



DEPARTMENT OF BUILDING
AND ZONING SERVICES

USER MANUAL FOR ONLINE PERMITTING

Mechanical, Electrical, and Plumbing Permits

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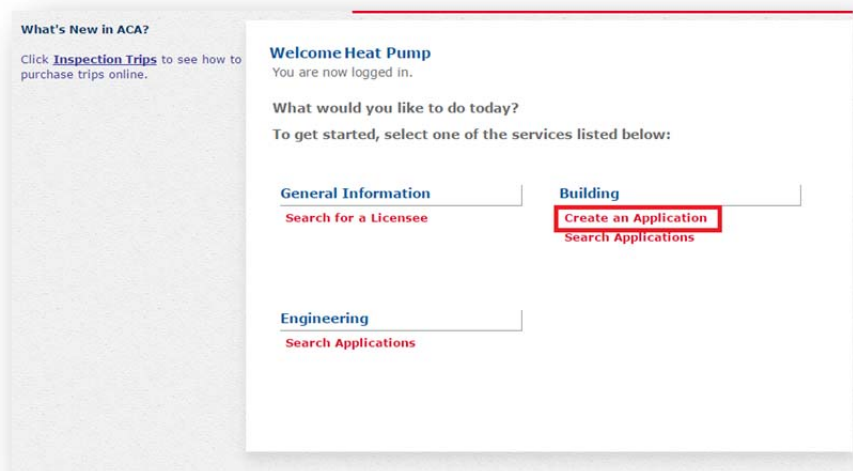
APPLYING FOR A MECHANICAL, ELECTRICAL, PLUMBING PERMIT WITH VALID PLANS REVIEW

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.

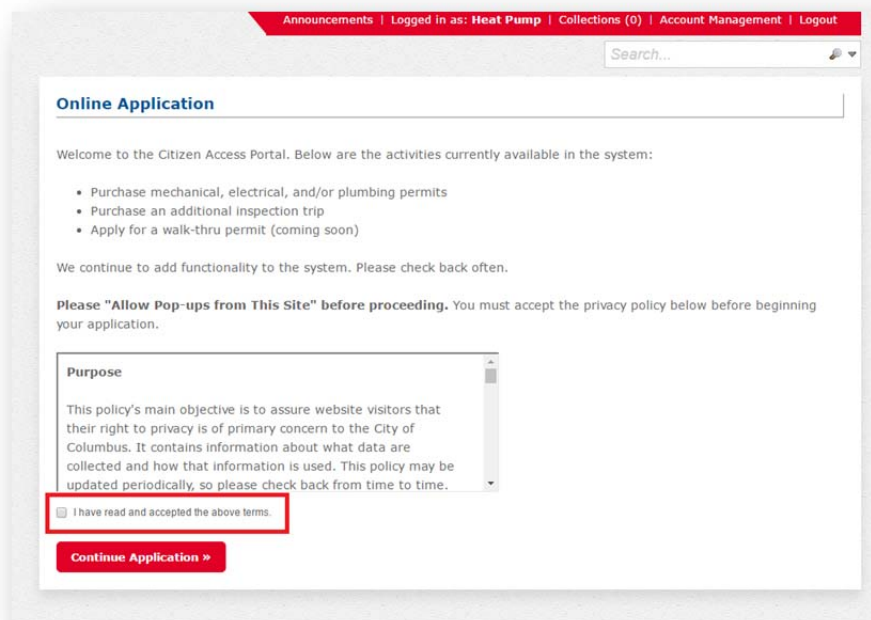
Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

The screenshot shows the Citizen Access Portal login page. On the left, there is a 'Login' form with a red border. It contains the following elements: a header 'Login', a label 'User Name or E-mail: Required only to purchase on-line permits.' above a text input field, a label 'Password:' above another text input field, a red 'Login »' button, and a checkbox labeled 'Remember me on this computer'. Below the form are links for 'I've forgotten my password' and 'Register for an Account'. The main content area on the right includes a 'Welcome to the Citizen Access Portal' message, a paragraph about service availability, a 'PLEASE NOTE' about inspections, a link for 'Having Issues Logging In?', and a section titled 'What would you like to do today?' with search links for 'General Information', 'Building', and 'Engineering'.

Once logged in, click the “Create an Application” link.



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

- 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.

