

DEPARTMENT OF BUILDING AND ZONING SERVICES

USER MANUAL FOR ONLINE PERMITTING

Mechanical, Electrical, and Plumbing Permits

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APPLYING FOR A MECHANICAL, ELECTRICAL, PLUMBING PERMIT WITH VALID PLANS REVIEW

This section describes the application process for a trade permit that is required pursuant to the plans review of an associated, issued building permit or independent plans review (e.g. CBLD1600001, INTR1600001, PLEX1600001, etc.). In order to proceed under this section, you must reference a valid, issued building permit or independent plans review for which the trade work, as specified in your application, is required. Please note that referencing an invalid or unassociated building permit could result in additional fees for undisclosed work, possibly including fees for working without a permit.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

ogin	Welcome to the Citizen Access Portal	
ser Name or E-mail:	Welcome to the cluzen access Fortun	
equired only to purchase n-line permits.	We are pleased to offer our citizens, bu online, 24 hours a day, 7 days a week.	sinesses, and visitors access to government services
	To use ALL the services we provide you mus	t register and create a user account. You can view information,
assword:	get questions answered and have limited ser you with a new, higher level of service that experience.	rvices as an anonymous user. We trust that this will provide makes living and working in our community a more enjoyable
	PLEASE NOTE: No inspection can be schedul	ied here at this time. Thank you.
Login »	Having Issues Logging In? You may wa	ant to clear your browsing cache and cookies. Click Here
Remember me on this computer	to see how.	
Register for an Account	What would you like to do today	y?
	To get started, select one of the set	rvices listed below:
	General Information	Building
	Search for a Licensee	Search Applications
	Engineering	
	Search Applications	

Once logged in, click the "Create an Application" link.



DEPARTMENT OF BUILDING AND ZONING SERVICES

lick Inspection Trips to see how to	Welcome Heat Pump		
urchase trips online.	You are now logged in.		
	What would you like to do tod	ay?	
	To get started, select one of the	e services listed below:	
	General Information	Building	
	Search for a Licensee	Create an Application Search Applications	
			- 1
	Engineering		- 11
	Search Applications		
			1
			1

Click the box indicating that you've read and understand the Privacy Policy, then press "Continue Application".

	Search	₽ v
Online Application		
Welcome to the Citizen Access Portal. Below are the activities cur	rently available in the system:	
Purchase mechanical, electrical, and/or plumbing permits		
 Purchase an additional inspection trip 		
 Apply for a walk-thru permit (coming soon) 		
We continue to add functionality to the system. Please check back	often.	
Purpose		
Purpose This policy's main objective is to assure website visitors that	*	
Purpose This policy's main objective is to assure website visitors that their right to privacy is of primary concern to the City of		
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 ending may be		
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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.	•	
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Select the applicable license from the drop down list, then press "Continue Application".

• Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).



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• If you need to add a license to you public user account, you can do that by clicking the "Account Management" link in the upper right part of the screen.

Select a License				
Select a license for this record fi	from the list below. The available p	ermit record type(s) is det	termined by the type of the	license
associated with your account.			51 - 168 - 1	
Licenses:*				
Licenses:*Select				
Licenses:*Select v				
Licenses:*Select Continue Application »				
Select				

Select a category (commercial, multi family, residential, etc.) from the drop down list, then press "Continue Application".

	Search	₽ ▼
Select a Record Type		
Choose one of the following available record types. For	assistance or to apply for a record type not listed below p	ease contact us.
Select a Category		
Continue Application »		

The available records will then be displayed depending on your selection. Choose which permit you desire, then press "Continue Application".



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Choose one of the fo	llowing available record t	types. For assistance or	to apply for a record	type not listed below plea	ase contact us.
Multi Family	Ŧ				
Electrical Permit	Multi Family				
Mechanical Perm	it Multi Family				
Plumbing Permit	Multi Family				

Click "Yes" on "Approved Plan Review" and enter the permit number of the plan approval. Then press "Continue Application".

Electrical Perm	it Multi Family						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8	
Step 1: Plan Re	view > Approved Pla	n Review					*
						indicate	s a required field.
Approved Plan	Review of Permit						
Approved Plan I	Review: *						
● Yes ◎ No							
Permit # : *							
Permit # : * MBLD1600071							
Permit # : * MBLD1600071 Project Address							
Permit # : * MBLD1600071 Project Address 757 CAROLYN A	i: VE						
Permit # : * MBLD1600071 Project Address 757 CAROLYN A	i: VE						

Indicate whether the scope of work qualifies for "Minor Limited Scope". Please review minor limited scope list (depicted with the arrow) to ensure qualification. Then press the "Continue Application" button.



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	ic [Marci i anniy						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8	
Step 3 : Project	Info. > Minor Limited	Scope					*
-						* indicates a	required field.
or/Limited	Scope of Work						
ou believe you	r project qualifies as m	ninor limited scope,	please verify that y	our scope of work ma	tches an	item on the	list found
ere							
Minor/Limited s	cope:*						
Minor/Limited s	cope: "						
Minor/Limited s	cope: *					Save and res	ume later:

If your project does not qualify for minor limited scope, enter the work description (be as detailed as possible). Also, understand that failure to disclose information or misrepresentation of the work scope may result in fees for undisclosed work, or possibly fees for working without a permit. When finished, press the "Continue Application" button.

