

How to Apply for a 903 Excavation Permit that is not routed (water or sewer repair, CC plan, Private E plan,CIP, etc.)

Allows you to excavate & occupy the right of way

Review time is 3-10 business days

Log into your account and click on Right-of-Way “create an application” or you can hover over the “+ New” tab and select “Right-of-way-Permit.”

The screenshot shows the City of Columbus Citizen Access Portal (ACA) homepage. The top navigation bar includes links for Home, Search, + New, Schedule, and a link to return to the City of Columbus website. A red banner at the top indicates that the user is logged in as 'eric petee' and shows 'Collections (0)', 'Account Management', and 'Logout' options. The main content area features a 'What's New in ACA?' section with a link to schedule an inspection online. Below this, a 'Welcome eric petee' message states 'You are now logged in.' A note at the bottom of this section recommends using Google Chrome as the web browser for the site, noting that Microsoft Edge is not supported. The next section, 'Services Available', lists various permit types and inspection services. Following this is a note about user guides and training manuals. A 'Get Started' section offers links to Building, Engineering, Right-of-Way, and Zoning services. The 'Right-of-Way' section is highlighted with a yellow background, and its 'Create an Application' link is also highlighted.

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Logged in as: eric petee Collections (0) Account Management Logout

What's New in ACA?

Click [HERE](#) to see how to schedule an inspection for a building or trade permit online.

Welcome eric petee
You are now logged in.

For the best results, we recommend using the * [Google Chrome](#) * web browser for this site. Microsoft Edge is not supported at this time.

Below are the list of services available through the Citizen Access Portal:

- Purchase roof, siding, windows, and doors permits for 1,2,3 Family structures
- Purchase all mechanical, electrical, and plumbing permits
- Purchase an additional inspection trip
- Schedule an inspection for a building or trade permit
- Apply for a walk-thru permit
- Apply for Final Site Compliance Plan approval
- Check the status of an existing permit
- Apply for excavation, occupancy, and special hauling permits

To view all user guides and training manuals, including how to create an account and attach a license, click [HERE](#) to access our document library.

To get started, select one of the services listed below:

Building

[Purchase Permit or Inspection Trip](#)
[Search Applications and Permits](#)
[Schedule an Inspection](#)

Engineering

[Create an Application](#)
[Search Applications](#)

Right-of-Way

[Create an Application](#) **Create an Application**
[Search Applications](#)
[Schedule an Inspection](#)

Zoning

[Search Applications](#)

Click "I have read and accepted the above terms." Then click "continue application."

The screenshot shows the City of Columbus Online Application portal. At the top, the City of Columbus logo and navigation links for Home, Search, New, Schedule, and Account Management are visible. A user is logged in as 'eric petee'.

Online Application

Welcome to the Department of Public Service Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please **"Allow Pop-ups from This Site"** before proceeding. You must accept the General Disclaimer below before beginning your application.

Purpose

This policy's main objective is to assure website visitors that their right to privacy is of primary concern to the City of Columbus. It contains information about what data are collected and how that information is used. This policy may be updated periodically, so please check back from time to time.

I have read and accepted the above terms.

Continue Application >

Click “903 Excavation” then click “continue application. **Please note starting March 31, 2021 the application fees for 903 excavation, 903 occupancy, 905 construction & 906 occupancy will be required to be paid up front at the end of the application.**

The screenshot shows the City of Columbus website with a blue header featuring the city logo and mayor's name. The main navigation bar includes links for Home, Search, New, Schedule, and a link to return to the City of Columbus. A user is logged in as 'eric petee' with 0 collections. The page title is 'Select a Record Type'. A message at the top states that starting March 31st, application fees will be collected at the time of application for specific permit types. Below this, instructions tell users to choose one of the available record types or contact 'colspermits@columbus.gov' for assistance. A search bar is present. A list of permit types follows, with '903 - Excavation Permit' selected. At the bottom is a red 'Continue Application >' button.

