

# How to Apply for a 903 Excavation Permit that is not routed (water or sewer repair, CC plan, Private E plan,CIP, etc.)

**Allows you to excavate & occupy the right of way**

**Review time is 3-10 business days**

Log into your account and click on Right-of-Way “create an application” or you can hover over the “+ New” tab and select “Right-of-way-Permit.”

**THE CITY OF COLUMBUS**  
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Home Search New Schedule Return to The City of Columbus

Logged in as: eric petee Collections (0) Account Management Logout

**What's New in ACA?**  
Click [HERE](#) to see how to schedule an inspection for a building or trade permit online.

**Welcome eric petee**  
You are now logged in.

**For the 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
- Schedule an inspection for a building or trade permit
- Apply for a walk-thru permit
- Apply for Final Site Compliance Plan approval
- 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> <a href="#">Schedule an Inspection</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> <a href="#">Schedule an Inspection</a>	<b>Zoning</b> <a href="#">Search Applications</a>

Click "I have read and accepted the above terms." Then click "continue application."

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### Online Application

Welcome to the Department of Public Service Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

**Purpose**

This policy's main objective is to assure website visitors that their right to privacy is of primary concern to the City of Columbus. It contains information about what data are collected and how that information is used. This policy may be updated periodically, so please check back from time to time.

I have read and accepted the above terms.

[Continue Application >](#)

Click "903 Excavation" then click "continue application. **Please note starting March 31, 2021 the application fees for 903 excavation, 903 occupancy, 905 construction & 906 occupancy will be required to be paid up front at the end of the application.**

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### Select a Record Type

Beginning March 31st, the City of Columbus will begin collecting permit application fees at the time of application for the following permit types: 903 Excavation, 903 Occupancy, 905 New/Replacement Sidewalk & Driveway Approach Construction, and 906 Non-Construction Occupancy Permits. All other permit type application fees will continue to be collected prior to permit issuance for the immediate future. For more information on the various permit types and their associated fees, please refer to the Rules and Regulations sections at <https://www.columbus.gov/publicservice/permits>.

**Choose one of the following available record types.** For assistance or to apply for a record type not listed below please contact us at [colspemits@columbus.gov](mailto:colspemits@columbus.gov).

- 903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)
- 903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)
- 904 - Sidewalk Dining Permit (To Place a Dining Area Adjacent to a Restaurant-type of Business)
- 905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)
- 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)
- On-Street Loading Zone Permit (To Reserve or Designate Area for Loading Zone)
- On-Street Valet Permit (To Reserve or Designate Area for Permanent Valet Zone)
- Special Hauling Permit (To Obtain an Over-size / Over-weight Permit On City of Columbus Streets)

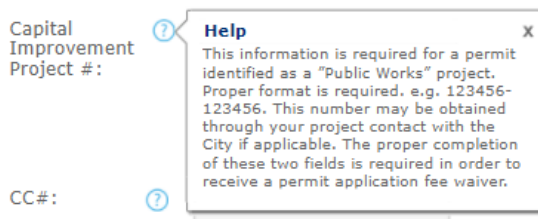
This next slide is where you would add information if your work is associated with a public works project such as a Capital Improvement Project (CIP), CC plan, Private E Plan (Dr. E #), or WSP (Water Service Plan) or Public Private Partnership (3P or PPP), .

**If your work is not associated with any of these plans you would move onto click where work was being performed. Ie Street, Right-of-Way, or Sidewalk.**

If your work is associated with any of the below plans please see examples of how they should be filled out.

Please note by clicking on the (?) next to each category is a help tool that will explain what each one is.

Here's what it looks like when you click on the (?)



1. **Public Works** – This will need to be clicked yes if the work is related to Capital Improvement Project for the City or is a relocation of a facility due to a CIP project.
2. **Capital Improvement Project #** - Public works would first need to be clicked yes and then add the project number in this format (123456-123456) Project could be for Public Service or Public Utilities as well as a Public Service 3P project.
3. **CC #** = Work associated with a city of Columbus sanitary or storm project listed like CC 18186.
  - a. **Construction Inspection Deposit #** = money deposited by developer for inspection fees. Number would look like 11112
    - i. *If you do not have a signed CC plan or CID # you should not apply. Plans need to be signed and you must have the CID # for the permit to be processed.*
4. **Private E plan #** = Work associated with private development that may include sanitary, storm, water, sidewalk, approaches and is listed like 3618 E.
  - a. **Construction Agreement #** = money deposited by developer for inspection fees. Number would look like 2656
    - i. *If you do not have a signed private E plan or AGR# you should not apply. Plans need to be signed and you must have the AGR# for the permit to be processed*
5. **Water Service Plan #** - Strictly a plan to install a water service and oftentimes requires a cut in the street.