Electrical Permi	t Multi Family						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8	
Step 3 : Project	Info. > Work Descrip	tion					*
						* indicates a	required field.
Nork Descriptio	on			_			
Work Description	1: *			_			
				11			
pell check							



Answer any additional questions that apply, then press "Continue Application". Note – the questions below only apply to electrical permits.

	t Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8		
Step 3 : Project	Info. > Supplementa	Questions					*	
				_		* in	dicates a required field.	
Iternative Ener	rgy							
re you installing a	alternative energy sou	rces						
PEV Charging Sta	ation: *							
🔵 Yes 🖲 No								
Alternate Energy	Source:							
NA				*				

Select the applicant and licensed professional for this application. Note – for electrical and plumbing permits, the licensed professional should already be attached.

Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return back here once the contractor information has been added.

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Electrical Permit M	ulti Family					
1 2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
Step 4:Contacts > A	pplicant Info.					*
					*indicates a r	equired field.
Applicant To add a new ont et, cl Select from Account	lick the Add Contact	t link. To edit a con	tact, click the link nex	t to a contact name.	* indicates a r	equired field.
Applicant To add a new ont ct, cl Select from Account Licensed Professiona	lick the Add Contact t Add New	t link. To edit a con	tact, click the link nex	t to a contact name.	* indicates a r	equired field.
Applicant To add a new ontet, cl Select from Account Licensed Professiona To add a new Licensed P and click the Search but	lick the Add Contact Add New al Professional, click ti tton. To edit an exis	t link. To edit a con he Add Licensed Profe	tact, click the link nex ofessional link. To find ssional, select the Lice	t to a contact name. a Licensed Professional n	* indicates a r • onal, enter the sear umber in the list.	equired field.
Applicant To add a new port of t, cl Select from Account Licensed Professiona To add a new Licensed F and click the Search but USER DUMMY2 License Number:88888 Address: Columbus 43224	Add New Add New al Professional, click ti tton. To edit an exis	t link. To edit a con he Add Licensed Pro ting Licensed Profe	tact, click the link nex ofessional link. To find ssional, select the Lice	t to a contact name. a Licensed Professional n	* indicates a r • • • • • • • • • • • • • • • •	equired field.
Applicant To add a new pont/et, cl Select from Account Licensed Professiona To add a new Licensed F and click the Search but USER DUMMY2 License Number:88888 Address: Columbus 43224 Edit Remove	Add New Add New al Professional, click ti tton. To edit an exis	t link. To edit a con he Add Licensed Pro ting Licensed Profe	tact, click the link nex ofessional link. To find ssional, select the Lice	t to a contact name. a Licensed Professional n	* indicates a r • onal, enter the searc umber in the list.	equired field.

After the applicant information has been attached, press the "Continue Application" button.



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				Search	1,	₽ ♥
Electrical Permit M	lulti Family					
1 2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
Step 4:Contacts > A	pplicant Info.					*
Applicant					* indicates a requi	red field.
Contact added success Heat Pump heatpump datagroup@columbus.gov Home phone: Wobile Phone: Nork Phone:	sfully.	inik. To edit a conc	act, click the link next	to a contact name.		
Contact added success Heat Pump heatpump datagroup@columbus.gov Mobile Phone: Work Phone: Fax: Edit Remove Licensed Profession	al	e Add Licensed Prot	ect, click the link next	to a contact name.	nnal, enter the search of	riteria
Contact added success Heat Pump heatpump datagroup@columbus.gov Mobile Phone: Mobile Phone: Kork Phone: Fax: Edit Remove Licensed Profession To add a new Licensed I and click the Search bu USER DUMMY2 License Type:Electing Cont License Number:888888 Address: Columbus 43224	al Professional, click th tton. To edit an exist	e Add Licensed Prof	essional link. To find sional, select the Lice	a Licensed Professional n	onal, enter the search cumber in the list.	riteria
Contact added success Heat Pump heatpump datagroup@columbus.gov Mobile Phone: Mobile Phone: Work Phone: Fax: Gait Remove Licensed Profession To add a new Licensed 1 and click the Search bu USER DUMMY2 License Type:Electrical Cont License Number:88888 Address: Columbus 43224 Edit Remove	al Professional, click th tton. To edit an exist	e Add Licensed Prof	ect, click the link next essional link. To find sional, select the Lice	a Licensed Professional n	onal, enter the search c umber in the list.	riteria
Contact added success Heat Pump heatpump datagroup@columbus.gov Home phone: Mobile Phone: Work Phone: Fax: Edit Remove Licensed Profession To add a new Licensed I and click the Search bu USER DUMMY2 License Nype:Electrical Cont Licenses Vamber:888888 Address: Columbur 43224 Edit Remove Continue Applicatio	al Professional, click th tton. To edit an exist	e Add Licensed Profes	essional link. To find	a Licensed Professional n	onal, enter the search ci umber in the list. Save and resume l	riteria

Indicate the number of inspection trips for the permit, then press "Continue Application". At this time, you are limited to selecting either a 1 inspection trip or 2 inspection trip permit. If you need additional trips, you can purchase those separately after the permit is created. Please refer to the user guide for instructions. In the future we will be adding functionality to allow you to identify more than 2 trips, so make sure to check back often.



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lect	rical Permit Mul	ti Family					
i i	2 3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 PAY FEES	8	
Ste	p 5 : Inspections > A	dditional Inspection	on			* indicates a r	required field.
							- A-1
ddi	tional Inspection	Trip					
ddi hoo:	tional Inspection se the permit type wi	Trip th the desired numb for this permit: *	per of inspections. Re	sidential permits ar	e available as 2 inspe	ection permits on	ly.
ddi hoo: lun S	tional Inspection se the permit type wi aber of Inspections elect	Trip th the desired numb for this permit: *	per of inspections. Re	sidential permits ar	e available as 2 inspo	ection permits on	ly.

Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press the "Continue Application" button.

I certify that the information provided as part of this application is tru information has been omitted. Failure to provide complete and accura undisclosed work, possibly including fees for working without a permit agree that I am electronically signing and filing this application.	ate, complete, and correct and that no material ate information may result in additional fees for ate strengthe box below, I understand and below, I understand and
By checking this box, I agree to the above certification.	
Continue Application »	Save and resume later:

An itemized list of the applicable fees will appear, with a subtotal below. Press the "Continue Application" button to proceed to payment.



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a a a descriptions				7		
1 2 3 4 <u>CONTACTS</u>	5 INSPECTIONS	6 REVIEW		7 PAT FEES	8 RECORD IS SUANCE	
Step 7:Pay Fees						*
display your total fees. Application Fees		Otv	Amount	1		
rees		Qty.	Amount			
Application Fee		40	\$40.00			
Permit & Inspection Fee		398.06	\$398.06			
State Fee		11.94	\$11.94		tu)	
TOTAL FEES Note: This does not include additio	onal inspection fees which may	be assesse	ed later.	6)		
			\$450.00			

You will be directed to our payment processor, which may look different than the permit application portal. Press the "Next" button.

Choose method of payr	ment
 Pay by credit card VISA 	
	Back Next Exit

Enter the payment information required. Press the "Next" button.



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	* Indicates required field
illing Address	
*First Name:	
MI:	
*Last Name:	
Street Line 1:	
Street Line 2:	
City:	
State:	Select State
Zip:	
Phone:	
*E-Mail:	
ayment Details	
*Payment Amount:	450.00 USD
ayment Method	
*Name on Card:	
*Card Number:	
oura rramber.	* Month
"Expiration Date:	* Year
* Enter the above code:	Can't read? Try a different code.
* Enter the above code:	Can't read? Try a different code.

Confirm that the payment information is correct. Press the "Pay Now" button.

Address	
Billing Address: John Doe	
jd@fakedomain.com	
Payment Method	
Credit Card VISA John Doe x1114 01/17	÷
Payment Amount	
Amount: 450.00 USD	
Total: 450.00 USD	
	Back Pay Now Exit



After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your application is complete and your permit issued. You may press the "Print/View Permit" button and print your permit. Also, print your receipt by pressing the "Print/View Receipt" button.



Congratulations and thank you for using the Citizen Access portal!



APPLYING FOR A MINOR, LIMITED SCOPE (MLS) MECHANICAL, ELECTRICAL, PLUMBING PERMIT

This section describes the application process for a trade permit that is considered a minor, limited scope of work. The full list of items classified as minor, limited scope (MLS) can be found by clicking <u>here</u>. In order to proceed under this section, your scope of work must be a qualified item represented on the MLS list. Understating your scope of work so that it does qualify could result in additional fees for undisclosed work, possibly including fees for working without a permit.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

Login		
	Welcome to the Citizen Access Portal	
User Name or E-mail: Required only to purchase on-line permits.	We are pleased to offer our citizens, online, 24 hours a day, 7 days a wee	businesses, and visitors access to government services k.
	To use ALL the services we provide you m	ust register and create a user account. You can view information,
Password:	get questions answered and have limited you with a new, higher level of service that experience.	services as an anonymous user. We trust that this will provide at makes living and working in our community a more enjoyable
Login »	PLEASE NOTE: No inspection can be schee	duled here at this time. Thank you.
Remember me on this computer	Having Issues Logging In? You may to see how.	want to clear your browsing cache and cookies. <u>Click Here</u>
Register for an Account	What would you like to do too	lay?
	To get started, select one of the s	services listed below:
	General Information	Building
	Search for a Licensee	Search Applications
	Engineering	
	Search Applications	

Once logged in, click the "Create an Application" link.



DEPARTMENT OF BUILDING AND ZONING SERVICES

lick Inspection Trips to see how to	Welcome Heat Pump		
rchase trips online.	You are now logged in.		
	What would you like to do tod	ay?	
	To get started, select one of the	e services listed below:	
	General Information	Building	
	Search for a Licensee	Create an Application Search Applications	
			- 1
	Engineering		- 11
	Search Applications		
			1
			1

Click the box indicating that you've read and understand the Privacy Policy, then press "Continue Application".

	Search	₽ v
Online Application		
Welcome to the Citizen Access Portal. Below are the activities curr	ently available in the system:	
Purchase mechanical, electrical, and/or plumbing permits		
 Purchase an additional inspection trip 		
 Apply for a walk-thru permit (coming soon) 		
We continue to add functionality to the system. Please check back	often.	
you approactor.		
Purpose		
Purpose This policy's main objective is to assure website visitors that		
Purpose This policy's main objective is to assure website visitors that their right to privacy is of primary concern to the City of		
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 on how that information endor this interest.		
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 undated negrificable use places check back from time to time		
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.	•	
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 >	•	

Select the applicable license from the drop down list, then press "Continue Application".

• Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).



AND ZONING SERVICES

• If you need to add a license to you public user account, you can do that by clicking the "Account Management" link in the upper right part of the screen.

