

Request for Records or Research

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-6082

Email: bzsrecords@columbus.gov

Website: www.columbus.gov/bzs

DEPARTMENT OF BUILDING
AND ZONING SERVICES

Please allow up to 10 business days for a request to be completed accurately and returned. Larger requests can take up to 30 days. You will be notified via e-mail when the request is completed. If fees are required for your request, a staff member from records team will reach out with payment information. All environmental record requests must be submitted to: The City of Columbus, Fire Prevention Bureau at EnvironmentalReportRequest@columbus.gov

Requestor Information

Requestors Name: _____

Company Name (if applicable): _____

Phone Number: _____

Email Address (must be legible to receive requested information): _____

Records Requested

Certified Property Address: _____

Parcel Number: _____

Building Permit Number (if known): _____

Trade Permit Number(s) (if known): _____

Records Being Requested

☐ Recertification of Plans (only available for open and active permits) - \$250 Includes building permit and inspection report. Digitally approved plans can be located by searching the permit number at <https://portal.columbus.gov/Permits/>) *Fees are applied after request has been reviewed, you will be contacted when payment is due.*

☐ Open Violations: Code Enforcement, Building and Zoning Only

☐ Variances: Zoning Text, Graphics and BZA

☐ Certificate of Occupancy

☐ Maximum Capacity Card

☐ Address History

☐ Inspection Report

☐ Site Plan

☐ Copy of expired or closed plans: No plans prior to 2011 are available due to retention schedule.