

**APPLICATION - EXCAVATION / OCCUPANCY PERMIT**  
 CITY OF COLUMBUS - DEPARTMENT OF PUBLIC SERVICE - DIVISION OF INFRASTRUCTURE MANAGEMENT  
 50 WEST GAY STREET, 1ST FLOOR, COLUMBUS, OHIO, 43215 / MONDAY - FRIDAY: 7:30 A.M. TO 4:00 P.M.



DATE FILED: \_\_\_\_\_

PERMIT OFFICE: (614) 645-7497

**SUBMIT APPLICATION TO:**  
 PERMIT FAX: (614) 645-1876 OR  
 E-MAIL TO: [ColsPermits@columbus.gov](mailto:ColsPermits@columbus.gov)

CHECK BOX THAT APPLIES TO TYPE OF PERMIT NEEDED:

CCC 906 PERMIT FOR NON-COMMERICAL / NON-CONSTRUCTION EVENTS

CCC 905 PERMIT FOR SIDEWALK, DRIVEWAY APPROACH, & CURB / REPLACEMENT OR NEW BUILD

CCC 903 FOR CONSTRUCTION ONLY

**PLAN / DRAWING NUMBER:**

CC# DR. E. & AGR# CIP# WSP# PPP#

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TYPE OF CCC 903 PERMIT NEEDED:

| OCCUPANCY | EXCAVATION |
|-----------|------------|
| STREET    | STREET     |
| R.O.W.    | R.O.W.     |
| SIDEWALK  | SIDEWALK   |

NUMBER OF CUTS IN STREET/ALLEY

EXCAVATION SIZE:    W            L            D

DEPOSITS REQUIRED WHEN EXCAVATING IN ROADWAY

**ALL EXCAVATIONS REQUIRE A BACKFILL, PAVEMENT, SIDEWALK, CURB, DRIVEWAY APPROACH INSPECTION PRIOR TO COMPLETING RESTORATIONS / MUST CALL (614) 645-7497 PRIOR TO PERFORMING ANY RESTORATIONS**

APPLICANT: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SITE-WORK CONTACT PERSON: \_\_\_\_\_ 24 HR. TELEPHONE NO: \_\_\_\_\_

LOCATION / ADDRESS OF PROPOSED WORK OR EVENT (be specific): \_\_\_\_\_

START DATE: \_\_\_\_\_ NUMBER OF DAYS NEEDED: \_\_\_\_\_ REQUESTED WORK HOURS: \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR PERMIT (be specific): \_\_\_\_\_

**MORE THAN 5 CONSECUTIVE SPACES FOR MORE THAN 1 DAY OR ANY NUMBER FOR MORE THAN 14 DAYS / NOTICE TO ADJACENT BUSINESSES NEEDED**  
 PARKING METERS NUMBERS TO BE RESERVED: \_\_\_\_\_

*NEED EXACT NUMBER(S) ON METER POST (EXAMPLE - AB123)*

DUMPSTER / CONTAINER OWNER NAME: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

**MUST HAVE REFLECTOR TYPE TAPE ON CONTAINER / DUMPSTER OR LIGHTED BARRICADES WHEN PLACED IN STREET**

**FOR OFFICE USE ONLY**

**PLEASE READ NOTES:**

APPLICATION / REISSUE FEE IS NON REFUNDABLE

**PARKING METERS TO BE HOODED, MUST**

**BE SUBMITTED PRIOR TO 1:00 P.M. FOR NEXT DAY**

**MUST NOTIFY O.U.P.S. PRIOR TO EXCAVATING**

**IF TREE / TREE ROOTS PRESENT, MUST NOTIFY**

**CITY FORESTRY AT (614) 645-6640**

**LANE / STREET CLOSURES MUST NOTIFY TRAFFIC**

**COORDINATORS AT (614) 645-6269 OR 645-5845**

|                         |    |
|-------------------------|----|
| APPLICATION PERMIT FEE  | \$ |
| REISSUE FEE             | \$ |
| PARKING METER FEE       | \$ |
| INSPECTION FEE          | \$ |
| EXCAVATION DEPOSIT      | \$ |
| PAVEMENT REPAIR DEPOSIT | \$ |
| TOTAL PERMIT AMOUNT DUE | \$ |

**TRAFFIC CONTROL MUST BE "SET UP" PRIOR TO WORKING IN STREET - SPECIAL DUTY POLICE OFFICER(S) REQUIRED AT SIGNALIZED INTERSECTIONS / SPECIAL DUTY POLICE OFFICER'S OFFICE (614) 645-4795**

**BASED ON THE TYPE OF PERMIT NEEDED, ALLOW 3 TO 10 BUSINESS DAYS FOR PROCESSING**