Select a License			
	1. 1. 1. 1	· · · · · · · · · · · · · · · · · · ·	
associated with your account.	rom the list below. The available pe	ermit record type(s) is determined by the type of the	license
Licenses:*			
Select 🔻			
Continue Application »			
Continue Application »			

Select a category (commercial, multi family, residential, etc.) from the drop down list.

Select a Record Type			
Select a Record Type			
Choose one of the following ava	ilable record types. For assistance	or to apply for a record type not listed below plea	ase contact us.
	_		
Select a Category			
Select a category			
Continue Application »			

The available records will then be displayed depending on your selection. Choose which permit you desire, then press "Continue Application".



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Choose one of the foll	owing available record	types. For assistance of	or to apply for a record	d type not listed below plea	ase contact us.
Multi Family	¥				
Electrical Permit	Multi Family				
Plumbing Permit	Multi Family				
Plumbing Permit	Multi Family				

Click "No" on "Approved Plan Review" and enter the permit number of the plan approval. Then press "Continue Application". If your project is minor, limited scope and you also have a valid plan approval, please refer to the "Applying for a mechanical, electric, plumbing permit with valid plans review" section of the instructions.

Electrical Permi	it Multi Family						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 7	8	
Step 1:Plan Re	view > Approved Pla	n Review					*
Approved Plan	Review or Permit					*indicates a re	equired field.
approved than							
Approved Plan R	Review: *						
Approved Plan R ② Yes	Review: *						



Enter the work location of your project by specifying the address number, street name, and unit number (if applicable). Then press the "Search" button. If the address is valid, the remaining address and parcel information will populate. Then press "Continue Application".

1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 7 8	
Step 2:Work L	ocation > Location [Details		_		*
					* indicates a	required field.
Address						
Addresses/parc	els can be verified t	o be in the city of Co	lumbus at http://	gis.columbus.gov/oss/	, ,	
Street No .*	Direction:	Unit No :	_			
757	Select V					
Street Name: (A	LL CAPS)	Street Type:				
CAROLYN		Select	*			
City:		State:				
		Select				
Search C	lear					
Search C	Jear					
Search C	lear					
Search C Parcel Do not include d	lear ashes "-" in parcel :	search]
Search C Parcel Do not include d Parcel Number:	lear ashes "-" in parcel :	search				
Search C Parcel Do not include d Parcel Number:	Near ashes "-" in parcel :	search				
Search C Parcel Do not include d Parcel Number: Search C	ashes "-" in parcel : Jear	search				

Enter the ownership information, the press "Continue Application".



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Electrical Permi	it Multi Family						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	67	8	
Step 2: Work Lo	ocation > Owner Info	rmation				.	
Owner						indicates a required field	eld.
Owner Name:			(?)				- 11
CITY OF COLUMB	US						
Owner Address	L						
757 CAROLYN AVE	E						- 12
City, State Zip							- 11
COLUMBUS, OH 4	3224						
Search C	lear						1.1
							- 11
Continue Appli	cation »				S	ave and resume later:	
continue reppi							-

Indicate that the scope of work qualifies for "Minor Limited Scope" by clicking "Yes". Select the appropriate scope item in the drop down box. Please review minor limited scope list (depicted with the arrow) to ensure qualification. Then press the "Continue Application" button.

Electrical Permi	it Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECT	TIONS	6 7	8	
Step 3: Project	Info. > Minor Limited	Scope						*
							* indi	cates a required field.
ior/ Limited	Scope of Work							
Minor/Limited S • Yes © No Scope Item:	Scope of Work r project qualifies as n cope:*	inor limited scope,	please verify that y	your scope of v	work mat	ches an	item o	n the list found
Minor/Limited : Minor/Limited se • Yes • No Scope Item: Temporary/Free	Scope of Work r project qualifies as n cope: * standing Service (up t	ninor limited scope, o 200 Amps during c	please verify that y	your scope of v	work mat	ches an	item o	n the list found

Answer any additional questions that apply, then press "Continue Application". Note – the questions below only apply to electrical permits.



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Electrical Permi	it Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8		
Step 3: Project	Info. > Supplemental	Questions					*	1
				_		*ind	icates a required field.	
Alternative Energy	rgy							
Are you installing	alternative energy sou	rces						
Are you installing PEV Charging St	alternative energy sou ation: *	rces						
Are you installing PEV Charging St Yes No	alternative energy sou ation: *	rces						
Are you installing PEV Charging St Yes No Alternate Energy	alternative energy sou ation: * y Source: *	rces						
Are you installing PEV Charging St O Yes No Alternate Energy NA	alternative energy sou ation: * y Source: *	rces						
Are you installing PEV Charging St (a) Yes (b) No Alternate Energy NA	alternative energy sou ation: * y Source: *	rces		•				

Select the applicant and licensed professional for this application. Note – for electrical and plumbing permits, the licensed professional should already be attached.

Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return back here once the contractor information has been added.