The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a License' and includes a sub-header. Below the sub-header, there is a text instruction: 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.' A dropdown menu labeled 'Licenses:' with the text '--Select--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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

The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a Record Type' and includes a sub-header. Below the sub-header, there is a text instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A dropdown menu with the text '--Select a Category--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

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 please contact us.

Multi Family

- Electrical Permit | Multi Family
- Mechanical Permit | Multi Family
- Plumbing Permit | Multi Family

Continue Application »

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 1: Plan Review > Approved Plan Review

* indicates a required field.

Approved Plan Review or Permit

Approved Plan Review: *

Yes No

Permit #: *

MBLD1600071

Project Address:

757 CAROLYN AVE

Continue Application »

Save and resume later:

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.

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

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.

Minor/Limited Scope of Work

If you believe your project qualifies as minor limited scope, please verify that your scope of work matches an item on the list found [here](#).

Minor/Limited scope: *

Yes No

Continue Application »

Save and resume 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.

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 3: Project Info. > Work Description

* indicates a required field.

Work Description

Work Description: *

spell check

Continue Application »

Save and resume later:

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 3: Project Info. > Supplemental Questions

* indicates a required field.

Alternative Energy

Are you installing alternative energy sources

PEV Charging Station: *

Yes No

Alternate Energy Source: *

NA

Continue Application »

Save and resume later:

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.

Search...

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO, 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

Continue Application >> Save and resume later: 📄

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heat Pump
heatpump
dalagroup@columbus.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

[Continue Application »](#) Save and resume later:

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.

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 2 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 PAY FEES 8

Step 5: Inspections > Additional Inspection

* indicates a required field.

Additional Inspection Trip

Choose the permit type with the desired number of inspections. Residential permits are available as 2 inspection permits only.

Number of Inspections for this permit: *

--Select--

Continue Application >

Save and resume 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 the “Continue Application” button.

Inspections for this permit:

I certify that the information provided as part of this application is true, complete, and correct and that no material information has been omitted. Failure to provide complete and accurate information may result in additional fees for undisclosed work, possibly including fees for working without a permit. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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.

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 2 3 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 PAY FEES 8 RECORD ISSUANCE

Step 7: Pay Fees ★

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

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 inspection fees which may be assessed later.

\$450.00

[Continue Application >](#)

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

Choose method of payment

Pay by credit card

VISA MasterCard

Back Next Exit

Enter the payment information required. Press the “Next” button.

* Indicates required field


Billing Address

*First Name:
M.I.:
*Last Name:
Street Line 1:
Street Line 2:
City:
State:
Zip:
Phone:
*E-Mail:

Payment Details

*Payment Amount: USD

Payment Method

*Name on Card:
*Card Number:
*Expiration Date: * Month
* Year

* Enter the above code:
[Can't read? Try 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

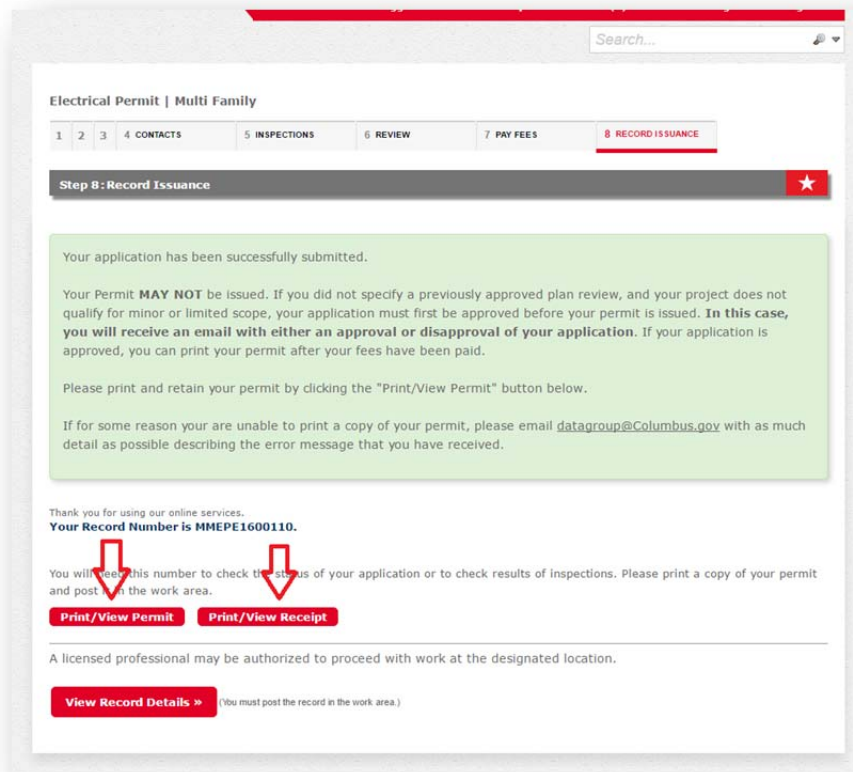
Credit Card 
John Doe
x1114 01/17

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!

