- To secure space in the curb lane, NO PARKING signs (.25¢ each) must be posted not less than 72 hours prior to start time of permit
- When placing NO PARKING signs, it is recommended to place one sign every 20 feet
- Place sign in some sort of clear plastic container (gallon sized baggie) for protection against the elements
- Place sign on a stake of some sort (tomato stake etc....)
- To make your permit enforceable, take pictures and email to [ColsPermits@Columbus.gov](mailto:ColsPermits@Columbus.gov) as proof that signage was posted 72 hrs. **prior** to start date / time
- If there are vehicles in your designated parking zone, call 614-645-4078 to have vehicles removed
- Remember to take your signs, stakes and any other materials when you are finished

**FOR OFFICE USE ONLY**

APPLICATION FEE	
REISSUE FEE	
PARKING METER FEE	
INSPECTION FEE	
EXCAVATION DEPOSIT	
PAVEMENT REPAIR DEPOSIT	
TOTAL	

**APPLICATION FEE, PROCESSING FEE, REISSUE FEE, AND INSPECTION FEES ARE NON-REFUNDABLE**

**SIGNATURE**

I certify I have read the entire application and will read the front and back sides of the permit. I further certify that I understand and will follow directions/instructions on this application, actual permit, and inspection notices. I verify all the information on this application is valid, true and correct to the best of my knowledge. I agree that by signing this document, I understand its content.

SIGNATURE OF APPLICANT:

DATE: