

The walk-thru process facilitates same-day permitting for alterations to commercial tenant spaces. The checklist below outlines the process to request a walk-thru review.

Walk-Thru Review Checklist

Walk-thru applications will be reviewed by appointment only on Tuesdays and Thursdays between 1:00 PM and 3:00 PM. Appointments will be scheduled by City staff based on acceptance of this online application. Walk-thrus must be completed by 3:15 PM in order to obtain same day service. It is strongly recommended that the registered design professional responsible for preparing the construction documents be present for the walk-thru plan review. Because some projects are more complicated, the Building and Zoning Services Plans Examiner may determine that the application does not qualify for the "walk-thru" service. If a walk-thru review is not successful, the application will be retained for regular review. As an alternative, qualifying projects may request an "After-Hours" review.

By acknowledging below, the applicant agrees to pay the additional fees as outlined herein and confirms that the plans meet the following guidelines for walk-thru review:

- 1. A walk-thru service for plan review is being requested for a **commercial interior tenant alteration (ALTC)**, for an additional fee of \$1500.
Please note: These fees are in addition to the normal permit fees.
- 2. The Building Permit fee is directly related to the square footage disclosed on the permit application.
- 3. There are no open/outstanding orders on this property.
- 4. The application is limited to alterations and repairs within a single tenant space; the proposed work does not lead to a change of occupancy/use and is not located in the floodplain.
- 5. Plans are not designed under **"Compliance Alternatives" of Section 3412 of the Ohio Building Code.**
- 6. Impairment Plan approved by the Columbus Division of Fire has been obtained (when required).
- 7. Failure to accurately disclose the scope of work for this application shall result in the forfeiture of all "Walk-Thru" fees.