# USER MANUAL FOR ONLINE PERMITTING

Mechanical, Electrical, and Plumbing Permits

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Applying for a Mechanical, Electrical, Plumbing Permit with Valid Plans Review

This section describes the application process for a trade permit that is required pursuant to the plans review of an associated, issued building permit or independent plans review (e.g. CBLD1600001, INTR1600001, PLEX1600001, etc.). In order to proceed under this section, you must reference a valid, issued building permit or independent plans review for which the trade work, as specified in your application, is required. Please note that referencing an invalid or unassociated building permit could result in additional fees for undisclosed work, possibly including fees for working without a permit.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

Once logged in, click the “Create an Application” link.
Click the box indicating that you’ve read and understand the Privacy Policy, then press “Continue Application”.

Select the applicable license from the drop down list, then press “Continue Application”.

- Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).
If you need to add a license to your public user account, you can do that by clicking the “Account Management” link in the upper right part of the screen.

Select a category (commercial, multi-family, residential, etc.) from the drop down list, then press “Continue Application”.

The available records will then be displayed depending on your selection. Choose which permit you desire, then press “Continue Application”.
Click “Yes” on “Approved Plan Review” and enter the permit number of the plan approval. Then press “Continue Application”.

Indicate whether the scope of work qualifies for “Minor Limited Scope”. Please review minor limited scope list (depicted with the arrow) to ensure qualification. Then press the “Continue Application” button.
If your project does not qualify for minor limited scope, enter the work description (be as detailed as possible). Also, understand that failure to disclose information or misrepresentation of the work scope may result in fees for undisclosed work, or possibly fees for working without a permit. When finished, press the “Continue Application” button.
Answer any additional questions that apply, then press “Continue Application”. Note – the questions below only apply to electrical permits.

Select the applicant and licensed professional for this application. **Note – for electrical and plumbing permits, the licensed professional should already be attached.**

Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return back here once the contractor information has been added.
After the applicant information has been attached, press the “Continue Application” button.
Indicate the number of inspection trips for the permit, then press “Continue Application”. At this time, you are limited to selecting either a 1 inspection trip or 2 inspection trip permit. If you need additional trips, you can purchase those separately after the permit is created. Please refer to the user guide for instructions. In the future we will be adding functionality to allow you to identify more than 2 trips, so make sure to check back often.
Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press the “Continue Application” button.

An itemized list of the applicable fees will appear, with a subtotal below. Press the “Continue Application” button to proceed to payment.
You will be directed to our payment processor, which may look different than the permit application portal. Press the “Next” button.

Enter the payment information required. Press the “Next” button.
Confirm that the payment information is correct. Press the “Pay Now” button.
After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your application is complete and your permit issued. You may press the “Print/View Permit” button and print your permit. Also, print your receipt by pressing the “Print/View Receipt” button.

Congratulations and thank you for using the Citizen Access portal!
APPLYING FOR A MINOR, LIMITED SCOPE (MLS) MECHANICAL, ELECTRICAL, PLUMBING PERMIT

This section describes the application process for a trade permit that is considered a minor, limited scope of work. The full list of items classified as minor, limited scope (MLS) can be found by clicking here. In order to proceed under this section, your scope of work must be a qualified item represented on the MLS list. Understating your scope of work so that it does qualify could result in additional fees for undisclosed work, possibly including fees for working without a permit.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

Once logged in, click the “Create an Application” link.
Click the box indicating that you’ve read and understand the Privacy Policy, then press “Continue Application”.

Select the applicable license from the drop down list, then press “Continue Application”.
- Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).
If you need to add a license to your public user account, you can do that by clicking the “Account Management” link in the upper right part of the screen.

Select a category (commercial, multi family, residential, etc.) from the drop down list.

The available records will then be displayed depending on your selection. Choose which permit you desire, then press “Continue Application”.

Click “No” on “Approved Plan Review” and enter the permit number of the plan approval. Then press “Continue Application”. If your project is minor, limited scope and you also have a valid plan approval, please refer to the “Applying for a mechanical, electric, plumbing permit with valid plans review” section of the instructions.
Enter the work location of your project by specifying the address number, street name, and unit number (if applicable). Then press the “Search” button. If the address is valid, the remaining address and parcel information will populate. Then press “Continue Application”.

Enter the ownership information, the press “Continue Application”.
Indicate that the scope of work qualifies for “Minor Limited Scope” by clicking “Yes”. Select the appropriate scope item in the drop down box. Please review minor limited scope list (depicted with the arrow) to ensure qualification. Then press the “Continue Application” button.

Answer any additional questions that apply, then press “Continue Application”. Note – the questions below only apply to electrical permits.
Select the applicant and licensed professional for this application. **Note – for electrical and plumbing permits, the licensed professional should already be attached.**

**Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return back here once the contractor information has been added.**
After the applicant information has been attached, press the “Continue Application” button.
Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press the “Continue Application” button.
An itemized list of the applicable fees will appear, with a subtotal below. Press the “Continue Application” button to proceed to payment.

![Screenshot of a permit application interface with fees and payment options]

You will be directed to our payment processor, which may look different than the permit application portal. Press the “Next” button.

