



DEPARTMENT OF PUBLIC SERVICE

Date: _____

Division of Infrastructure Management
 111 N. Front St., 1st floor, Columbus, Ohio, 43215
 Permit Office: (614) 645-7497 Mon-Fri 7:30AM-4:00PM
 Email: ColsPermits@columbus.gov

NEW → On-line Permit Portal @ <https://ca.columbus.gov/ca/>

OCCUPANCY PERMIT APPLICATION CITY CODE, CHAPTER 903 & 906

() 903 () 906 () SMD () Street () Right of Way () Sidewalk

Applicant _____
First Name Last Name Company

Address _____
Street Address

City State ZIP Code

24 HR PH _____ Email _____

Work Start Date _____ End Date _____ Start / End Time _____

Work/Site Location _____

Permit Reason _____

Quantity of Shared Mobility Device (SMD) _____ @ \$ _____ ea. = _____ Total Fee Due

Dumpster / Container Owner _____ Phone Number _____

Must have lighted barrels or reflectorized tape on unit

Special Instructions (Office Use Only): _____

Parking Meters

- **Notice required to adjacent businesses if more than 5 consecutive spaces, more than 1 day or any number for more than 14 days**
- **Must provide meter numbers upon application submittal**
- **Permit must be paid 48 HRS prior to start date to ensure hooding of meters**
- **Do meters requested affect any of the following: (CHECK ALL THAT APPLY)**

LOADING ZONE VALET PARKING CAR-SHARING MOBILE FOOD VENDING
OTHER _____ (PLEASE THOROUGHLY EXPLAIN)

Meter Numbers _____

Start Date _____ End Date _____ Start Time _____ End Time _____

Application Fee Non- Refundable

Application Permit Fee	\$
Parking Meter Fee	\$
Reissue Fee	\$
Shared Mobility Device	\$
Total Permit Amount Due	\$

CC 903 & 906 Code relevant information AND signature required on page two.

CCC 903 & 906 CODE RELEVANT INFORMATION

Steps to obtain your permit:

1. Email completed application to ColsPermits@Columbus.gov or submit to 111 N Front St., Columbus Ohio 43215 – 1st floor
2. Notification will be sent to your email address when permit is ready; after notification is received, obtain permit at 111 N Front St., 1st floor
3. **Apply on-line through our On-Line Permit Portal @ <https://ca.columbus.gov/ca/>**

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

Emergency NO PARKING signs:

1. Signs must be posted every 20 feet, 72 hours prior to permit start date
 2. Enforce no parking on permitted date(s) by emailing pictures of posted signage to ColsPermits@Columbus.gov 72 hours prior to start date / time for enforcement justification
 3. Call the **Non-Emergency** Police Department number (614) 645-4545 or Parking Violations at 614-645-6400 if there are vehicles in your designated parking zone on dates reflective on permit
 4. Remove all posted signage upon conclusion of event
- Columbus Law Enforcement Officer required to maintain traffic at signalized intersections
 - When maintaining 2-way / 1 lane traffic – Flaggers with Stop/Slow paddles required

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: _____