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Logged in as: eric petee Collections (0) Account Management Logout

Select a Record Type

Beginning March 31st, the City of Columbus will begin collecting permit application fees at the time of application for the following permit types: 903 Excavation, 903 Occupancy, 905 New/Replacement Sidewalk & Driveway Approach Construction, and 906 Non-Construction Occupancy Permits. All other permit type application fees will continue to be collected prior to permit issuance for the immediate future. For more information on the various permit types and their associated fees, please refer to the Rules and Regulations sections at <https://www.columbus.gov/publicservice/permits>.

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at colspermits@columbus.gov.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)
 903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)
 904 - Sidewalk Dining Permit (To Place a Dining Area Adjacent to a Restaurant-type of Business)
 905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)
 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)
 On-Street Loading Zone Permit (To Reserve or Designate Area for Loading Zone)
 On-Street Valet Permit (To Reserve or Designate Area for Permanent Valet Zone)
 Special Hauling Permit (To Obtain an Over-size / Over-weight Permit On City of Columbus Streets)

Continue Application >

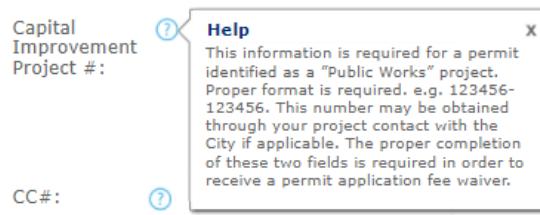
This next slide is where you would add information if your work is associated with a public works project such as a Capital Improvement Project (CIP), CC plan, Private E Plan (Dr. E #), or WSP (Water Service Plan) or Public Private Partnership (3P or PPP), .

If your work is not associated with any of these plans you would move onto click where work was being performed. Ie Street, Right-of-Way, or Sidewalk.

If your work is associated with any of the below plans please see examples of how they should be filled out.

Please note by clicking on the (?) next to each category is a help tool that will explain what each one is.

Here's what it looks like when you click on the (?)



1. **Public Works** – This will need to be clicked yes if the work is related to Capital Improvement Project for the City or is a relocation of a facility due to a CIP project.
2. **Capital Improvement Project #** - Public works would first need to be clicked yes and then add the project number in this format (123456-123456) Project could be for Public Service or Public Utilities as well as a Public Service 3P project.
3. **CC #** = Work associated with a city of Columbus sanitary or storm project listed like CC 18186.
 - a. **Construction Inspection Deposit #** = money deposited by developer for inspection fees. Number would look like 11112
 - i. If you do not have a signed CC plan or CID # you should not apply. Plans need to be signed and you must have the CID # for the permit to be processed.
4. **Private E plan #** = Work associated with private development that may include sanitary, storm, water, sidewalk, approaches and is listed like 3618 E.
 - a. **Construction Agreement #** = money deposited by developer for inspection fees. Number would look like 2656
 - i. If you do not have a signed private E plan or AGR# you should not apply. Plans need to be signed and you must have the AGR# for the permit to be processed
5. **Water Service Plan #** - Strictly a plan to install a water service and oftentimes requires a cut in the street.

Note: The work you're requesting to do in the permit reason must be shown in the estimate of quantities of the project. For instance, a water service may be shown on a CC plan but if it is not called in the estimate of quantities you can't say the CC plan is installing it. It's most likely being installed by a Water Service Plan.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL

2 PARKING METERS

3 DOCUMENTS

4 REVIEW

5 PAY FEES

6

Step 1 : Permit Detail > Public Improvements

Public Projects & Works Information – If the work associated with your permit will be performed by City of Columbus employees, or the plans for your proposed project have been previously approved by the City of Columbus, an application and/or inspection fee waiver may apply. An expedited permit review and approval process may also be applicable. However, in order to take advantage of these benefits you will need to complete and provide the supporting information requested below. Please read through the help text information provided for each field in order to take full advantage of your benefits and speed your permit through processing.

* indicates a required field.

