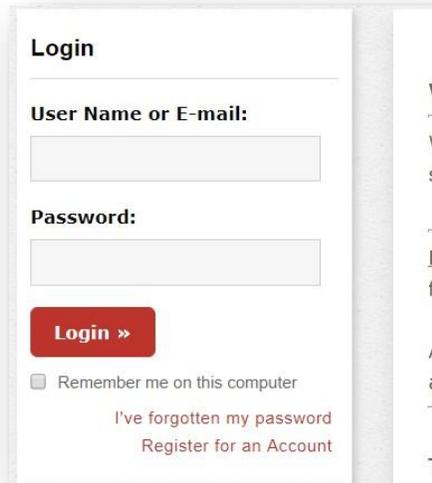


## Contents

Creating a New Application for Final Site Compliance .....	2
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## Creating a New Application for Final Site Compliance

- To begin, using the Chrome internet browser, navigate to the Building and Zoning Services Citizen Access Portal by entering <http://ca.columbus.gov/ca> into the address bar.
- Next enter your username and password into the login fields on the left side of the screen, then hit the “Login” button.
  - If you don’t have a user account established, please refer to the “Creating an Account User Manual” in the document library at <http://www.bzs.columbus.gov>.



The image shows a screenshot of a web login form. At the top, it says "Login". Below that is a horizontal line. The form has two main sections: "User Name or E-mail:" followed by a text input field, and "Password:" followed by another text input field. Below the password field is a red button with the text "Login »". Underneath the button is a checkbox labeled "Remember me on this computer". At the bottom of the form, there are two links: "I've forgotten my password" and "Register for an Account".

- Once you are logged in, click the “Create an Application” link under the Engineering header.

## Final Site Compliance User Manual

For best results, we recommend using the \* [Google Chrome](#) \* web browser for this site. Microsoft Edge is not supported at this time.

Below are the list of services available through the Citizen Access Portal:

- Purchase roof, siding, windows, and doors permits for 1,2,3 Family structures
- Purchase all mechanical, electrical, and plumbing permits
- Purchase an additional inspection trip
- Apply for a walk-thru permit
- Check the status of an existing permit
- Apply for excavation, occupancy, and special hauling permits

To view all user guides and training manuals, including how to create an account and attach a license, click [HERE](#) to access our document library.

To get started, select one of the services listed below:

### Building

[Purchase Permit or Inspection Trip](#)  
[Search Applications and Permits](#)

### Engineering

[Create an Application](#)  
[Search Applications](#)



### Right-of-Way

[Create an Application](#)  
[Search Applications](#)

### Zoning

[Search Applications](#)

- Read the privacy policy contained in the text box. Click the box to accept the terms and disclosures of the privacy policy. Then press the “Continue Application” button.

## Final Site Compliance User Manual

**Online Application**

Welcome to Agency's Online Permitting System. Using this system you can schedule inspections, track the status of your application, and print your final record at any time, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must allow pop-ups before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are

I have read and accepted the above terms.

**Continue Application >>**

- From the Licenses dropdown box, select the appropriate license or "None Applicable". Then hit the "Continue Application" button.

**Select a License**

Select a license for this record from the list below. associated with your account.

Licenses: \*

None Applicable ▼

**Continue Application >>**

- Enter information for either the address OR parcel information and hit the corresponding "Search" button. This will search our GIS repository for the information related to the supplied parcel or address.

## Final Site Compliance User Manual

Step 1: Proj. Location > Location Details

**Address**

Street No.: \*  Direction: --Select-- ▾

Street Name: \*  Street Type: --Select-- ▾

Unit No.:

City:  State: --Se ▾ Zip: \*

 Parcel

Parcel Number: \*

- Once the information has been returned, press the “Continue Application” button.

## Final Site Compliance User Manual

### Final Site Compliance Plan

<b>1 PROJ. LOCATION</b>	2 CONTACTS	3 PROJECT INFO.	4 ATTACHMENT
-------------------------	------------	-----------------	--------------

**Step 1 : Proj. Location > Location Details**

#### Address

Street No.: \*  Direction:

Street Name: \*  Street Type:

Unit No.:

City:  State:  Zip: \*

#### Parcel

Parcel Number: \*

- Enter the ownership information, then press the “Continue Application” button.

## Final Site Compliance User Manual

**Final Site Compliance Plan**

1 PROJ. LOCATION   2 CONTACTS   3 PROJECT INFO.   4 ATTACHMENTS

**Step 1: Proj. Location > Owner Details**

**Owner**

Owner Name:  ?

Address:

City, State, Zip:

[Search](#)   [Clear](#)

[Continue Application »](#)

- Next, enter the contact information for both the applicant and the property developer (which may be the same information). Press the “Select from Account” button if you have already established contact information.

**Final Site Compliance Plan**

1 PROJ. LOCATION   2 CONTACTS   3 PROJECT INFO.   4 ATTACHMENTS

**Step 2: Contacts > Applicant Info.**

**Applicant**

To add new contacts, click the Select from Account or Add New button.

[Select from Account](#)   [Add New](#)

**Developer** ↑

To add new contacts, click the Select from Account or Add New button.

[Select from Account](#)   [Add New](#)

[Continue Application »](#)

- From here, select the contact information from the list, then press the “Continue” button.

## Final Site Compliance User Manual

**Select Contact from Account**

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select one.

Showing 1-9 of 9

	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Individual	Heat Pump
<input type="radio"/>	Associated License	Plumbing Cont	WOMACK IND
<input type="radio"/>	Associated License	Electrical Cont	ELECTRICAL
<input type="radio"/>	Associated License	HIC General	DUMMY USER
<input type="radio"/>	Associated License	Hydronics Cont	DummyUser
<input type="radio"/>	Associated License	Plumbing Cont	TEST USER T
<input type="radio"/>	Associated License	Electrical Cont	USER DUMMY
<input type="radio"/>	Associated License	Heating HVAC	USER DUMMY
<input type="radio"/>	Associated Owner		CITY OF COL

**Continue** [Discard Changes](#)

- If the desired contact information is not in list, press the “Discard Changes” link and press the “Add New” button to create a new contact.
- When both sections have contacts attached, as indicated by green checkmarks, click the “Continue Application” button.

# Final Site Compliance User Manual

1 PROJ. LOCATION    **2 CONTACTS**    3 PROJECT INFO.    4 ATTACHMENTS

**Step 2 : Contacts > Applicant Info.**

**Applicant**

To add new contacts, click the Select from Account or Add New button. To

✔ Contact added successfully.

**Heat Pump  
heatpump**  
datagroup@columbus.gov  
Home phone:  
Mobile Phone:  
Work Phone: 6146457433  
Fax:  
[Edit](#) [Remove](#)

**Developer**

To add new contacts, click the Select from Account or Add New button. To

✔ Contact added successfully.

**Heat Pump  
heatpump**  
datagroup@columbus.gov  
Home phone:  
Mobile Phone:  
Work Phone: 6146457433  
Fax:  
[Edit](#) [Remove](#)

**Continue Application >>**

- Next, enter the project name and describe the project in the Project Description box. After completing box sections of the description of work, press the “Continue Application” Button.

**Final Site Compliance Plan**

1 PROJ. LOCATION    2 CONTACTS    **3 PROJECT INFO.**    4 ATTACHMENTS

**Step 3 : Project Info. > Project Desc.**

**Detail Information**

**Project Name: \***  
ACME Headquarters

**Project Description: \***  
New ACME headquarters and parking garage

[spell check](#)

**Continue Application >>**

## Final Site Compliance User Manual

- Next, if applicable, enter any previous, completed or pending submissions related to the project.
  - These submissions may include:
    - Associated building permit(s)
    - Rezoning or variance applications
    - Preliminary Site Compliance applications
- Begin by pressing the “Add a Row” button.

**Final Site Compliance Plan**

1 PROJ. LOCATION    2 CONTACTS    **3 PROJECT INFO.**    4 ATTACHMENTS

**Step 3: Project Info. > Related Applications**

List any and all applications that may be related to this submission/project. Such as

- Rezoning, Council Variance, or Board of Zoning Adjustment applications (pending)
- Previously submitted plans for the site, such as a preliminary site compliance application
- Associated building permit

**Related Applications**

Enter the application number of associated submissions

Showing 0-0 of 0

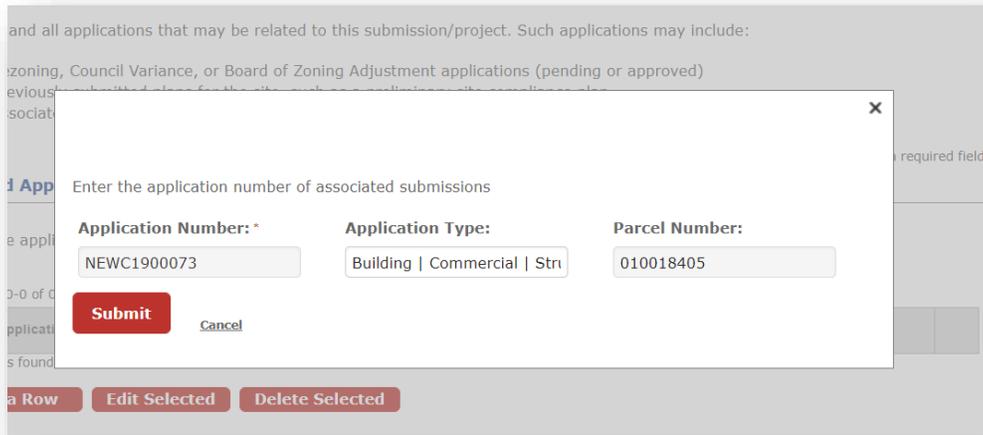
Application Number	Application Type
No records found.	

**Add a Row**    **Edit Selected**    **Delete Selected**

**Continue Application >>**

- In the box labeled “Application Number”, enter the application number for the related submission. Then press the “Submit” button.

# Final Site Compliance User Manual



- Verify that the list is populated with the correct related applications. Then continue the application.

**Step 3: Project Info. > Related Applications**
★

List any and all applications that may be related to this submission/project. Such applications may include:

- Rezoning, Council Variance, or Board of Zoning Adjustment applications (pending or approved)
- Previously submitted plans for the site, such as a preliminary site compliance plan
- Associated building permit

\* indicates a required field.

### Related Applications

Enter the application number of associated submissions

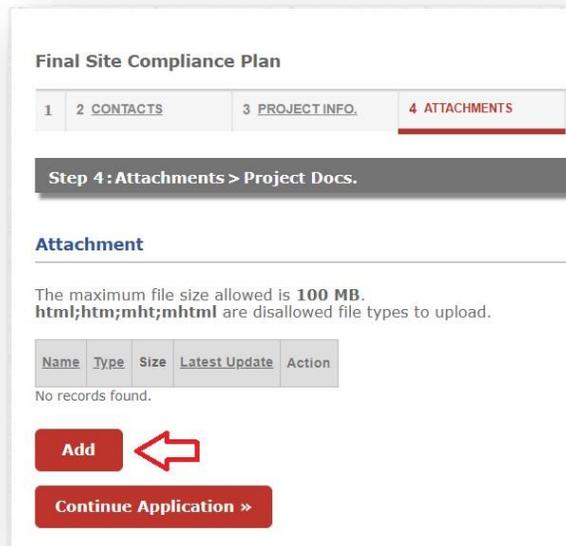
Showing 1-2 of 2

<input type="checkbox"/>	Application Number	Application Type	Parcel Number	
<input type="checkbox"/>	NEWC1900073	Building   Commercial   Structural   New Structure	010018405	<a href="#">Actions</a> ▼
<input type="checkbox"/>	19601-00001	Engineering   Prelim Comm Site Plan   NA   NA	010018405	<a href="#">Actions</a> ▼

Add a Row
Edit Selected
Delete Selected

Continue Application »
Save and resume later

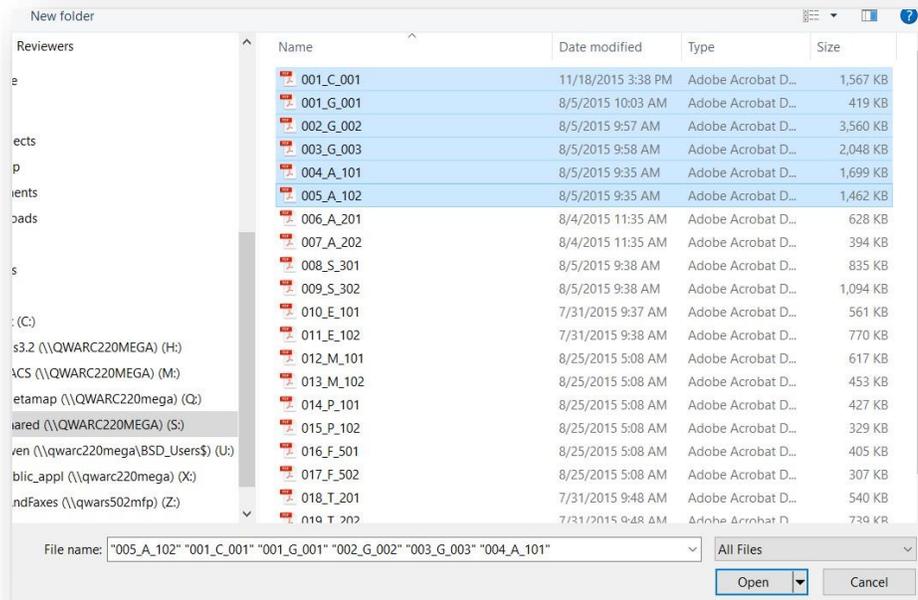
- Next, submit the plan drawings by first clicking the “Add” button.



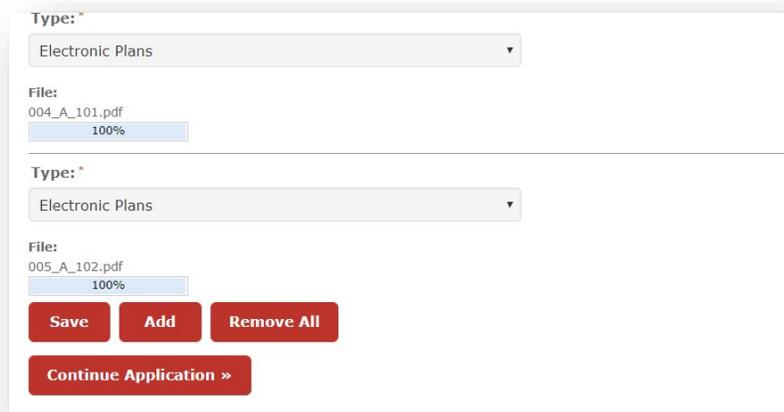
The screenshot shows a web application interface for 'Final Site Compliance Plan'. At the top, there are four tabs: '1', '2 CONTACTS', '3 PROJECT INFO.', and '4 ATTACHMENTS'. The '4 ATTACHMENTS' tab is selected and highlighted with a red underline. Below the tabs, a dark grey banner reads 'Step 4: Attachments > Project Docs.'. Underneath, the heading 'Attachment' is followed by a note: 'The maximum file size allowed is 100 MB. **html;htm;mht;mhtml** are disallowed file types to upload.' Below this note is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. The table is currently empty, with the text 'No records found.' below it. At the bottom of the form, there are two red buttons: 'Add' and 'Continue Application >>'. A red arrow points from the 'Add' button to the left.

- When the dialogue box opens, select one or many files from the window. When all files are selected, press the “Open” button.
  - Note that the files select should conform to the naming and submission standards outlined in the “Electronic Review Submission Standards” document posted in the Building and Zoning Services document library.

## Final Site Compliance User Manual



- Next, select “Electronic Plans” from the dropdown box for each file that was added. Then hit the “Save” button.



- Once all the files that are necessary for the submission have been saved, press the “Continue Application” button.
  - Note that new files can be added by pressing the “Add” button, and existing files can be deleted by pressing the “Action” button next the corresponding document.

**Step 4: Attachments > Project Docs.**

---

**Attachment**

The maximum file size allowed is **100 MB**.  
**html;htm;mht;mhtml** are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">001_C_001.pdf</a>	Electronic Plans	1.53 MB	06/14/2018	<a href="#">Actions</a> ▼
<a href="#">001_G_001.pdf</a>	Electronic Plans	418.74 KB	06/14/2018	<a href="#">Actions</a> ▼
<a href="#">005_A_102.pdf</a>	Electronic Plans	1.43 MB	06/14/2018	<a href="#">Actions</a> ▼
<a href="#">003_G_003.pdf</a>	Electronic Plans	2.00 MB	06/14/2018	<a href="#">Actions</a> ▼
<a href="#">004_A_101.pdf</a>	Electronic Plans	1.66 MB	06/14/2018	<a href="#">Actions</a> ▼

< Prev 1 2 Next >

Add

Continue Application »

- Next, review the information that was submitted. If anything needs modified, press the “Edit” button that corresponds the desired section.