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Electrical Permit N	Aulti Family					
1 2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
Step 4: Contacts > A	Applicant Info.					*
					* indicates a r	equired field.
Applicant —						
appricant						
To add a new ont ct,	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.	•	
To add a new Contract,	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.	٠	
To add a new contrict, a	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.	•	
To add a new control, s	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.	•	
To add a new control, so	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.		
To add a new control, Select from Accour	click the Add Contact	t link. To edit a con	tact, click the link next	t to a contact name.	•	
To add a new ont Ct, Select from Accour	nt Add New	t link. To edit a con	tact, click the link next	t to a contact name.	•	
To add a new port ct, Select from Accourt Licensed Profession	Add New	t link. To edit a con	tact, click the link next	t to a contact name.	•	:h criteria
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After the applicant information has been attached, press the "Continue Application" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

Electrical Permit Multi Family 1 2 WORK LOCATION 3 PROJECT INFO. 4 Step 4: Contacts > Applicant Info. 4 Applicant 7 7 To add a new contact, click the Add Contact link. 4 Contact added successfully. 7 Heat Pump heatpump datagroup@columbus.gov 7	CONTACTS To edit a contact	5 INSPECTIONS	6 REVIEW	78 *indicates a	required field.
1 2 WORK LOCATION 3 PROJECT INFO. 4 Step 4: Contacts > Applicant Info. Applicant Info. Applicant Info. Contact added successfully. Gentact added successfully. Heat Pump heatpump batagroup@columbus.gov	CONTACTS	5 INSPECTIONS	6 REVIEW	7 8 * indicates a	★ required field.
Step 4: Contacts > Applicant Info. Applicant fo add a new contact, click the Add Contact link. * Contact added successfully. Heat Pump heatpump Latagroup@columbus.gov Jome phone:	To edit a contact	t, click the link nex	ct to a contact name	* indicates a	required field.
Applicant fo add a new contact, click the Add Contact link. ' Contact added successfully. Heat Pump heatpump batagroup@columbus.gov batagroup@columbus.gov batagroup@columbus.gov	To edit a contact	t, click the link nex	kt to a contact name	* indicates a	required field.
To add a new contact, click the Add Contact link. Contact added successfully. Heat Pump heatpump fatagroup@columbus.gov Jatagroup@columbus.gov	To edit a contact	t, click the link nex	kt to a contact name	h.	
Tax: The Remove Licensed Professional To add a new Licensed Professional, click the Add	Licensed Profes	ssional link. To find	a Licensed Professi	ional, enter the sea	rch criteria
and click the Search button. To edit an existing Li USER DUMMY2 License Type:Electrical Cont License Number:888888 Address: Columbus 43224	icensed Professio	onal, select the Lic	ensed Professional r	number in the list.	
Edit Remove					
Continue Application »				Save and res	ume later:

Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press then "Continue Application" button.

I certify that the information provided as part of this application is true information has been omitted. Failure to provide complete and accurat undisclosed work, possibly including fees for working without a permit. agree that I am electronically signing and filing this application.	, complete, and correct and that no material e information may result in additional fees for By checking the box below, I understand and
] By checking this box, I agree to the above certification.	.≁ Date:
Continue Application »	Save and resume later:



An itemized list of the applicable fees will appear, with a subtotal below. Press the "Continue Application" button to proceed to payment.

Electrical Permit Multi	Family					
1 2 3 4 <u>CONTACTS</u>	5 INSPECTIONS 6	REVIEW	1	7 PAY FEES	8 RECORD ISSUANCE	
Step 7: Pay Fees						*
entered. Some fees are bas repaired. Enter quantities w display your total fees. Application Fees	ed on the quantity of work it here applicable. The following	ems ins ng scree	talled or n will			
Fees		Qty.	Amount			
Application Fee		40	\$40.00			
Permit & Inspection Fee		33.98	\$33.98			
State Fee		1.02	\$1.02			
TOTAL FEES Note: This does not include addit	onal inspection fees which may b	e assesse	ed later.			
			\$75.00			
Continue Application »						
and the second se						

You will be directed to our payment processor, which may look different than the permit application portal. Press the "Next" button.

۲	Pay by credit card	
	VISA Martin	
	Back Next	Exit

Enter the payment information required. Press the "Next" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

lling Address	indicates required lield
ning Address	
177	
"First Name:	
M.I.:	
"Last Name:	
Street Line 1:	
Street Line 2:	
City:	
State:	Select State •
Zip:	
Phone:	
*E-Mail:	
*Payment Amount: ayment Method	75.00 USD
*Name on Card:	
*Card Number:	
*Expiration Date:	* Month • * Year •
* Enter the above code:	Can't read? Try a different code

Confirm that the payment information is correct. Press the "Pay Now" button.

Address	
Billing Address: John Doe	
jd@fakedomain.com	
Payment Method	
Credit Card VISA John Doe x1114 01/17	
Payment Amount	
Amount: 75.00 USD	
Total: 75.00 USD	
	Back Pay Now Exit



After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your application is complete and your permit issued. You may press the "Print/View Permit" button and print your permit. Also, print your receipt by pressing the "Print/View Receipt" button.



Congratulations, and thank you for using the Citizen Access portal!



APPLYING FOR A STAND-ALONE MECHANICAL, ELECTRICAL, PLUMBING PERMIT

This section describes the application process for a trade permit that is considered minor enough to not require drawings, but broader than minor, limited scope work. This application will be submitted and reviewed by an inspection supervisor to ensure qualification. If your application is approved, you will be emailed with a link to pay any associated fees (you will not be charged if your submission is not accepted). After fees have been paid, your permit will be issued and available for print.

Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

Login	Welcome to the Citizen Access Portal	
User Name or E-mail:	Welcome to the Cluzen Access Portal	
Required only to purchase on-line permits.	We are pleased to offer our citizens, b online, 24 hours a day, 7 days a week	usinesses, and visitors access to government services
1	To use ALL the services we provide you mu	ist register and create a user account. You can view information,
	get questions answered and have limited s	ervices as an anonymous user. We trust that this will provide
Password:	experience.	t makes living and working in our community a more enjoyable
	PLEASE NOTE: No inspection can be sched	uled here at this time. Thank you.
Login »		
Remember me on this computer	Having Issues Logging In? You may v to see how.	vant to clear your browsing cache and cookies. <u>Click Here</u>
Eve forgotten my password Register for an Account	What would you like to do tod	ay?
1.3	To get started, select one of the s	ervices listed below:
	General Information	Building
	Search for a Licensee	Search Applications
	Engineering	
	Search Applications	

Once logged in, click the "Create an Application" link.



DEPARTMENT OF BUILDING AND ZONING SERVICES

nat's new in ACA?			12.00
ick Inspection Trips to see how to	Welcome Heat Pump		
rchase trips online.	You are now logged in.		
	What would you like to do tod	ay?	1
	To get started, select one of the	e services listed below:	- 1
	General Information	Building	
	Search for a Licensee	Create an Application	
		Search Applications	- 11
	Engineering		- 11
	Search Applications		
			- 10
			1000

Click the box indicating that you've read and understand the Privacy Policy, then press "Continue Application".

	Search	₽ v
Online Application		
Welcome to the Citizen Access Portal. Below are the activities curr	ently available in the system:	
Purchase mechanical, electrical, and/or plumbing permits		
 Purchase an additional inspection trip 		
 Apply for a walk-thru permit (coming soon) 		
We continue to add functionality to the system. Please check back	often.	
you approactor.		
Purpose		
Purpose This policy's main objective is to assure website visitors that	À	
Purpose This policy's main objective is to assure website visitors that their right to privacy is of primary concern to the City of		
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 on how that information endor this interest.		
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 undated negrificable use places check back from time to time		
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.	•	
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 >	•	

Select the applicable license from the drop down list, then press "Continue Application".

• Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).



AND ZONING SERVICES

• If you need to add a license to your public user account, you can do so by clicking the "Account Management" link in the upper right part of the screen.

Select a License		
Select a license for this record from the list below. The avail associated with your account	lable permit record type(s) is determined by the type of the	ne license
Licenses:*		
Select		
Continue Application »		

Select a category (commercial, multi family, residential, etc.) from the drop down list.

Select a Record Type			1
Select a Record Type			
Choose one of the following av	vailable record types. For assistance	or to apply for a record type not listed below plea	ase contact us.
	_		
-Salact a Catagony-	-		
-Select a Category-			
Continue Application »			
Continue Application »			

The available records will then be displayed depending on your selection. Choose which permit you desire, then press "Continue Application".



DEPARTMENT OF BUILDING AND ZONING SERVICES

Choose one of the foll	owing available record ty	pes. For assistance or to appl	y for a record type not listed below plea	ase contact us.
Multi Family	•			
Electrical Permit	Multi Family			
 Mechanical Permit Plumbing Permit 1 	Multi Family Multi Family			
• ramong Perint (runt runny			

Click "No" on "Approved Plan Review". Then press "Continue Application".

Electrical Permi	t Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7	8	
Step 1: Plan Re	view > Approved Pla	n Review					*	l
							indicates a required field.	
Approved Plan	Review or Permit							
Approved Plan	Review or Permit							
Approved Plan Approved Plan F Yes No	Review or Permit							

Enter the work location of your project by specifying the address number, street name, and unit number (if applicable). Then press the "Search" button. If the address is valid, the remaining address and parcel information will populate. Then press "Continue Application".



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Electrical Pern	nit Multi Family					
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 7 8	
Step 2:Work	Location > Location	Details				*
Address					* indicates a	required field.
Addresses/par	cels can be verified	to be in the city of Co	lumbus at <u>http:/</u>	/gis.columbus.gov/os	<u>s/</u>	
Street No.:*	Direction:	Unit No.:				
757	Select V					
Street Name: (ALL CAPS)	Street Type:				
CAROLYN		Select	•			
City:		State:				
		Select	•			
Courth	Clear					
Search	Cical Protection					
Darcal						1
Parcer						
Do not include o	dashes "-" in parcel	search				
Parcel Number	:*					
Search	Clear					
					C 1	

Enter the ownership information, the press "Continue Application".



DEPARTMENT OF BUILDING AND ZONING SERVICES

Electrical Permi	t Multi Family						
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8	
Step 2:Work Lo	ocation>Owner Info	rmation					*
Output						* indicates a	required field.
owner			0				
owner Name:	10		U				
CITY OF COLUMBI	15						
Owner Address 1	L						
757 CAROLYN AVE							
City, State Zip							
COLUMBUS, OH 4	3224						
Search Cl	ear						
Continue Appli	cation »					Save and res	sume later:

Select "No" for minor, limited scope of work. Press the "Continue Application" button.