Job Type

Public Works: Yes No

Plan / Drawing Information

Capital Improvement Project #:

CC#:

CC#:

Construction Inspection Deposit #:

Private E Plan #:

Construction Agreement #:

Water Service Plan #:

Click yes or no if you will be in the street, sidewalk, right-of-way (area other than sidewalk or street a lot of times in between street and sidewalk). Only click yes for small cell antenna co-locate or small cell antenna monopole installation if this is work associated with a small cell (either pole or underground fiber or power) otherwise click no.

The screenshot shows a web page from the City of Columbus. The header features the city's logo and navigation links for Home, Search, New, Schedule, and Return to The City of Columbus. The main content area is titled "Right-of-Way Type". It contains several questions with radio button options:

- * Street: Yes No
- * Right of Way: Yes No
- * Sidewalk: Yes No
- Small Cell Antenna Co-Locate Installation: Yes No
- Small Cell Antenna Monopole Installation: Yes No
- Please Waive Forestry Review: Yes No

A section titled "Applicant" is visible at the bottom of the form.

Click “Select from Account”

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New**

Continue Application > **Save and resume later**

You're account information will show up and then click “continue Application.”

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ **Contact added successfully.**
eric petee
eppetee@columbus.gov
Home phone:
Mobile Phone:
Work Phone: 614-645-6607
Fax:
[Edit](#) [Remove](#)

Utility/Facility Owner

To find a Utility/Facility Owner, click the Look Up button.

Look Up

Continue Application > **Save and resume later**

Supply a “start date” and number of days.

Permit Reason must be specific to what you are doing. For instance it cannot just say construction or close curb lane. If it does you will then get an email asking what the permit reason really is. Be very specific in the permit reason section. This could say close curb lane for water or sewer repair or close curb lane for work associated with CC 18626.

The more information is always better.

The screenshot shows a web-based application for permit processing. At the top, there's a blue header with the City of Columbus logo and navigation links for Home, Search, New, Schedule, and Return to The City of Columbus. Below the header, a red banner displays the text "Step 1: Permit Detail > Job Information" and a note in red: "please allow 3-10 business days for permit processing**". A small star icon is in the top right corner of this banner. To the right, a note says "* indicates a required field." The main form area is titled "Job Detail". It contains several input fields: "Requested Start Date" with a value of "03/31/2021" and a calendar icon; "Requested No. of Days Needed" with a value of "30"; "Requested Work Hours Start" and "End" fields, both currently empty; and a "Permit Reason" field containing the text "close curb lane water service repair". There's also a "Special Instructions" field at the bottom which is currently empty.

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Home Search + New Schedule Return to The City of Columbus

Step 1: Permit Detail > Job Information

please allow 3-10 business days for permit processing

* indicates a required field.

Job Detail

* Requested Start Date: 03/31/2021

* Requested No. of Days Needed: 30

Requested Work Hours Start:

Requested Work Hours End:

* Permit Reason: close curb lane water service repair

Special Instructions:

Type in the address number and then street name must be in capital letters. Click search at the bottom and your address will be validated.

Address

Addresses/parcels can be verified to be in the city of Columbus at <http://gis.columbus.gov/oss/>

Street No.:	Direction:	Street Name: *	Street Type:
111	--Select--	FRONT	--Select--
City:	State:	Zip:	
Full Address Start			
<input type="text"/>			
Full Address End			
<input type="text"/>			
Start Cross Street			
<input type="text"/>			
End Cross Street			
<input type="text"/>			
Address Type			
<input type="text"/>			
Description:			
<input type="text"/>			
<small>spell check</small>			
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		
<input type="button" value="Continue Application »"/>		<input type="button" value="Save and resume later"/>	

When you click search the fields for city and zip code will be filled in. Now select “continue application.”

The screenshot shows the City of Columbus address search interface. At the top, the city logo and mayor's name are displayed. Below the logo, there is a navigation bar with links for Home, Search, New, Schedule, and a link to return to the city's main website. The main form is titled "Address" and contains the following fields:

- Street No.: 111
- Direction: N
- Street Name: * FRONT
- Street Type: ST
- City: COLUMBUS
- State: OH
- Zip: 43215

Below these fields, there are several optional fields:

- Full Address Start
- Full Address End
- Start Cross Street
- End Cross Street
- Address Type (dropdown menu)
- Description (text area)

At the bottom of the form, there are two buttons: "spell check" and a red "Search" button. To the right of the "Search" button is a red "Clear" button. At the very bottom, there are two large red buttons: "Continue Application »" on the left and "Save and resume later" on the right.