## Final Site Compliance User Manual

<b>Record Type</b>	
Final Site Compliance Plan	
<b>Address</b>	<a href="#">Edit</a>
1111 E BROAD ST COLUMBUS OH 43205	
<b>Parcel</b>	<a href="#">Edit</a>
Parcel Number: 010012607	
<b>Owner</b>	<a href="#">Edit</a>
<b>PROPERTY OWNER</b> 123 MAIN STREET ANYTOWN, USA	
<b>Applicant</b>	<a href="#">Edit</a>
Heat Pump heatpump 757 Carolyn Ave columbus, OH, 43224	Work Phone: 6146457433 E-mail: datagroup@columbus.gov
<b>Developer</b>	<a href="#">Edit</a>
Heat Pump heatpump 757 Carolyn Ave columbus, OH, 43224	Work Phone: 6146457433 E-mail: datagroup@columbus.gov
<b>Detail Information</b>	<a href="#">Edit</a>
Project Name: ACME Headquarters Project Description: New ACME headquarters and parking garage	

- Once you are satisfied with the information submitted, read the certification box at the bottom of the page. Then, check the box agreeing to the certification and press the “Continue Application” button.

I certify that I have read and understand the instructions that as part of this application are true, complete, and correct and checking the box below, I understand and agree that I am eligible to apply for this project.

By checking this box, I agree to the above certification.

[Continue Application »](#)

## Final Site Compliance User Manual

Congratulations! You have successfully submitted a Final Site Compliance application for electronic review. Please take note of the application/record number, as you can use that to track the ongoing status of your application.

If any fees apply, you will receive an email with a link to pay any balance that is due.

### Final Site Compliance Plan

1	2	3 PROJECT INFO.	4 ATTACHMENTS	5 REVIEW
---	---	-----------------	---------------	----------

**Step 7 : Record Issuance**

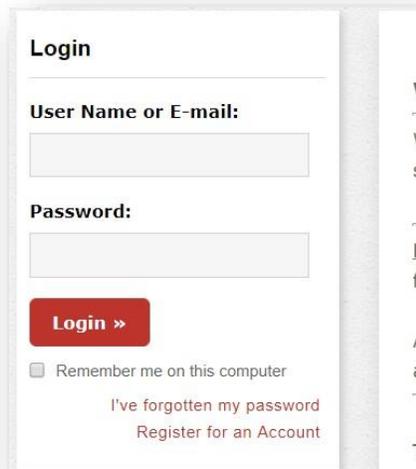
**Your application has been successfully submitted.**  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is 18345-102.**

You will need this number to check the status of your application or record and post it in the work area.

## Submitting New and/or Corrected Sheets for a Resubmission

- To begin, using the Chrome internet browser, navigate to the Building and Zoning Services Citizen Access Portal by entering <http://ca.columbus.gov/ca> into the address bar.
- Next enter your username and password into the login fields on the left side of the screen, then hit the “Login” button.



The screenshot shows a login form titled "Login". It contains the following elements:

- A label "User Name or E-mail:" followed by a text input field.
- A label "Password:" followed by a text input field.
- A red button labeled "Login »".
- A checkbox labeled "Remember me on this computer".
- Two links: "I've forgotten my password" and "Register for an Account".

- Navigate to the application that requires corrections by clicking the “Search Applications” link under the Engineering header.

## Final Site Compliance User Manual

For best results, we recommend using the \* [Google Chrome](#) \* web browser for this site. **Microsoft Edge is not supported at this time.**

Below are the list of services available through the Citizen Access Portal:

- Purchase roof, siding, windows, and doors permits for 1,2,3 Family structures
- Purchase all mechanical, electrical, and plumbing permits
- Purchase an additional inspection trip
- Apply for a walk-thru permit
- Check the status of an existing permit
- Apply for excavation, occupancy, and special hauling permits

To view all user guides and training manuals, including how to create an account and attach a license, click [HERE](#) to access our document library.

To get started, select one of the services listed below:

<b>Building</b> <a href="#">Purchase Permit or Inspection Trip</a> <a href="#">Search Applications and Permits</a>	<b>Engineering</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> 
<b>Right-of-Way</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>	<b>Zoning</b> <a href="#">Search Applications</a>

- If you don't see your application in the records list, enter the application number in field labeled "Record Number" then press the search button.

## Final Site Compliance User Manual

Record Number: 18345-102

Record Type: --Select--

Start Date: 06/16/2015 End Date: 06/15/2018 Parcel No.:

Project Name:

Street No.: From To Direction: --Select--

Street Name: Street Type: --Select--

Unit No.: City:

State: Zip:

Search Additional Criteria

Search Clear

- Navigate to the Attachments section of the record form. Click the sideways triangle to expand the section.