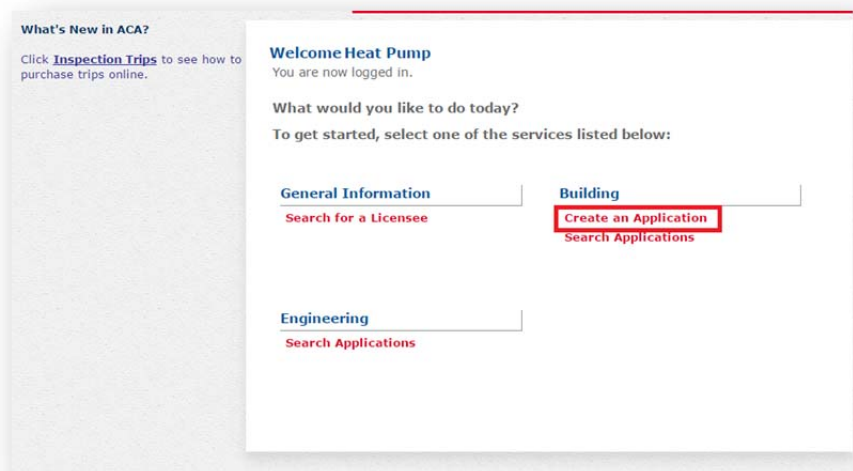
APPLYING FOR A MINOR, LIMITED SCOPE (MLS) MECHANICAL, ELECTRICAL, PLUMBING PERMIT

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 [here](#). 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.

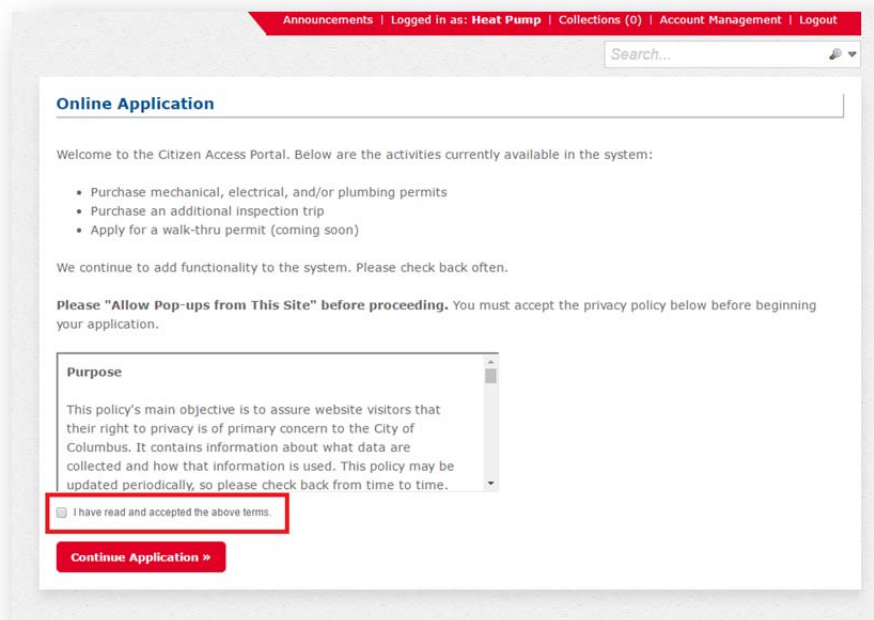
Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

The screenshot shows the Citizen Access Portal login page. On the left, a red-bordered box highlights the login form, which includes a 'Login' header, a 'User Name or E-mail' field with the note 'Required only to purchase on-line permits.', a 'Password' field, a red 'Login' button, and a 'Remember me on this computer' checkbox. Below the form are links for 'I've forgotten my password' and 'Register for an Account'. The main content area on the right features a 'Welcome to the Citizen Access Portal' message, a statement of service availability, a 'PLEASE NOTE' regarding inspection scheduling, a link for 'Having Issues Logging In?', and a section titled 'What would you like to do today?' with search links for 'General Information', 'Building', and 'Engineering'.