**Note: The work you're requesting to do in the permit reason must be shown in the estimate of quantities of the project. For instance, a water service may be shown on a CC plan but if it is not called in the estimate of quantities you can't say the CC plan is installing it. It's most likely being installed by a Water Service Plan.**

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1 : Permit Detail > Public Improvements



Public Projects & Works Information – If the work associated with your permit will be performed by City of Columbus employees, or the plans for your proposed project have been previously approved by the City of Columbus, an application and/or inspection fee waiver may apply. An expedited permit review and approval process may also be applicable. However, in order to take advantage of these benefits you will need to complete and provide the supporting information requested below. Please read through the help text information provided for each field in order to take full advantage of your benefits and speed your permit through processing.

\* indicates a required field.

Job Type

Public Works:  Yes  No

Plan / Drawing Information

Capital Improvement Project #:

CC#:

CC#:

Construction Inspection Deposit #:

Private E Plan #:

Construction Agreement #:

Water Service Plan #:

Click yes or no if you will be in the street, sidewalk, right-of-way (area other than sidewalk or street a lot of times in between street and sidewalk). Only click yes for small cell antenna co-locate or small cell antenna monopole installation if this is work associated with a small cell (either pole or underground fiber or power) otherwise click no.

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### Right-of-Way Type

\* Street:  Yes  No

\* Right of Way:  Yes  No

\* Sidewalk:  Yes  No

Small Cell Antenna Co-Locate Installation:  Yes  No

Small Cell Antenna Monopole Installation:  Yes  No

Please Waive Forestry Review:  Yes  No

### Applicant

Click "Select from Account"

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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

[Continue Application »](#) [Save and resume later](#)

You're account information will show up and then click "continue Application."

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

**eric petee**  
eppetee@columbus.gov  
Home phone:  
Mobile Phone:  
Work Phone: 614-645-6607  
Fax:  
[Edit](#) [Remove](#)

**Utility/Facility Owner**

To find a Utility/Facility Owner, click the Look Up button.

[Look Up](#)

[Continue Application »](#) [Save and resume later](#)

Supply a "start date" and number of days.

Permit Reason must be specific to what you are doing. For instance it cannot just say construction or close curb lane. If it does you will then get an email asking what the permit reason really is. Be very specific in the permit reason section. This could say close curb lane for water or sewer repair or close curb lane for work associated with CC 18626.

The more information is always better.

The screenshot shows the 'Job Information' section of a permit application form. At the top, there is a blue header with the City of Columbus logo and the name of the Mayor, Andrew J. Ginther. Below the header is a navigation bar with links for Home, Search, New, Schedule, and Return to The City of Columbus. The main content area is titled 'Step 1: Permit Detail > Job Information' and includes a red star icon. A red warning message states: '\*\*please allow 3-10 business days for permit processing\*\*'. A note indicates that an asterisk (\*) denotes a required field. The form fields are as follows:

- \* Requested Start Date:** 03/31/2021 (with a calendar icon below the input field)
- \* Requested No. of Days Needed:** 30
- Requested Work Hours Start:** (empty input field)
- Requested Work Hours End:** (empty input field)
- \* Permit Reason:** close curb lane water service repair
- Special Instructions:** (empty input field)



Type in the address number and then street name must be in capital letters. Click search at the bottom and your address will be validated.

**Address**

Addresses/parcels can be verified to be in the city of Columbus at <http://gis.columbus.gov/oss/>

Street No.:  Direction:  Street Name: \*  Street Type:

City:  State:  Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Description:

[spell check](#)

When you click search the fields for city and zip code will be filled in. Now select “continue application.”

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**Address**

Addresses/parcels can be verified to be in the city of Columbus at <http://gis.columbus.gov/oss/>

Street No.: 111 Direction: N Street Name: \* FRONT Street Type: ST

City: COLUMBUS State: OH Zip: 43215

Full Address Start  
Full Address End  
Start Cross Street  
End Cross Street  
Address Type  
Description:  
spell check  
Search Clear  
Continue Application » Save and resume later

The next slide is where you will add the cut size information. Note: a cut size is only needed if you will be making cuts, potholing utilities in the pavement.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts

\* indicates a required field.

Cut Information

Showing 0-0 of 0

Cut Number	Width	Length
No records found.		

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

Click "add a row" and then hit drop down and select "Cut # 1". Then add width and length of cut size. If you have multiple cuts in the pavement follow above step and add "Cut # 2 or Cut # 3". Then click submit.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts

\* indicates a required field.