Electrical Permi	it Multi Family					
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	67	8
						To discharge a second so d Redd
Minor/Limited	Scope of Work					indicates a required field.
Minor/Limited s	Scope of Work	inor limited scope,	please verify that y	our scope of work ma	itches an it	tem on the list found
Minor/Limited s f you believe you <u>tere</u> Minor/Limited se	Scope of Work r project qualifies as m	inor limited scope,	please verify that y	vour scope of work ma	itches an it	tem on the list found
Minor/Limited : f you believe you <u>tere</u> Minor/Limited s Yes ® No	Scope of Work r project qualifies as m	inor limited scope,	please verify that y	rour scope of work ma	itches an it	tem on the list found

Enter the work description (be as detailed as possible). The information entered here will be used to determine if your project qualifies for a stand-alone permit. Also, understand that failure to disclose information or misrepresentation of the work scope may result in fees for undisclosed work, or possibly fees for working without a permit. When finished, press the "Continue Application" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

Electrical Permi	t Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8	3	
Step 3: Project	Info. > Work Descrip	tion					*	
						* ii	ndicates a required field.	
Work Description								
Work Description								
				4				
pell check								

Answer any additional questions that apply, then press "Continue Application". Note – the questions below only apply to electrical permits.

lectrical Permi	t Multi Family							
1 PLAN REVIEW	2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6	7 8		
Step 3 : Project	Info. > Supplemental	Questions					*	
Iternative Ene	rav			_		* indicat	es a required field	5
iternative Ene	.97							-
re you installing	alternative energy sou	rces						
re you installing PEV Charging St	alternative energy sou ation: *	rces						
re you installing PEV Charging St Yes No	alternative energy sou ation:*	rces						
re you installing PEV Charging St) Yes No Niternate Energy	alternative energy sou ation: " y Source: "	rces						
re you installing PEV Charging St Ves No NA	alternative energy sou ation: " y Source: "	rces						
e you installing EV Charging St Yes No ternate Energ	alternative energy sou ation: * y Source: *	rces		•				

Select the applicant and licensed professional for this application. Note – for electrical and plumbing permits, the licensed professional should already be attached.



Mechanical permits will look slightly different, and will have to enter the licensed professional information. Refer to page 39 for instructions for adding a mechanical contractor. Return here once the contractor information has been added.



After the applicant information has been attached, press the "Continue Application" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

				Search.		₽ マ
lectrical Permit M	ulti Family					
1 2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
Step 4 : Contacts > Ap	oplicant Info.					*
nnlicant					* indicates a	required field.
icensed Professiona	al					
and a many theread P	ton. To edit an exist	ing Licensed Profes	sional select the Lice	a Licensed Professio	nal, enter the sear	ch criteria
o add a new Licensed P nd click the Search but		,	storiary serect the Lice	nsed Professional nu	mber in the list.	
o add a new Licensed P nd click the Search but SER DUMMY2 icense Type:Electrical Cont cense Number:88888 ddress: Columbus 43224			Sonar, Serect the Lee	nsed Professional nu	mber in the list.	
o add a new Licensed P nd click the Search but SER DUMMY2 cense Type:Electrical Cont cense Number:888888 ddress: Columbus 43224 fit Remove		,	Sondy Select the Lee	nsed Professional nu	mber in the list.	

Verify that the information on the application is correct. If anything needs modified, click the edit button next to the applicable section. Once you are satisfied with the information provided, read the certification text at the bottom of the page. Check the box underneath the certification, then press then "Continue Application" button.

I certify that the information provided as part of this application is tri information has been omitted. Failure to provide complete and accur- undisclosed work, possibly including fees for working without a permi agree that I am electronically signing and filing this application.	ue, complete, and correct and that no material rate information may result in additional fees for it. By checking the box below, I understand and
By checking this box, I agree to the above certification.	
Continue Application »	Save and resume later:



Your application has not been submitted for review. Your permit has NOT been issued.

If approved for a stand-alone permit, you will receive an email notification with a link to pay the fees associated with the permit. Once the fees are paid, your permit will be issued and available for printing.

If your application is not accepted, you will receive an email notification describing the reasons for nonacceptance. In this instance, you will not be charged for the submission that was not accepted.



If your application is approved, you will receive an email with a button called "Pay Fees". Clicking the button will open the Citizen Access portal and will display an itemized list of fees associated with the permit. Press the "Continue Application" button.



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Fees	Qty.	Amount		
Application Fee	40	\$40.00		
Permit & Inspection Fee	398.06	\$398.06		
State Fee	11.94	\$11.94		
TOTAL FEES Note: This does not include additional inspecti	on fees which may be assesse	ed later. \$450.00		

You will be directed to our payment processor, which may look different than the permit application portal. Press the "Next" button.

VISA Back Next Exit	Cho	Dev by gradit card
Back Next Exit	۲	
		Back Next Exit

Enter the payment information required. Press the "Next" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

		 Indicates required field
illing Address		
*Einet Name:		
First Name.		
N.I.:		
East Name.		
Street Line 2:		
City:		
State:	Select State	
Zip:		
Phone:		
*E-Mail:		
	·	
ayment Details		
*Payment Amount:	450.00 USD	
ayment Method		
*Name on Card:	· · · · · · · · · · · · · · · · · · ·	
*Card Number:		
Gard Number.	* Month	
*Expiration Date:	* Year 🔹	
* Enter the above code:	Cap't read? Thu a different code	
	Gan tready my a different code.	
		Back Next Exit

Confirm that the payment information is correct. Press the "Pay Now" button.

Address	
Billing Address: John Doe	
jd@fakedomain.com	
Payment Method	
Credit Card VISA John Doe x1114 01/17	÷
Payment Amount	
Amount: 450.00 USD	
Total: 450.00 USD	
	Back Pay Now Exit



After your payment has been processed, you will be redirected back to the permit application portal. If your payment is successful, your stand-alone application is complete and your permit issued. You may press the "Print/View Permit" button and print your permit. Also, print your receipt by pressing the "Print/View Receipt" button.