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



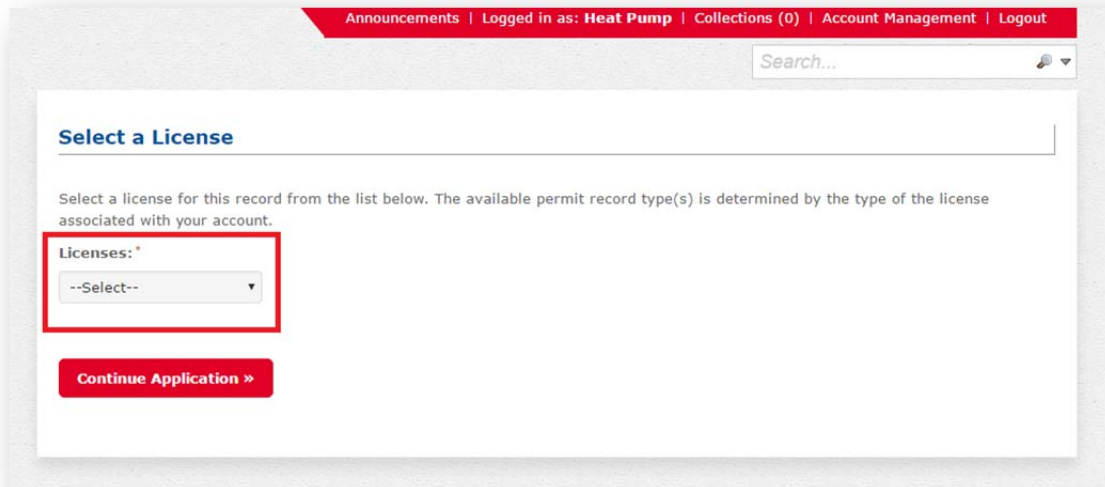
Click the box indicating that you've read and understand the Privacy Policy, then press "Continue Application".



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

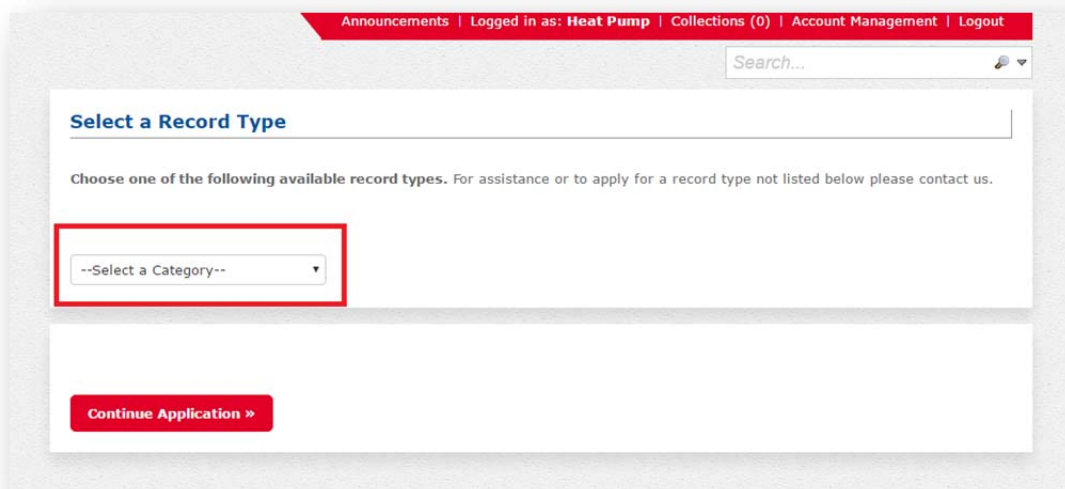
- o Note that the license that you select will limit your options for purchasing a permit (i.e. only Electrical Contractor license types can be used to purchase an electrical permit).

- 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.



