

PLAN SUBMITTAL DATE: \_\_\_\_\_

PERMIT REFERENCE NUMBER: \_\_\_\_\_



DEPARTMENT OF PUBLIC SERVICE

Permit Section

111.N.Front. St., 1st floor, Columbus, Ohio, 43215

Email: [ColsPermits@columbus.gov](mailto:ColsPermits@columbus.gov)

Permit Office: (614) 645-7497

Mon-Fri 7:30AM-4:00PM

PLAN ROUTING FORM

( ) REVISION ( ) ADDITION ( ) NEW SUBMITTAL

TYPE OF PERMIT NEEDED - 903-EXCAVATION

( ) STREET / ALLEY ( ) R-O-W / GRASS ( ) SIDEWALK

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

CO. CONTACT NAME: \_\_\_\_\_

COMPANY PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR COMPLETING WORK: \_\_\_\_\_

CONTRACTOR ADDRESS: Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

CONTRACTOR CONTACT : \_\_\_\_\_

CONTRACTOR PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCATION OF PROPOSED WORK: \_\_\_\_\_

PURPOSE OF PROPOSED WORK: \_\_\_\_\_

START DATE: # OF DAYS NEEDED: WORK HOURS: UNDERGROUND LINEAR FT:

PARKING METERS

- Notice required to adjacent businesses if more than 5 consecutive spaces for 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

METER NUMBERS: \_\_\_\_\_

Application Fee Non-Refundable

Table with 4 columns: Fee Type, Amount (\$), Fee Type, Amount (\$). Rows include Permit Application Fee, Parking Meter Fee, Reissue Fee, Excavation Deposit, Pavement Deposit, Inspection Fee, and various inspection requirements.

## PLAN REVIEW APPROVAL SIGNATURES

Applicant must obtain the approvals of the authorized person or their designee with each City of Columbus divisions. Authorized person will check status of submittal by checking in the portal, under Processing Status, when the plan is fully approved a green check mark will appear next to all identified City departments, and an hourglass will be shown next to Plan Coordination. An email needs to be sent to [colspemits@columbus.gov](mailto:colspemits@columbus.gov) requesting the permit along with the approximate start date. A permit will be issued with a start date not sooner than 48 hours after date submitted with approved plans uploaded into the portal identified as final approved plans. This is also when fees should be paid, inspection fees, or any deposits that the plans deem required

EMAIL FOR ALL REVIEWERS INCLUDING BACKUPS: [ROWPermitReviewers@columbus.gov](mailto:ROWPermitReviewers@columbus.gov)

EMAIL TO REQUEST PERMIT TO BE ISSUED: [COLSPERMITSCOLUMBUS.GOV](mailto:COLSPERMITSCOLUMBUS.GOV)

### REVIEWERS CONTACTS LIST:

UNDERGROUND TRAFFIC FACILITIES: CHAD TIMMONS (614) 645-7963 [CATIMMONS@COLUMBUS.GOV](mailto:CATIMMONS@COLUMBUS.GOV)

MAINTENANCE OF TRAFFIC (MOT): BOB PENNINGTON (614) 645-2682  
[RCPENNINGTON@COLUMBUS.GOV](mailto:RCPENNINGTON@COLUMBUS.GOV)

PUBLIC SERVICE UTILITY COORDINATION: (614) 645-8018  
[COC\\_DODC\\_CIPUTILITYPERMITREVIEW@COLUMBUS.GOV](mailto:COC_DODC_CIPUTILITYPERMITREVIEW@COLUMBUS.GOV)

DIVISION OF WATER: IGOR KAPLAN (614) 645-3846 [IDKAPLAN@COLUMBUS.GOV](mailto:IDKAPLAN@COLUMBUS.GOV)

DIVISION OF SEWERS & DRAINS: JACQUE KELLEY OR RUSS BOWERMAN (614) 645-5824  
[DOSDROWPERMITS@COLUMBUS.GOV](mailto:DOSDROWPERMITS@COLUMBUS.GOV)

DIVISION OF POWER: KENNETH RHYNEHARDT (614) 645-3707 [KLRHYNEHARDT@COLUMBUS.GOV](mailto:KLRHYNEHARDT@COLUMBUS.GOV)

RECS & PARKS FORESTRY: CHAD HOFF OR STEVEN LOWE (614) 645-5649 [CDHOFF@COLUMBUS.GOV](mailto:CDHOFF@COLUMBUS.GOV) OR  
[SELOWE@COLUMBUS.GOV](mailto:SELOWE@COLUMBUS.GOV)

DEPARTMENT OF TECHNOLOGY:-CONNECTIVITY TEAM (614) 645-7756 [DOT-FIBERNET@COLUMBUS.GOV](mailto:DOT-FIBERNET@COLUMBUS.GOV)