
INFORMATION FOR SPECIAL INSPECTOR APPLICATION:

Section 4114 of the Columbus Code requires the following be presented in order to apply for Board approval of a special inspector registration.

- ☐ Special Inspector Application; Completed and notarized application must be submitted no later than seven (7) days prior to the board meeting. The tentative meeting schedule for the Columbus Building Commission is the 3rd Tuesday of every month.
- ☐ Copy of a resume listing the minimum qualifications for each special inspection category requested and a current copy of all certification(s) must be attached to the complete registration application.

NOTE:

Please review all information and have your application notarized before filing for a registration. If the application is not notarized, all documents will be returned without being processed. Applicant must possess the required certification(s) as stated within this application.

Upon Board approval, the applicant will receive notification with instructions on how to complete the remaining steps in the registration process. Please do not come in for registration processing until you have received approval notification.

BOARD APPLICATION FEE

Information can be found in the Contractor License & Registration Fees area of the Combined Development Related Fee Schedule

Application may be submitted to:

BZSLicensing@Columbus.gov (you will receive an email containing a link to pay the fee online)

-OR-

City of Columbus - Department of Building & Zoning Services
111 N Front Street
Columbus, Ohio 43215

For additional information, contact the Customer Service Center at bzslicensing@columbus.gov or (614) 645-7433 or visit us online at www.columbus.gov/bzs.

Columbus Building Code, Section 4114.902: Minimum qualifications for a Department issued registration:

(B) The applicant for special inspector registration shall meet the following requirements:

- (1) Be not less than 18 years of age; and
- (2) Be a United States citizen or national, a lawful permanent resident, or an individual authorized to work in the United States; and
- (3) Meet the minimum qualifications required by the Chief Building Official.

Special Inspector Application

111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433 • BZSLicensing@columbus.gov • www.columbus.gov/bzs

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer

NOTE: For application requirements for ANY license or registration, refer to Columbus Building Code, Chapter 4114.

Specify the special inspector categories you would like to be considered for below:

Steel Construction (High-Strength Bolts)	Steel Construction (Welding)
Concrete Construction	Masonry Construction
Wood Construction	Soils
Driven Deep Foundation	Cast-in-Place Deep Foundations
Helical Pile Foundations	Fabricated Items
Wind Resistance	Seismic Resistance
Testing of Seismic Resistance	Sprayed Fire-Resistance Material
Mastic and Intumescent Fire-Resistant Coatings	Exterior Insulations and Finish Systems
Water-Resistive Barrier Coatings	Fire-Resistant Penetrations and Joints
Smoke Control Systems	Photovoltaic Systems
MASS Timber	Medium/High Voltage Systems
Other (Specify) _____	

I, the undersigned, hereby apply for a Special Inspector Registration, in the City of Columbus, Ohio and for that purpose give the following information and answers to ALL of the questions contained in this application:

Full Name _____ Date of Birth _____

Home Address _____ City/State/Zip _____ Home Phone Number _____

Email for communication related to issuance of applicant's registration: _____

Have you previously held this type of registration with the City of Columbus? Yes No

If YES, provide the following if known: Registration Number: _____ Expiration Date: _____

Have you ever been summoned before the City of Columbus Building Commission for any type of violation hearing? Yes No

If YES, when? Date _____ Board Decision _____

ASSIGNMENT OF REGISTRATION TO BUSINESS CONCERN:

By completing this section, the applicant confirms his/her association with the business concern as a legal full-time officer, proprietor, partner, or employee. The applicant will be actively engaged in and perform work only for the business concern listed below.

Business Name

Business Phone

Business Address

Business City/State/Zip

EMPLOYMENT & CERTIFICATIONS

Attach a resume listing the minimum qualifications for each special inspection category requested and provide a current copy of all certification(s).

STATEMENT BY APPLICANT

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed may cause loss of my right of licensure, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Signature of Applicant
(sign in presence of notary or Building & Zoning Services Official)

Print/Type Name

Date

Sworn to before me and signed in my presence this _____ day of _____, in the year _____

Notary Seal Here

Signature of Notary Public or Building & Zoning Services Official

My Commission Expires

OFFICIAL USE ONLY

Board Action for Certification: ☐ Approved ☐ Disapproved ☐ Tabled ☐ Rejected for Eligibility ☐ Void Due to Time Limit

Board Member Initials: YES _____ | _____ | _____ | _____ | _____ | _____ | _____

NO _____ | _____ | _____ | _____ | _____ | _____ | _____

Signature of Board Chairman: _____ Review Date: _____

By (Secretary): _____ Date: _____

Incomplete information will result in the rejection of this submittal.