Cut Information

Showing 0-0 of 0

No records found.

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

Cut Number: \* Width: \* Length: \*


Cut # 1 4 3

Submit Cancel

Click "continue application"

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1: Permit Detail > Cuts 

\* indicates a required field.

### Cut Information

Showing 1-1 of 1

<input type="checkbox"/>	Cut Number	Width	Length	
<input type="checkbox"/>	Cut # 1	4	3	<a href="#">Actions</a> ▾

[Add a Row](#) ▾ [Edit Selected](#) [Delete Selected](#)

[Continue Application](#) » [Save and resume later](#)

Next you'll supply your contact name and phone number.

**NOTE: If this permit includes a dumpster that dumpster permits are only good for 30 days and then must be reapplied for.**

Then click "continue application."

Indicates a required field.

### Contact Information

Main Contact Person:

Contact Email:

Site Work Contact Name:

Site Work 24hr Phone:

Dumpster Owner Name:

Dumpster Owner Telephone:

[Continue Application »](#) [Save and resume later](#)

Parking meters would be added here if applicable. The parking meters will need to be listed out as they are shown below. You cannot add all meters on one line. If your project is removing any meter heads make sure you check that box when you apply. Then click “continue application.”

<input type="checkbox"/>	UW238		09/01/2020		10/31/2020		09/01 @ 8AM	10/31 @ 10PM	<input type="checkbox"/>
<input type="checkbox"/>	UW240		09/01/2020		10/31/2020		09/01 @ 8AM	10/31 @ 10PM	<input type="checkbox"/>
<input type="checkbox"/>	UW242		09/01/2020		10/31/2020		09/01 @ 8AM	10/31 @ 10PM	<input type="checkbox"/>

Click “add a row” and the following screen will pop up.

The screenshot shows a web application interface for a permit application. At the top, there is a navigation bar with tabs: 1 PERMIT DETAIL, 2 PARKING METERS (selected), 3 DOCUMENTS, 4 REVIEW, 5 PAY FEES, and 6. Below the navigation bar, there is a header for "Step 2 : Parking Meters > Parking Meters" with a star icon. A list of instructions is displayed: "Notice will be required to adjacent business if more than 5 consecutive spaces for more than 1 day or any number for more than 14 days", "Must provide meter numbers upon application submittal", and "Permit must be paid 48 HRS prior to start date to ensure hooding of meters". A modal form is open in the center, titled "Add a Row". The modal contains the following fields: "Meter Number: \* ?" (text input), "Date From: \*" (calendar icon), "Date To: \*" (calendar icon), "Time From: \*" (text input), "Time To: \*" (text input), and "Remove Head" (checkbox). At the bottom of the modal are "Submit" and "Cancel" buttons. In the background, there are buttons for "Add a Row", "Continue Application", and "Save and resume later".

The documents portion is where you will upload the signed title sheet (CC plan, Private E plan, CIP, 3P), estimate of quantities sheet, and sheet showing the work.

A maintenance of traffic (MOT) plan would be required if you are closing down the entire street or alley. A MOT plan is not required to request a curb lane closure.

The file size limit maximum is 100 MB. The two fields below are required when you upload the site plan. Then click "continue application."

Type: \* Remove

--Select--

File:  
ROW Miscellaneous - EP-20-05118 -  
8\_20\_2020.pdf  
100%

Description: \*

spell check

Save Add Remove All

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903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 3: Documents > Attached Documents ★

\* indicates a required field.

**Attachment**

The maximum file size allowed is 100 MB.  
html;htm;png;jpg are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application > Save and resume later

Now review your application. If ok click "continue application."

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**Step 4: Review** ★

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

**Plan / Drawing Information** [Edit](#)

CC#:   
CID#:   
DR.E.#:   
AGR#:   
CIP#:   
WSP#:   
PPP#:   
OUPS Design Ticket#:

**Right-of-Way Type** [Edit](#)

Street:	Yes
Right of Way:	No
Sidewalk:	Yes
Small Cell Antenna Co-Locate Installation:	No
Small Cell Antenna Monopole Installation:	No
Please Waive Forestry Review:	No

**Applicant** [Edit](#)

eric.petee 4562 county road 152 columbus, OH, 43319	Work Phone:614-645-6607 E-mail:eppetee@columbus.gov
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**Utility/Facility Owner** [Edit](#)



You will now be prompted to pay the application fee. Click “continue application.”