The next slide is where you will add the cut size information. Note: a cut size is only needed if you will be making cuts, potholing utilities in the pavement.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts *

* indicates a required field.

Cut Information

Showing 0-0 of 0

Cut Number	Width	Length
No records found.		

Add a Row * **Edit Selected** **Delete Selected**

Continue Application » **Save and resume later**

Click “add a row” and then hit drop down and select “Cut # 1”. The add width and length of cut size.

If you have multiple cuts in the pavement follow above step and add “Cut # 2 or Cut # 3”. Then click submit.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts *

* indicates a required field.

Cut Information

Showing 0-0 of 0

Cut Number	Width	Length
No records found.		

Add a Row * **Edit Selected** **Delete Selected**

Continue Application » **Save and resume later**

Cut Number: *

Width: *

Length: *

Submit **Cancel**

Click "continue application"

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1: Permit Detail > Cuts ★

* indicates a required field.

Cut Information

Showing 1-1 of 1

	Cut Number	Width	Length	
<input type="checkbox"/>	Cut # 1	4	3	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application ➤](#) [Save and resume later](#)

Next you'll supply your contact name and phone number.

NOTE: If this permit includes a dumpster that dumpster permits are only good for 30 days and then must be reapplied for.

Then click "continue application."

Contact Information

Main Contact Person:

Contact Email:

Site Work Contact Name:

Site Work 24hr Phone:

Dumpster Owner Name: (?)

Dumpster Owner Telephone:

Continue Application »

Save and resume later

Parking meters would be added here if applicable. The parking meters will need to be listed out as they are shown below. You cannot add all meters on one line. If your project is removing any meter heads make sure you check that box when you apply. Then click “continue application.”

<input type="checkbox"/>	UW238	<input type="text"/>	09/01/2020	<input type="button"/>	10/31/2020	<input type="button"/>	09/01 @ 8AM	<input type="text"/>	10/31 @ 10PM	<input type="checkbox"/>
<input type="checkbox"/>	UW240	<input type="text"/>	09/01/2020	<input type="button"/>	10/31/2020	<input type="button"/>	09/01 @ 8AM	<input type="text"/>	10/31 @ 10PM	<input type="checkbox"/>
<input type="checkbox"/>	UW242	<input type="text"/>	09/01/2020	<input type="button"/>	10/31/2020	<input type="button"/>	09/01 @ 8AM	<input type="text"/>	10/31 @ 10PM	<input type="checkbox"/>

Click “add a row” and the following screen will pop up.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 2 : Parking Meters > Parking Meters ★

required field.

Parking Met

Showing 0-0 of 0

Meter N

No records fo

Add a Row

Meter Number: * (?)

Date From: * (?)

Date To: * (?)

Time From: *

Time To: *

Remove Head

Submit **Cancel**

Continue Application **Save and resume later**

The documents portion is where you will upload the signed title sheet (CC plan, Private E plan, CIP, 3P), estimate of quantities sheet, and sheet showing the work.

A maintenance of traffic (MOT) plan would be required if you are closing down the entire street or alley. A MOT plan is not required to request a curb lane closure.

The file size limit maximum is 100 MB. The two fields below are required when you upload the site plan.

Then click “continue application.”

The screenshot shows a web-based application for permit submission. At the top, there is a yellow-highlighted section for 'Type:' with a dropdown menu showing 'Select'. To the right is a 'Remove' link. Below this is a 'File:' section showing a PDF named 'ROW Miscellaneous - EP-20-05118 - 8_20_2020.pdf' at 100% zoom. A 'spell check' button is visible. At the bottom of this section are three red buttons: 'Save', 'Add', and 'Remove All'. The background is white with some gray shading.

