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

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.

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

- Purchase and schedule inspections
- Partial certificate of occupancy (PCO)
- Final site compliance
- Search for licensed or registered contractors
- Apply for building and trade permits
  - Visit the Citizen Access Portal for a complete list

FOR MORE INFORMATION: COLUMBUS.GOV/BZS