

OCCUPANCY PERMIT APPLICATION CITY CODE, CHAPTER 903 & 906

() 903 () 906 () SMD () Street () Right of Way () Sidewalk

Applicant

First Name Last Name Company

Address

Street Address

City State ZIP Code

24 HR PH Email

Work Start Date End Date Start / End Time

Work/Site Location

Permit Reason

Quantity of Shared Mobility Device (SMD) @ \$ ea. = Total Fee Due

Dumpster / Container Owner Phone Number

Must have lighted barrels or reflectorized tape on unit

Special Instructions
(Office Use Only):

Parking Meters

- **Notice required to adjacent businesses if more than 5 consecutive spaces, more than 1 day or any number for more than 14 days**
- **Must provide meter numbers upon application submittal**
- **Permit must be paid 48 HRS prior to start date to ensure hooding of meters**
- **Do meters requested affect any of the following: (CHECK ALL THAT APPLY)**

LOADING ZONE VALET PARKING CAR-SHARING MOBILE FOOD VENDING

OTHER (PLEASE THOROUGHLY EXPLAIN)

Meter Numbers

Start Date End Date Start Time End Time

Application Fee Non- Refundable

Application Permit Fee	\$
Parking Meter Fee	\$
Reissue Fee	\$
Shared Mobility Device	\$
Total Permit Amount Due	\$

**CC 903 & 906 Code relevant information
AND signature required on page two.**

CCC 903 & 906 CODE RELEVANT INFORMATION

Steps to obtain your permit:

1. Email completed application to ColsPermits@Columbus.gov or submit to 111 N Front St., Columbus Ohio 43215 – 1st floor
2. Notification will be sent to your email address when permit is ready; after notification is received, obtain permit at 111 N Front St., 1st floor
3. **Apply on-line through our On-Line Permit Portal @ <https://ca.columbus.gov/ca/>**

AFTER obtaining your permit, you may begin your work, project or event – Original permit w/ red signature stamp MUST be on site

Emergency NO PARKING signs:

1. Signs must be posted every 20 feet, 72 hours prior to permit start date
 2. Enforce no parking on permitted date(s) by emailing pictures of posted signage to ColsPermits@Columbus.gov 72 hours prior to start date / time for enforcement justification
 3. Call the **Non-Emergency** Police Department number (614) 645-4545 or Parking Violations at 614-645-6400 if there are vehicles in your designated parking zone on dates reflective on permit
 4. Remove all posted signage upon conclusion of event
- Columbus Law Enforcement Officer required to maintain traffic at signalized intersections
 - When maintaining 2-way / 1 lane traffic – Flaggers with Stop/Slow paddles required

APPLICATION FEE, PROCESSING FEE, REISSUE FEE, AND INSPECTION FEES ARE NON-REFUNDABLE

SIGNATURE: I certify I have read the entire application and will read the front and back sides of the permit. I further certify that I understand and will follow directions/instructions on this application, actual permit, and inspection notices. I verify all the information on this application is valid, true and correct to the best of my knowledge. I agree that by signing this document, I understand its content.

SIGNATURE OF APPLICANT: _____ DATE: _____