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### 903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW **5 PAY FEES** 6 RECORD ISSUANCE

#### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Application Fee	1	\$100.00

**TOTAL FEES: \$100.00**  
Note: This does not include additional inspection fees which may be assessed later.

**Continue Application »**

You can either pay by trust account, credit card or electronic check. Please note that if you want to pay by electronic check you must click credit card and then will be given the option to pay by electronic check. Check either trust account or credit card and then click “submit payment.” You will be redirected to a 3<sup>rd</sup> party to pay.

The screenshot shows the City of Columbus website interface. At the top left is the logo for 'THE CITY OF COLUMBUS' with 'ANDREW J. GINTHER, MAYOR' below it. A navigation bar contains 'Home', 'Search', 'New', 'Schedule', and 'Return to The City of Columbus'. A red status bar indicates the user is logged in as 'eric petee' and shows 'Collections (0)', 'Account Management', and 'Logout' options. The main heading is '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)'. Below this is a progress bar with six steps: 1, 2 PARKING METERS, 3 DOCUMENTS, 4 REVIEW, 5 PAY FEES (highlighted in red), and 6 RECORD ISSUANCE. A sub-header reads 'Step 5: Pay Fees' with a red star icon. The instructions state: 'Please select a payment method and then fill in all required information. The available payment methods are: •Credit Card •Trust Account •Bank Account'. Below this, it says 'Please select the payment type.' and includes a note '\* indicates a required field.' A 'Payment Options' section shows 'Amount to be charged: \$100.00' and two radio button options: 'Pay with Credit Card' (selected) and 'Pay with Trust Account'. At the bottom left is a red 'Submit Payment >' button.

Next you will be walk through each type of payment. I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click credit card and then click “next.”

Agency  
Logo  
Here

Language: English ▾

**Payment Method**



\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type: Personal ▾

Pay by credit card

**Back** **Next** **Exit**

Fill out all of the required information with a \* next to it. Click the "I am not a robot box" at bottom left and then click "next."

Language: English

Payment Information

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Phone:

\*E-Mail:

**Payment Details**


\*Payment Amount:  USD

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month  \* Year

I'm not a robot  reCAPTCHA  
Privacy - Terms

Back Next Exit

This is for payment by electronic check. Fill out all of the required information with a \* next to it. Then you will need to click "next."

Agency Logo Here

Language: English

Payment Information

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Phone:

\*E-Mail:

**Payment Details**

\*Payment Amount:  USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.

**Payment Method**

\*Name On Account:

\*Account Number:  [What's This?](#)

\*Re-Type Account Number:

\*Routing Number:  [What's This?](#)

\*Account Type:  Checking  Savings

This is for payment by trust account. You'll need to check either record or contacts.

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### 903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	<b>5 PAY FEES</b>	6 RECORD ISSUANCE
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**Step 5: Pay Fees**

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type. \* indicates a required field.

**Payment Options**

Amount to be charged: \$100.00

Pay with Credit Card  
 Pay with Trust Account

**Trust Account(s) Associated With: \***

Record  
 Contacts

**Submit Payment »**

I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit payment."

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES
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**Step 5: Pay Fees**

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type.

**Payment Options**

**Amount to be charged: \$100.00**

Pay with Credit Card  
 Pay with Trust Account

**Trust Account(s) Associated With: \***

Record  
 Contacts

**Contacts \***      **Trust Account Name \***

eric petee      DPS\_PERMITS\_TES

**Name on Trust Account: TESTING TRUST ACCOUNT**  
**Amount Available:      \$4,091.50**

**Submit Payment »**

If your payment is successful you will get the following screen where you can “print/view receipt.” **Please note this does not mean you have an approved permit.** Staff will review and process the permit. If any additional fees such as pavement cut and inspection fees are required you will pay that once permit has been approved.

\*\*\*\* You cannot schedule for any inspection until permit has been approved.

The screenshot shows the City of Columbus website interface. At the top is a blue header with the city logo and mayor's name. Below is a navigation bar with icons for Home, Search, New, and Schedule. A red bar indicates the user is logged in as 'eric petee' and shows options for Collections (0), Account Management, and Logout. The main content area displays the title '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)' and a progress bar with six steps: 1, 2 PARKING METERS, 3 DOCUMENTS, 4 REVIEW, 5 PAY FEES, and 6 RECORD ISSUANCE. Step 6 is highlighted with a red border and a star icon. Below the progress bar is a green message box stating: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' This is followed by a thank you message and the record number 'EP-21-01615'. A yellow button labeled 'Print/View Receipt' is visible. Further down, a red button labeled 'View Record Details >>' is shown with a note: '(You must post the record in the work area.)'

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903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 6: 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 EP-21-01615.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details >>](#) (You must post the record in the work area.)