



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/

CONSTRUCTION PERMIT APPLICATION CITY CODE, CHAPTER 905

() Residential () Commercial () New () Replacement () Sidewalk () Approach () Curb

Table with 3 columns: Dimensions of Approach, Width at Right of Way, Width at Curb; Dimensions of Sidewalk, Width, From face of Curb.

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

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

Table with 2 columns: Fee Name, Amount (\$)

CC 905 Code relevant information AND signature required on page two.

CCC905 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.

AFTER obtaining your permit, you may begin work. You have 90 days to complete the work. Confirm end date if permit is for a Notice of Violation. Once work begins and the old materials have been torn out, you have 14 days to complete restorations.

Steps to perform and complete work:

1. Tear out and dispose of material
2. Prepare site for new concrete by making sure area to be poured is:
 - A. proper depth (see below for information)
 - B. base compacted (new – granular material - item #304 / replacement - granular material item #304 or #57 gravel)
 - C. 1. No debris in formed area 2. No materials / debris left at site 3. Expansion joint @ existing concrete
3. Call for inspection at 614-645-5550 – approved to pour after form(s) inspection complete - Job site person is not require to be on site during inspection – inspection appointments are not scheduled – Notify us when your forms are ready and in place
4. The City has 24 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 at site

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

Proper depth: (Concrete, Class "C" / Asphalt concrete, Item # 448)

1. Residential Sidewalk Depth - 4"
2. Residential Sidewalk Depth of panels on each side of approach: 5' from approach is 6" depth
3. Commercial Sidewalk Depth of panels on each side of approach: 5' from approach is 8" depth
4. Residential Approach Depth - 6" / Commercial Approach Depth – 8"
5. Curb – 18" - Straight
6. Gutter Curb - Standard 6" / Arterials – 8"
7. For specifications of a scenario not listed here, call 614-645-7497 to request applicable Standard Drawing

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: _____