

Request for Records or Research

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-6082 • bzsrecords@columbus.gov • www.columbus.gov/bzs

REQUESTOR INFORMATION:

DATE _____

Requestor's Name

Company Name (if applicable)

Phone Number

Ext.

Email Address (must be legible to receive requested information)

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 our records team will reach out with payment information.

RECORDS REQUESTED FOR:

Certified Property Address

Parcel Number

Building Permit Number (if known)

Trade Permit Number(s) (if known)

The following options are for **OPEN** and **ACTIVE** Permits only:

Building Permit and Inspection Report - \$35.00 fee (To replace lost/stolen building permit, which contains inspection sign-offs)

Recertification of Plans - \$150.00 fee (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.

Records being requested:

Open Violations: **Code Enforcement, Building and Zoning Only**

Variances: Zoning Text, Graphics and BZA

Certificate of Occupancy

Maximum Capacity Card

Address History

Inspection Report - **Closed / Inactive Permits Only**

Site Plan

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

All Environmental Records Request Must Be Submitted to:

The City of Columbus, Fire Prevention Bureau at EnvironmentalReportRequest@columbus.gov