

# PERMIT PROCESSING STATUS

- ▶ **APPLICATION SUBMITTAL** | *handled by Customer Service*  
A complete submission includes a filled-out building permit application and two (2) sets of plans. Applications and fee schedule can be found online at [columbus.gov/BZSDocs](http://columbus.gov/BZSDocs)
- ▶ **REVIEW COORDINATION & SITE ENGINEERING REVIEW** | *handled by Engineering (One Stop Shop)*  
Determine which reviews (zoning, building, etc.) are required and route the plans accordingly
- ▶ **ZONING REVIEW** | *handled by Zoning Section*
  - Verify changes to the site comply with use, height, setback, and other aspects of the zoning code
  - Confirm change of use complies with the zoning of the site
- ▶ **BUILDING PLAN REVIEW** | *handled by Building Section*
  - Plans examiners have twenty (commercial) or seven (residential) business days to issue either a plan approval or corrections letter
  - Plan approval is not permit issuance
- ▶ **RETURN COORDINATION** | *handled by Engineering or Customer Service*
- ▶ **PERMIT ISSUANCE** | *handled by Customer Service*  
Review the record to ensure it is complete and accurate, fees paid, and contractor assigned or appropriate owner affidavit received. Applicant and contractor are notified by email when ready for pickup.
- ▶ **INSPECTION**  
Scheduled or canceled through the Citizen Access Portal or 614-645-8235
  - Each permit is issued with a set number of inspection trips
  - Each time an inspector visits the site for that permit (i.e., plumbing or structural), no matter the result (approved, disapproved, partial approval) a trip is deducted.
  - Additional trips may be purchased through our Citizen Access Portal.

**Need assistance?**  
Citizen Access Tutorials



**TRADE PERMITS** (*Mechanical, Electrical, and Plumbing*)

- ▶ Trade work is included and approved with the plans submitted for a building permit
- ▶ Once the building permit is issued, trade permits can be applied for by:
  - Contractors registered with the City of Columbus may apply for trade permits online
  - Property owners of single-family, owner occupied or to be occupied, standalone structures (i.e., not a duplex, rental, or investment property). Trade permit applications must be submitted with a paper application and homeowner affidavit.
- ▶ The last two points are the same process and requirements for trade permits that do not require plan approval (such as but not limited to gas meter installation, hot water tank, furnace, or air conditioner replacement)

## DID YOU KNOW?

In addition to checking the status of your application, the Department of Building and Zoning Services offers the following services online at [Columbus.gov/CA](http://Columbus.gov/CA).

- ▶ Purchase & request inspections
  - ▶ Search & track an application or permit
  - ▶ Search for a licensed or registered contractor
  - ▶ Apply and pay for the following types of permits:
    - Mechanical, electric & plumbing permits\*
    - 1,2,3 family & multifamily roof, siding, window, & door permits\*
    - Multifamily & commercial revisions to approved plans
    - Commercial after-hours plan review
    - Final site compliance
- \*Must be a licensed or registered contractor

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## HOW TO REACH US

### CUSTOMER SERVICE

Fees, licenses or registrations, or the status and process for permits

General: [BZS-Intake@columbus.gov](mailto:BZS-Intake@columbus.gov) • (614) 645-7433

Licensing: [BZSLicensing@columbus.gov](mailto:BZSLicensing@columbus.gov)

### ENGINEERING (ONE STOP SHOP)

[EngineeringInfo@columbus.gov](mailto:EngineeringInfo@columbus.gov) • (614) 645-0032

### ZONING SECTION

[ZoningInfo@columbus.gov](mailto:ZoningInfo@columbus.gov) • (614) 645-8637

### BUILDING SECTION

Commercial or residential code, plan exam status, or certificates of occupancy

[BuildingPlanReviewInfo@columbus.gov](mailto:BuildingPlanReviewInfo@columbus.gov) • (614) 645-7562

### INSPECTION SUPERVISORS

Structural      [Structuralinfo@columbus.gov](mailto:Structuralinfo@columbus.gov)

Mechanical    [Mechanicalinfo@columbus.gov](mailto:Mechanicalinfo@columbus.gov)

Electric        [Electricinfo@columbus.gov](mailto:Electricinfo@columbus.gov)

Plumbing      [Plumbinginfo@columbus.gov](mailto:Plumbinginfo@columbus.gov)

### BUILDING COMPLIANCE

Working without a permit violations, locked records, building orders, or expired permits

General: [BCS@columbus.gov](mailto:BCS@columbus.gov) • (614) 645-1733

Expired permits: [ExpiredPermits@columbus.gov](mailto:ExpiredPermits@columbus.gov)

### CODE ENFORCEMENT

Investigates and issues code violations

Report Violations: [311@columbus.gov](mailto:311@columbus.gov) • (614) 645-3111

### RECORDS CENTER

Public record requests

[BZSRecords@columbus.gov](mailto:BZSRecords@columbus.gov) • (614) 645-6082

### GIS/MAP ROOM

Certified Addresses

[BZS-GIS@columbus.gov](mailto:BZS-GIS@columbus.gov) • (614) 645-5661