Below this is a large blue header bar with the 'COLUMBUS' logo and 'ANDREW J. GINTHER, MAYOR'. The main content area has a white background. It displays a navigation bar with links for Home, Search, New, Schedule, and Logout. It also shows the user is logged in as 'eric petee' with 'Collections (0)', 'Account Management', and 'Logout' options.

The main content area is titled '903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)'. It shows a progress bar with steps 1 through 6, where step 3 'DOCUMENTS' is highlighted. A sub-section titled 'Step 3: Documents > Attached Documents' is shown, featuring a red star icon indicating a required field. Below this is a table with columns for Name, Type, Size, Latest Update, and Action. A note states 'The maximum file size allowed is 100 MB. html;htm;mht;mhtml are disallowed file types to upload.' The table shows 'No records found.' At the bottom are red 'Add' and 'Continue Application' buttons, and a 'Save and resume later' button.

Now review your application. If ok click "continue application."

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Home Search New Schedule Return to The City of Columbus

Step 4: Review

Continue Application » **Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

Plan / Drawing Information

CC#: **Edit**
CID#: **Edit**
D.R.E.#: **Edit**
AGR#: **Edit**
CIP#: **Edit**
WSP#: **Edit**
PPP#: **Edit**
OUPS Design Ticket#: **Edit**

Right-of-Way Type

Street: Yes
Right of Way: No
Sidewalk: Yes
Small Cell Antenna Co-Locate Installation: No
Small Cell Antenna Monopole Installation: No
Please Waive Forestry Review: No **Edit**

Applicant

eric petee Work Phone: 614-645-6607
4562 county road 152 E-mail: eppetee@columbus.gov
columbus, OH, 43319 **Edit**

Utility/Facility Owner

Edit

You will now be prompted to pay the application fee. Click "continue application."

The screenshot shows a web application interface for the City of Columbus. At the top, there's a blue header with the city's name and a mayor's title. Below it is a black navigation bar with links for Home, Search, New, Schedule, and a link to return to the city's website. A red banner at the top indicates the user is logged in as 'eric petee'. The main content area has a grey background and displays a step-by-step process: '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)'. Below this, a horizontal bar shows steps 1 through 6: 1 PARKING METERS, 2 DOCUMENTS, 3 REVIEW, 5 PAY FEES (which is highlighted in red), and 6 RECORD ISSUANCE. A dark grey bar labeled 'Step 5: Pay Fees' is followed by a red star icon. The main body contains instructions about preliminary fees and a table showing one application fee of \$100.00. A note states that total fees are \$100.00 and includes a note about potential inspection fees. At the bottom is a red button labeled 'Continue Application >'

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Logged in as: eric petee Collections (0) Account Management Logout

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 5: Pay Fees ★

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$100.00

TOTAL FEES: \$100.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application >

You can either pay by trust account, credit card or electronic check. Please note that if you want to pay by electronic check you must click credit card and then will be given the option to pay by electronic check. Check either trust account or credit card and then click "submit payment." You will be redirected to a 3rd party to pay.

The screenshot shows a web browser displaying the City of Columbus website. The header includes the city logo, mayor's name, and navigation links for Home, Search, New, Schedule, and Return to The City of Columbus. The user is logged in as 'eric petee' with 0 collections. The main content is titled '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)'. A progress bar at the top indicates Step 5: Pay Fees is active. Below this, instructions say to select a payment method and fill required information. Available methods are Credit Card, Trust Account, and Bank Account. A note says to select the payment type. Payment Options show 'Amount to be charged: \$100.00' with radio buttons for 'Pay with Credit Card' (selected) and 'Pay with Trust Account'. A red 'Submit Payment »' button is at the bottom.

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Logged in as: eric petee Collections (0) Account Management Logout

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES **6 RECORD ISSUANCE**

Step 5:Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type.

Payment Options

Amount to be charged: \$100.00

Pay with Credit Card
 Pay with Trust Account

Submit Payment »

Next you will be walk through each type of payment. I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click credit card and then click "next."

