

How to Apply for a 903 Occupancy Permit for On Street Dining

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 screenshot shows the City of Columbus Citizen Access Portal. At the top, there is a blue header with the city logo and name, and a dark navigation bar with links for Home, Search, New, Schedule, and Return to The City of Columbus. Below the navigation bar, a red banner indicates the user is logged in as 'eric petee' and provides links for Collections (0), Account Management, and Logout. The main content area is divided into several sections:

- What's New in ACA?**: A section with a link to learn how to schedule an inspection for a building or trade permit online.
- Welcome eric petee**: A personalized greeting indicating the user is logged in.
- Browser Recommendation**: A message recommending Google Chrome and stating that Microsoft Edge is not supported.
- Services Available**: A list of services available through the Citizen Access Portal, including purchasing permits, scheduling inspections, and applying for various types of permits.
- Navigation Grid**: A grid of service categories with links to create applications, search applications, and schedule inspections. The 'Right-of-Way' category is highlighted in yellow, and the 'Create an Application' link is also highlighted.

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:

Building Purchase Permit or Inspection Trip Search Applications and Permits Schedule an Inspection	Engineering Create an Application Search Applications
Right-of-Way Create an Application Search Applications Schedule an Inspection	Zoning Search Applications

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 Occupancy" 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.**

You must click yes further down in the application for On-Street Dining to not be charged the application fee!!!



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[Home](#) [Search](#) [+ New](#) [Schedule](#) [Return to The City of Columbus](#)

Logged in as: eric petee [Collections \(0\)](#) [Account Management](#) [Logout](#)

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.

- 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)

Click yes for street, and no for right of way & sidewalk. **You must click yes for On-Street Dining to not be charged the application fee!!!**

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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
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Step 1: Permit Detail > Applicant ★

* indicates a required field.

Right-of-Way Type

* Street: Yes No

* Right of Way: Yes No

* Sidewalk: Yes No

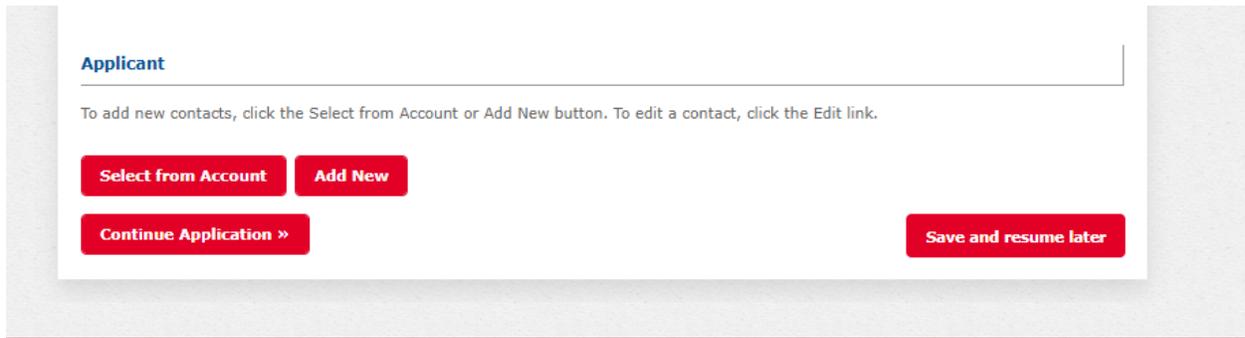
On-Street Dining: Yes No

Applicant

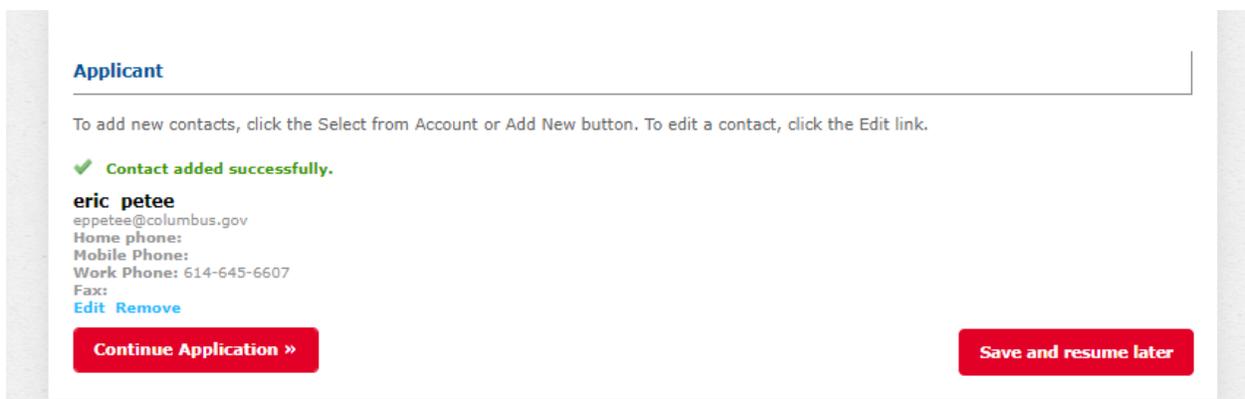
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Click "Select from Account"



Your account information will show up and then click "continue Application."



Supply a "start date" and number of days. Remember this is only good until 10-31-2021.

Permit Reason must state **ON STREET DINING.**

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Step 1: Permit Detail > Job Information

****please allow 3-10 business days for permit processing****

* indicates a required field.

Job Detail

* Requested Start Date:

* Requested No. of Days Needed:

Requested Work Hours Start:

Requested Work Hours End:

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.

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[Home](#) [Search](#) [New](#) [Schedule](#) [Return to The City of Columbus](#)

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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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:

111 N FRONT ST

City: State: Zip:

COLUMBUS OH 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

Next you'll supply your 24 hour contact name and phone number. Then click "continue application."

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Step 1 : Permit Detail > Contacts ★

* indicates a required field.

Contact Information

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. First click add a Row and then add your meter number, dates, and time. Meter numbers will need to be listed out. The fees will be waived. 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"/>

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

Step 2: Parking Meters > Parking Meters ★

- Notice will
- Must prov
- Permit m

Parking Met

Showing 0-0 of

Meter No

No records fo

Add a Row

Meter Number: Date From: *Date To: *

Time From: *Time To: *Remove Head

SubmitCancel

Continue Application » **Save and resume later**

The documents portion is where you will upload the site plan. 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.
htm,html,xml,txt 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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903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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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 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

Right-of-Way Type

Street:	Yes	Edit
Right of Way:	No	
Sidewalk:	No	
On-Street Dining:	Yes	

Applicant

eric petee 4562 county road 152 columbus, OH, 43319	Work Phone: 614-645-6607 E-mail: eppetee@columbus.gov	Edit
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Job Detail

Requested Start Date:	04/05/2021	Edit
Requested No. of Days Needed:	220	
Requested Work Hours Start:		
Requested Work Hours End:		
Permit Reason:	CLOSE CURB LANE FOR ON-STREET DINING	
Special Instructions:		
Notes:		

Address/Work Location

[Edit](#)

As long as you clicked yes to the on-street dining tab you will not be required to pay an upfront application fee.

Then you get a record number which will become your permit number after review.

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

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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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 OP-21-00192.

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.

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.)