

How to Apply for a 905 construction Permit

Please note: Only a licensed contractor with the City of Columbus (Home Improvement Contractor (HIC) or General Contractor) or homeowner can apply for a 905 permit.

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. At the top, there is a navigation bar with links for Home, Search, + New, Schedule, and Return to The City of Columbus. Below the navigation bar, the user is logged in as 'eric petee' and has access to Collections (0), Account Management, and Logout. The main content area is divided into sections. On the left, there is a 'What's New in ACA?' section with a link to see how to schedule an inspection. The main content area features a 'Welcome eric petee' message and a recommendation to use Google Chrome. Below this, there is a list of services available through the Citizen Access Portal, including purchasing permits, scheduling inspections, and applying for various types of permits. The 'Right-of-Way' section is highlighted, and the 'Create an Application' link is highlighted in yellow.

Home Search + New Schedule Return to The City of Columbus

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 Search Applications Schedule an Inspection	Zoning Search Applications

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

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 “905 construction” 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 CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

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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 colspemits@columbus.gov.

Search

- 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 »

For a new build you screen would look something like this below. You would get all the numbers below from the BZS stamped site plan/engineers site plan or site compliance plan if this was a commercial site.

*** If you are just replacing curb, sidewalk, or driveway apron you would click yes to any that apply and at the drop down you would select replacement instead of new.

Step 1: Permit Detail > Applicant ★

* indicates a required field.

Construction Type

* Curb: Yes No

Footage: *

* Sidewalk: Yes No

Sidewalk new or replacement: *

Sidewalk width: * ft.

Sidewalk feet from face of curb: * ft.

* Driveway: Yes No

* Driveway: Yes No

Driveway new or replacement: *

Driveway type: *

Width at Curb: * ft.

Curb removed in feet: * ft.

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](#)

Your 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
epetee@columbus.gov
Home phone:
Mobile Phone:
Work Phone: 614-645-6607
Fax:
[Edit](#) [Remove](#)

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](#)

[Continue Application »](#)

[Save and resume later](#)

Supply a "start date" and number of days is automatically 90.

Permit reason would be to install new drive approach, curb & sidewalk***If this is a replacement permit reason would say replacing curb, sidewalk, & drive approach if all 3 were applicable.

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ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

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

905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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

****please allow 3-10 business days for permit processing****

* indicates a required field.

Job Detail

* Requested Start Date:

Requested End Date:

Requested No. of Days Needed:

Requested Work Hours Start:

Requested No.
of Days
Needed:

90

Requested
Work Hours
Start:

Requested
Work Hours
End:

* Permit
Reason:

NEW DRIVE APRON, CURE

Special
Instructions:

Notes:

[spell check](#)

Address

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:

City: State: Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Description:

[spell check](#)

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

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Address

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

Street No.: 111 Direction: N Street Name: * FRONT Street Type: ST

City: COLUMBUS State: OH Zip: 43215

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Description:

spell check

Search Clear

Continue Application >> Save and resume later

Next you'll supply your 24 hour contact name and phone number. Then click "continue application."



* indicates a required field.

Contact Information

Main Contact Person:

Contact Email:

Site Work Contact Name:

Site Work 24hr Phone:

Dumpster Owner Name:



Dumpster Owner Telephone:

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 and can't say see attached word document. If a meter head needs removed you would check the box. This would not be applicable to most applications. All meters must be listed out. Then click "continue application."

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

Home Search + New Schedule Return to The City of Columbus

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

903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

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

Step 2: Parking Meters > Parking Meters ★

- Notice will be required to adjacent business 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

*Indicates a required field.

Parking Meters

Showing 0-0 of 0

Meter Number	Date From	Date To	Time From	Time To
No records found.				

Add a Row
Edit Selected
Delete Selected

Continue Application >>
Save and resume later

Click on the documents tab:

903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

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

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* indicates a required field.

Parking Meters

Showing 0-0 of 0

Meter Number	Date From	Date To	Time From	Time To
No records found.				