Agency Logo Here

Language: English ▾

Payment Method

* Indicates required field

Choose method of payment	
<input type="radio"/> Pay by electronic check	* Account Type: Personal ▾
<input type="radio"/> Pay by credit card	 

Back **Next** **Exit**

Fill out all of the required information with a * next to it. Click the "I am not a robot box" at bottom left and then click "next."

Agency Logo Here

Language: English ▾

Payment Information

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	*First Name: <input type="text"/>
	M.I.: <input type="text"/>
	*Last Name: <input type="text"/>
	Street Line 1: <input type="text"/>
	Street Line 2: <input type="text"/>
	City: <input type="text"/>
	State: Select State <input type="button" value="▼"/>
	Zip: <input type="text"/>
	Phone: <input type="text"/>
	*E-Mail: <input type="text"/>
Payment Details	
*Payment Amount: <input type="text" value="100.00"/> USD	
Payment Method	
*Name on Card: <input type="text"/>	*Card Number: <input type="text"/>
*Expiration Date: * Month <input type="button" value="▼"/> * Year <input type="button" value="▼"/>	
<input type="checkbox"/> I'm not a robot	
reCAPTCHA <small>Privacy · Terms</small>	
Back Next Exit	

This is for payment by electronic check. Fill out all of the required information with a * next to it. Then you will need to click "next."

Agency Logo Here

Language: English ▾

Payment Information

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	*First Name: <input type="text"/>
	M.I.: <input type="text"/>
	*Last Name: <input type="text"/>
Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select State <input type="button" value="▼"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
*E-Mail: <input type="text"/>	
Payment Details	
*Payment Amount: <input type="text" value="100.00"/> USD	
Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.	
Payment Method	
*Name On Account: <input type="text"/>	
*Account Number: <input type="text"/> What's This?	
*Re-Type Account Number: <input type="text"/> What's This?	
*Routing Number: <input type="text"/>	
*Account Type: <input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Back Next Exit	

This is for payment by trust account. You'll need to check either record or contacts.

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903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 5:Pay Fees ★

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type.

Payment Options

Amount to be charged: \$100.00 * indicates a required field.

Pay with Credit Card
 Pay with Trust Account

Trust Account(s) Associated With: *

Record
 Contacts

Submit Payment »

I clicked “contacts” and you’ll see my trust account pops up with amount in the trust. Then click “submit payment.”

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES
Step 5:Pay Fees				
Please select a payment method and then fill in all required information. The available payment methods are:				
<ul style="list-style-type: none">•Credit Card•Trust Account•Bank Account				
Please select the payment type.				
Payment Options				
Amount to be charged: \$100.00				
<input type="radio"/> Pay with Credit Card <input checked="" type="radio"/> Pay with Trust Account				
Trust Account(s) Associated With: *				
<input type="radio"/> Record <input checked="" type="radio"/> Contacts				
Contacts *		Trust Account Name *		
eric petee▼		DPS_PERMITS_TES▼		
Name on Trust Account: TESTING TRUST ACCOUNT				
Amount Available: \$4,091.50				
Submit Payment »				

If your payment is successful you will get the following screen where you can “print/view receipt.” **Please note this does not mean you have an approved permit.** Staff will review and process the permit. If any additional fees such as pavement cut and inspection fees are required you will pay that once permit has been approved.

**** You cannot schedule for any inspection until permit has been approved.

The screenshot shows a web browser displaying the City of Columbus website. The header includes the city logo, mayor's name, and navigation links for Home, Search, New, Schedule, and Return to The City of Columbus. The user is logged in as 'eric petee' with 0 collections. The main content area shows a step-by-step process for a '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)'. Step 6, 'Record Issuance', is highlighted with a red bar and a star icon. A message indicates the application has been successfully submitted and provides the record number EP-21-01615. It also notes the need to check the status or schedule inspections using this number. Buttons for 'Print/View Receipt' and 'View Record Details' are visible.

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

Logged in as: eric petee Collections (0) Account Management Logout

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 6: Record Issuance ★

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is EP-21-01615.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Print/View Receipt

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

View Record Details » (You must post the record in the work area.)