You have paid a fee as Please print a copy of thi	sociated to this Record. is receipt and retain a copy	your records.		
hank you for using our online s our Record Number is M	services. IMEPE1600129.			
п				
ou will need this number t	to check the status of your a	pplication or to schedule/check re	sults of inspections. Please pri	nt a copy of
our record an post it in t	he work are			
Print/View Permit	Print/View Receipt			
licensed professional is	now authorized to procee	d with work at the designated I	location.	
licensed professional is	now authorized to procee	d with work at the designated I	location.	or roturn to
A licensed professional is Your record type requires chedule the inspection u	s now authorized to procee s a follow-up inspection on upon completion of the wo	d with work at the designated l ce work is completed. You may rk. Choose "View Record Details	location. schedule the inspection now s" to Schedule Inspections, o	or return to
Vicensed professional is 'our record type requires chedule the inspection unake other updates.	s now authorized to procee s a follow-up inspection on upon completion of the wo	ed with work at the designated l ce work is completed. You may rk. Choose "View Record Details	location. schedule the inspection now s" to Schedule Inspections, o	/ or return to check status, or
Nicensed professional is Your record type requires chedule the inspection u nake other updates.	s now authorized to procee s a follow-up inspection on upon completion of the wo	ed with work at the designated l ce work is completed. You may rk. Choose "View Record Details	location. schedule the inspection now s" to Schedule Inspections, o	v or return to check status, or
A licensed professional is 'our record type requires chedule the inspection unake other updates. View Record Details »	s now authorized to proceed s a follow-up inspection on upon completion of the wo	ed with work at the designated l ce work is completed. You may rk. Choose "View Record Details rk area.)	location. schedule the inspection now s" to Schedule Inspections, o	/ or return to check status, or
A licensed professional is 'our record type requires chedule the inspection unake other updates. View Record Details »	s now authorized to proceed s a follow-up inspection on upon completion of the wo	d with work at the designated l ce work is completed. You may rk. Choose "View Record Details rk area.)	location. schedule the inspection now s" to Schedule Inspections, o	/ or return to check status, or

Congratulations, and thank you for using the Citizen Access portal!



ADDING A MECHANICAL CONTRACTOR TO A PERMIT

Following are the instructions for adding a mechanical contractor and any subcontractors to the permit application you're currently attempting to complete.

After you add the applicant information, as specified in the directions above, click the "Add a Professional" button. You may add as many licenses as necessary given the scope of work for the permit. However, you can only add license numbers associated to your user account. **DO NOT** add subcontractor license information on this screen. Subcontractors can be added later.

1 2 WORK LOCATION	3 PROJECT INFO	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
Step 4: Contacts >	Applicant Info.					*
					* indicate	s a required field.
opplicant						
o add a new contact	click the Add Con	tact link. To edit a con	tact, click the link next	t to a contact	t name.	
	essfully					
Contact added succ	o borning t					
leat Pump			2			
leat Pump leatpump	2/		2			
Contact added succ leat Pump leatpump latagroup@columbus.g lome phone:	27					
Contact added succ leat Pump leatpump latagroup@columbus.g lome phone: Work Phone:	24					
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Contact addea succ feat Pump latagroup@columbus.g lome phone: Nork Phone: ax: dif Remove .icensed Profession	nals		·			
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Iteat Pump eatpump atagroup@columbus.g fome phone: tobile Phone: ax: dif Remove i.censed Profession nter the license num	mals	he scope of work bein	, g performed by the pri	mary contrac	ctor.	
International added succession of the succession	nals	he scope of work bein	g performed by the pri	mary contrac	ctor.	
Contact added succ leat Pump atagroup@columbus.g toble Phone: ax: dif Remove licensed Profession inter the license num ihowing 0-0 of 0 License Number	nals	he scope of work bein	g performed by the pri	mary contrac	ctor. Work Scope	
Locales Augustation of 0 leat Pump leatpump lone phone: lone phone: lone phone: lone phone: dir Remoxe Licensed Profession inter the license num showing 0-0 of 0 License Number	mals	he scope of work bein Business Name	g performed by the pri	mary contrac	ctor. Work Scope	
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Enter your license number. If your entry is a valid license, the Business Name and License Type fields will populate. Select the scope of work that will be performed by this license from the drop down box, then press the "Submit" button.



DEPARTMENT OF BUILDING AND ZONING SERVICES

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Your license will appear in the professional section as indicated below. If you possess multiple licenses, which will be used in the project, repeat the above steps and add your additional licenses (NOT subcontractors). Once completed, press the "Continue Application" button.

Step	4 : Contacts > Ap	oplicant Info.							7
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Next, specify whether the work will be self-performed. If you are not using subcontractors, indicate "Yes" and press "Continue Application".

If you are using subcontractors, indicate "No" and press "Continue Application".



Press the "Add a Subcontractor" button.

1 2 WORK LOCATION	3 PROJECT INFO.	4 CONTACTS	5 INSPECTIONS	6 REVIEW	7 8	
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Step 4:Contacts > S	ubcontractors					*
					* indicates a	required field.
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Enter the license numbe	er of any other contr	actors (other than y	yourself) who will be p	performing work o	lescribed in the proje	ect scope.
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Enter the license number of the subcontractor who will be performing work described in the project scope. If the entry is a valid license, the Business Name and License Type fields will populate. Select the



scope of work that will be performed by this license from the drop down box, then press the "Submit" button.

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The subcontractor license will appear in the project subcontractors section as indicated below. If you are using multiple subcontractors for your project, repeat the above steps and add the additional licensed subcontractors. Once completed, press the "Continue Application" button.

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