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

For new builds you would upload the following:

1. BZS Stamped Site plan or site compliance plan
- Or
2. Engineered Site Plan & Zoning Clearance Letter from Building & Zoning

For replacements a site plan is not needed because you are just replacing what is there and are not changing anything.

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

Then click “continue application.”

Type: *

[Remove](#)

--Select--

File:

ROW Miscellaneous - EP-20-05118 -
8_20_2020.pdf

100%

Description: *

[Redacted description text]

[spell check](#)

Save

Add

Remove All

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

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Home Search New Schedule Return to The City of Columbus

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905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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

905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

Construction Type

[Edit](#)

Curb:	Yes
Footage:	footage from site plan
Sidewalk:	Yes
Sidewalk new or replacement:	New
Sidewalk width:	4
Sidewalk feet from face of curb:	6.5
Driveway:	Yes
Driveway new or replacement:	New
Driveway type:	Residential
Width at Curb:	21
Curb removed in feet:	100

Applicant

[Edit](#)

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

[Edit](#)

Requested Start Date:	03/31/2021
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You will now be prompted to pay the application fee. Click “continue application.”

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[Home](#) [Search](#) [New](#) [Schedule](#) [Return to The City of Columbus](#)

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905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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	\$135.00

TOTAL FEES: \$135.00
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.

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905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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[Continue Application »](#)

905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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

* indicates a required field.

Payment Options

Amount to be charged: \$135.00

- Pay with Credit Card
- Pay with Trust Account

Submit Payment »

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

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905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

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. * indicates a required field.

Payment Options

Amount to be charged: \$135.00

Pay with Credit Card
 Pay with Trust Account

Trust Account(s) Associated With: *

Record
 Contacts

Contacts * **Trust Account Name ***

eric petee DPS_PERMITS_TES

Name on Trust Account: TESTING TRUST ACCOUNT
Amount Available: \$3,991.50

Submit Payment >>

I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit 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."

The screenshot shows the City of Columbus website header with the logo and Mayor Andrew J. Ginther's name. The navigation bar includes Home, Search, New, Schedule, and Return to The City of Columbus. A red bar at the top right indicates the user is logged in as 'eric petee' and shows 'Collections (0)', 'Account Management', and 'Logout' options.

The main content area is titled '905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)'. It features a progress bar with six steps: 1, 2 PARKING METERS, 3 DOCUMENTS, 4 REVIEW, 5 PAY FEES (highlighted in red), and 6 RECORD ISSUANCE. Below the progress bar is a grey bar labeled 'Step 5: Pay Fees' with a red star icon.

The instructions state: 'Please select a payment method and then fill in all required information. The available payment methods are: •Credit Card, •Trust Account, •Bank Account'. Below this, it says 'Please select the payment type.' and includes a note '* indicates a required field.'

The 'Payment Options' section shows the 'Amount to be charged: \$135.00' and two radio button options: 'Pay with Credit Card' (selected) and 'Pay with Trust Account'. At the bottom, there is a red button labeled 'Submit Payment »'.

You will be taken to a 3rd party to pay for credit card and electronic check.



Language: English ▾

Payment Method

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal ▾

Pay by credit card

 

This is for payment by electronic check. 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."



Language: English

Payment Information

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 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:

*Account Number: [What's This?](#)

*Re-Type Account Number:

*Routing Number: [What's This?](#)

*Account Type: Checking Savings

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

Use Business Name

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Phone:

*E-Mail:

Payment Details

*Payment Amount: USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month
* Year

I'm not a robot 

Back Next Exit

Add the information and then click “pay now.”

Payment Method

Credit Card 
walter cox
x1111 02/22

Payment Amount

Amount: 135.00 USD
Total: 135.00 USD

Back Pay Now Exit

Please do not click the exit button or close the browser. You will be redirected to the payment successful screen automatically.

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.

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Home Search New Schedule Return to The City of Columbus

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905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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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 SDC-21-00145.

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.)