![Screenshot of payment method selection interface]

Enter the payment information required. Press the “Next” button.
Confirm that the payment information is correct. Press the “Pay Now” button.
After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your application is complete and your permit issued. You may press the “Print/View Permit” button and print your permit. Also, print your receipt by pressing the “Print/View Receipt” button.

Congratulations, and thank you for using the Citizen Access portal!
APPLYING FOR A STAND-ALONE MECHANICAL, ELECTRICAL, PLUMBING PERMIT

This section describes the application process for a trade permit that is considered minor enough to not require drawings, but broader than minor, limited scope work. This application will be submitted and reviewed by an inspection supervisor to ensure qualification. If your application is approved, you will be emailed with a link to pay any associated fees (you will not be charged if your submission is not accepted). After fees have been paid, your permit will be issued and available for print.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

Once logged in, click the “Create an Application” link.
Click the box indicating that you’ve read and understand the Privacy Policy, then press “Continue Application”.

Select the applicable license from the drop down list, then press “Continue Application”.

- Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).
- If you need to add a license to your public user account, you can do so by clicking the “Account Management” link in the upper right part of the screen.

Select a category (commercial, multi family, residential, etc.) from the drop down list.

The available records will then be displayed depending on your selection. Choose which permit you desire, then press “Continue Application”.
Click “No” on “Approved Plan Review”. Then press “Continue Application”.

Enter the work location of your project by specifying the address number, street name, and unit number (if applicable). Then press the “Search” button. If the address is valid, the remaining address and parcel information will populate. Then press “Continue Application”.
Enter the ownership information, the press "Continue Application".
Select “No” for minor, limited scope of work. Press the “Continue Application” button.

Enter the work description (be as detailed as possible). The information entered here will be used to determine if your project qualifies for a stand-alone permit. Also, understand that failure to disclose information or misrepresentation of the work scope may result in fees for undisclosed work, or possibly fees for working without a permit. When finished, press the “Continue Application” button.
Answer any additional questions that apply, then press “Continue Application”. Note – the questions below only apply to electrical permits.

Select the applicant and licensed professional for this application. Note – for electrical and plumbing permits, the licensed professional should already be attached.
Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return here once the contractor information has been added.

After the applicant information has been attached, press the “Continue Application” button.
Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press then “Continue Application” button.
Your application has not been submitted for review. Your permit has NOT been issued.

If approved for a stand-alone permit, you will receive an email notification with a link to pay the fees associated with the permit. Once the fees are paid, your permit will be issued and available for printing.

If your application is not accepted, you will receive an email notification describing the reasons for non-acceptance. In this instance, you will not be charged for the submission that was not accepted.

If your application is approved, you will receive an email with a button called “Pay Fees”. Clicking the button will open the Citizen Access portal and will display an itemized list of fees associated with the permit. Press the “Continue Application” button.
You will be directed to our payment processor, which may look different than the permit application portal. Press the “Next” button.

Enter the payment information required. Press the “Next” button.
Confirm that the payment information is correct. Press the “Pay Now” button.
After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your stand-alone application is complete and your permit issued. You may press the “Print/View Permit” button and print your permit. Also, print your receipt by pressing the “Print/View Receipt” button.

Congratulations, and thank you for using the Citizen Access portal!
ADDING A MECHANICAL CONTRACTOR TO A PERMIT

Following are the instructions for adding a mechanical contractor and any subcontractors to the permit application you’re currently attempting to complete.

After you add the applicant information, as specified in the directions above, click the “Add a Professional” button. You may add as many licenses as necessary given the scope of work for the permit. However, you can only add license numbers associated to your user account. **DO NOT** add subcontractor license information on this screen. Subcontractors can be added later.

Enter your license number. If your entry is a valid license, the Business Name and License Type fields will populate. Select the scope of work that will be performed by this license from the drop down box, then press the “Submit” button.
Your license will appear in the professional section as indicated below. If you possess multiple licenses, which will be used in the project, repeat the above steps and add your additional licenses (NOT subcontractors). Once completed, press the “Continue Application” button.
Next, specify whether the work will be self-performed. If you are not using subcontractors, indicate “Yes” and press “Continue Application”.

If you are using subcontractors, indicate “No” and press “Continue Application”.

Press the “Add a Subcontractor” button.

Enter the license number of the subcontractor who will be performing work described in the project scope. If the entry is a valid license, the Business Name and License Type fields will populate. Select the
scope of work that will be performed by this license from the drop down box, then press the “Submit” button.

The subcontractor license will appear in the project subcontractors section as indicated below. If you are using multiple subcontractors for your project, repeat the above steps and add the additional licensed subcontractors. Once completed, press the “Continue Application” button.
Mechanical Permit | Multi Family

Step 4: Contacts > Subcontractors

Project Subcontractors (if applicable)

Enter the license number of any other contractors (other than yourself) who will be performing work described in the project scope.

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<th>Business Name</th>
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<tr>
<td>555555</td>
<td>CITY OF COLUMBUS</td>
<td>Hydronics Cont</td>
<td>condenser and cooling tower piping</td>
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Add a Subcontractor  Edit Selected  Delete Selected

Continue Application  Save and resume later