

Date:

**Division of Infrastructure Management**  
111 N. Front St., 1<sup>st</sup> floor, Columbus, Ohio, 43215  
Permit Office: (614) 645-7497 Mon-Fri 7:30AM-4:00PM  
Email: [ColsPermits@columbus.gov](mailto:ColsPermits@columbus.gov)  
**NEW → On-line Permit Portal @ <https://ca.columbus.gov/ca/>**

**EXCAVATION PERMIT APPLICATION CITY CODE, CHAPTER 903**

Plan / Drawing Information	CC#	CID#	AGR#	CIP#	DRE#	WSP#
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( ) Street ( ) Right of Way ( ) Sidewalk

Applicant \_\_\_\_\_  
First Name Last Name Company

Address \_\_\_\_\_  
Street Address

City State ZIP Code

24 HR # \_\_\_\_\_ Email \_\_\_\_\_

Work Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Work/Site Location \_\_\_\_\_

Permit Reason \_\_\_\_\_

Cut Size #1	Cut Size #2	Cut Size #3
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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	\$
Inspection Fee	\$
Excavation Deposit	\$
Pavement Repair Deposit	\$
Total Permit Amount Due	\$

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

# CCC903 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.**

## If permit is a water or sewer line repair and you will be digging in the grassy tree-lawn area or sidewalk area:

1. In grassy Right of Way area- make sure to properly fill in the excavation area, rake smooth and plant grass seed as per City specs
2. Do not allow excavated materials to be in a position to run into storm sewer
3. Do not leave any excavated materials to remain in street, sidewalk or Right of Way after repairs are complete
4. In sidewalk area – make the repair and then call 614-645-5550 to request an inspection of the sidewalk forms PRIOR to replacing new concrete. The City has 4 hours to perform an inspection after notification that forms / site is ready
5. If pouring in adverse weather conditions, please ask for informational sheet for instructions on how to proceed
6. New ADA curb ramp installations must contact Nick Popa @ 614-645-0543 for type of ramp needed and location of ramp installation
7. If work is an emergency -resident has no service- apply for permit within 24 hours and then you are OK to perform work to get resident's service restored

**IMPORTANT: ANY MATERIALS PLACED W/O INSPECTION, SHALL BE REMOVED AT NO COST TO THE CITY OF COLUMBUS**

## If permit is an excavation in the street:

1. For excavations that occur in the street or alley, deposits are required to be paid
2. You must call for inspection at 614-645-5550 for backfill and pavement restorations
3. After work is complete, the site inspected & passed, the inspector will process deposits for refund
4. A Maintenance of Traffic plan MAY be required depending on job site details
5. If working in a signalized intersection, a City of Columbus Law Enforcement Officer is required to maintain traffic – Call 614-645-4795 to schedule

**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: \_\_\_\_\_