

# Request for Records or Research

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-6082 • bzsrecords@columbus.gov • Fax: 614-645-1700 • www.bzs.columbus.gov

**REQUESTOR INFORMATION:**

**DATE** \_\_\_\_\_

Individual Name \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Ext. \_\_\_\_\_

Email Address \_\_\_\_\_

**Please allow up to 10 business days for a request to be completed accurately and returned. Larger requests can take up to 14 days. You will be notified via e-mail when they are ready for review or pick-up. If fees are required for your request, a staff member from our records team will reach out with payment options.**

**RECORDS REQUESTED FOR:**

Certified Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_

Building Permit Number (if known) \_\_\_\_\_

Trade Permit Number(s) (if known) \_\_\_\_\_

**Records being requested (check all that apply):**

Open Violations: Code Enforcement, Building and Zoning Only

Zoning Text

Certificate of Occupancy

Maximum Capacity Card

Site Plan

Building Permit and Inspection Report - \$35.00 fee (To replace lost/stolen building permit, which contains inspection sign-offs)

Recertification of Plans - \$150.00 fee (Includes building permit and inspection report. Not available for expired permits.)

Other (please be very specific):

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