▼ Work Location  
1111 E BROAD ST  
COLUMBUS OH 43205

▼ Record Details

**Applicant:**  
Heat Pump  
heatpump  
757 Carolyn Ave  
columbus, OH, 43224  
Work Phone: 6146457433  
datagroup@columbus.gov

**Project Description:**  
ACME Headquarters  
New ACME headquarters and parking garage

**Owner:**  
PROPERTY OWNER  
123 MAIN STREET  
ANYTOWN, USA

► More Details

► Fees

► Processing Status

► Attachments

- Press the “Add” Button. **\*\*Note\*\* Only submit new plan sheets and documents or plans sheets that needed correction pursuant to the previous review. DO NOT resubmit drawings that do not require any corrections.**

## Final Site Compliance User Manual

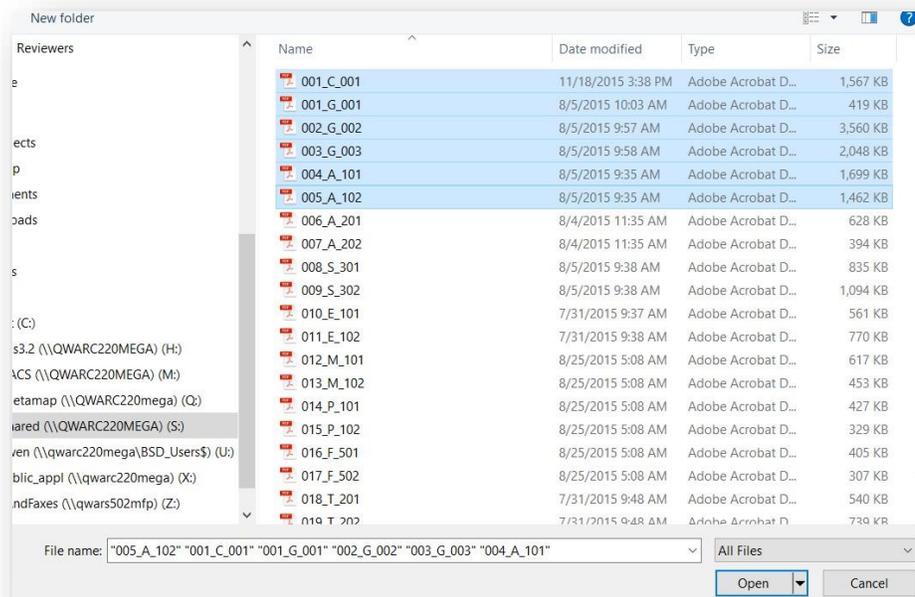
- Please refer to the naming and submission standards outlined in the “Electronic Review Submission Standards” document posted in the Building and Zoning Services document library when uploading documents for resubmission.

001_G_001.pdf	18345-102	Final Site Compliance Plan	Record	Electronic Plans	418.74 KB	06/14/2018	Actions ▾	Final Site Compliance Plan - 18345-102
005_A_102.pdf	18345-102	Final Site Compliance Plan	Record	Electronic Plans	1.43 MB	06/14/2018	Actions ▾	Final Site Compliance Plan - 18345-102
003_G_003.pdf	18345-102	Final Site Compliance Plan	Record	Electronic Plans	2.00 MB	06/14/2018	Actions ▾	Final Site Compliance Plan - 18345-102
004_A_101.pdf	18345-102	Final Site Compliance Plan	Record	Electronic Plans	1.66 MB	06/14/2018	Actions ▾	Final Site Compliance Plan - 18345-102

< Prev 1 2 Next >

**Add** 

- When the dialogue box opens, select one or many files from the window. When all files are selected, press the “Open” button.



- Select the “Electronic Plans” from “Type” dropdown box for all of the sheets that are being submitted. Then press the “Save” button.

## Final Site Compliance User Manual

Type: \*  
Electronic Plans

File:  
004\_A\_101.pdf  
100%

Type: \*  
--Select--

File:  
005\_A\_102.pdf  
100%

Type: \*  
--Select--

File:  
006\_A\_201.pdf  
100%

**Save** **Add** **Remove All**

Congratulations! You have successfully submitted your corrected plans for review. A review coordinator will be notified of your submission, and will route the plans accordingly for review.