



Mayor Michael B. Coleman

# MECHANICAL INSPECTION REQUEST FORM

City of Columbus, Ohio • Department of Building & Zoning Services  
 757 Carolyn Avenue, Columbus, Ohio 43224 • Phone: 614-645-5698 • [www.columbus.gov](http://www.columbus.gov)

Date: \_\_\_\_\_ Page # \_\_\_\_\_ of \_\_\_\_\_

Contact Us: (614) 645-5698 Fax Requests: (614) 645-2424 To Cancel an Inspection: (614) 645-7847 Senior Inspector: (614) 645-3270

Please complete all information.

City Use	Application Number	Job Information (Check all that applies)	Area (Lot #, suite, floor, etc.)	Rough	Final	Replace	Repair	Alter/Convert	Test	Contact Name & Number Any specific instructions or comments (call first for access, etc.)
1		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
2		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
3		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
4		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
5		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
6		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								
7		Address: _____								
		HVAC: _____ REFRIG.: _____ HYDRO: _____								
		FUEL-GAS: _____ EXHAUST: _____ FIREPLACE: _____								
		OTHER: _____ TEST: _____								

Information must be complete and accurate for inspection to be scheduled. Next business day inspection will result if request is received by 4 pm the previous business day.