The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a License'. Below the title, there is a text instruction: 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.' A dropdown menu labeled 'Licenses: *' with the text '--Select--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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



The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a Record Type'. Below the title, there is a text instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A dropdown menu with the text '--Select a Category--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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

This screenshot shows the 'Select a Record Type' form. At the top right, there is a search bar with the text 'Search...'. Below the search bar, the heading 'Select a Record Type' is followed by a text box. The text box contains the instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this text is a dropdown menu currently set to 'Multi Family'. Underneath the dropdown, three radio button options are listed: 'Electrical Permit | Multi Family', 'Mechanical Permit | Multi Family', and 'Plumbing Permit | Multi Family'. A red box highlights these three options. At the bottom of the form is a red button labeled 'Continue Application »'.

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.

This screenshot shows the 'Approved Plan Review or Permit' form. At the top right, there is a search bar with the text 'Search...'. Below the search bar, the heading 'Electrical Permit | Multi Family' is followed by a progress bar with steps 1 through 8. Step 1, 'PLAN REVIEW', is highlighted in red. Below the progress bar, the heading 'Step 1: Plan Review > Approved Plan Review' is followed by a red star icon. Below this is the heading 'Approved Plan Review or Permit' followed by a text box. Below the text box, the heading 'Approved Plan Review: *' is followed by two radio button options: 'Yes' and 'No'. A red box highlights these two options. At the bottom of the form is a red button labeled 'Continue Application »'. To the right of the button is a 'Save and resume later:' option with a folder icon.

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”.

Search...

Electrical Permit | 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/parcels can be verified to be in the city of Columbus at <http://gis.columbus.gov/oss/>

Street No.: * Direction: Unit No.:

757 --Select--

Street Name: (ALL CAPS) * Street Type:

CAROLYN --Select--

City: State:

--Select--

Search Clear

Parcel

Do not include dashes "-" in parcel search

Parcel Number: *

Search Clear

Continue Application » Save and resume later:

Enter the ownership information, the press “Continue Application”.

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 2: Work Location > Owner Information

* indicates a required field.

Owner

Owner Name: CITY OF COLUMBUS

Owner Address 1: 757 CAROLYN AVE

City, State Zip: COLUMBUS, OH 43224

Search Clear

Continue Application »

Save and resume later:

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 Permit | Multi Family

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.

Minor/Limited Scope of Work

If you believe your project qualifies as minor limited scope, please verify that your scope of work matches an item on the list found [here](#)

Minor/Limited scope: Yes No

Scope Item: Temporary/Freestanding Service (up to 200 Amps during construction)

Continue Application »

Save and resume later:

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

The screenshot shows a web application interface for an electrical permit. At the top, there is a navigation bar with links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. Below this is a search bar. The main content area is titled 'Electrical Permit | Multi Family' and features a progress indicator with steps 1 through 8. Step 3, 'PROJECT INFO.', is currently active. Underneath, a sub-header reads 'Step 3: Project Info. > Supplemental Questions'. The 'Alternative Energy' section is highlighted with a red box and contains the following fields: a question 'Are you installing alternative energy sources', a 'PEV Charging Station:' field with radio buttons for 'Yes' and 'No' (where 'No' is selected), and an 'Alternate Energy Source:' dropdown menu with 'NA' selected. A red 'Continue Application' button is at the bottom left, and a 'Save and resume later' option is at the bottom right. A note '* indicates a required field.' is located in the top right of the form area.

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.

Search...

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

Continue Application >> Save and resume later: 📄

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heat Pump
heatpump
datajoulp@columbus.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

Continue Application > Save and resume 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.

Inspections for this permit:

I certify that the information provided as part of this application is true, complete, and correct and that no material information has been omitted. Failure to provide complete and accurate information may result in additional fees for undisclosed work, possibly including fees for working without a permit. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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 CONTACTS 5 INSPECTIONS 6 REVIEW 7 PAY FEES 8 RECORD ISSUANCE

Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

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 additional inspection fees which may be assessed later.

\$75.00

[Continue Application »](#)

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

Choose method of payment

Pay by credit card

VISA MasterCard

Back Next Exit

Enter the payment information required. Press the “Next” button.

* Indicates required field


Billing Address

*First Name:
M.I.:
*Last Name:
Street Line 1:
Street Line 2:
City:
State:
Zip:
Phone:
*E-Mail:

Payment Details

*Payment Amount: USD

Payment Method

*Name on Card:
*Card Number:
*Expiration Date: * Month
* Year

* Enter the above code:
[Can't read? Try 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

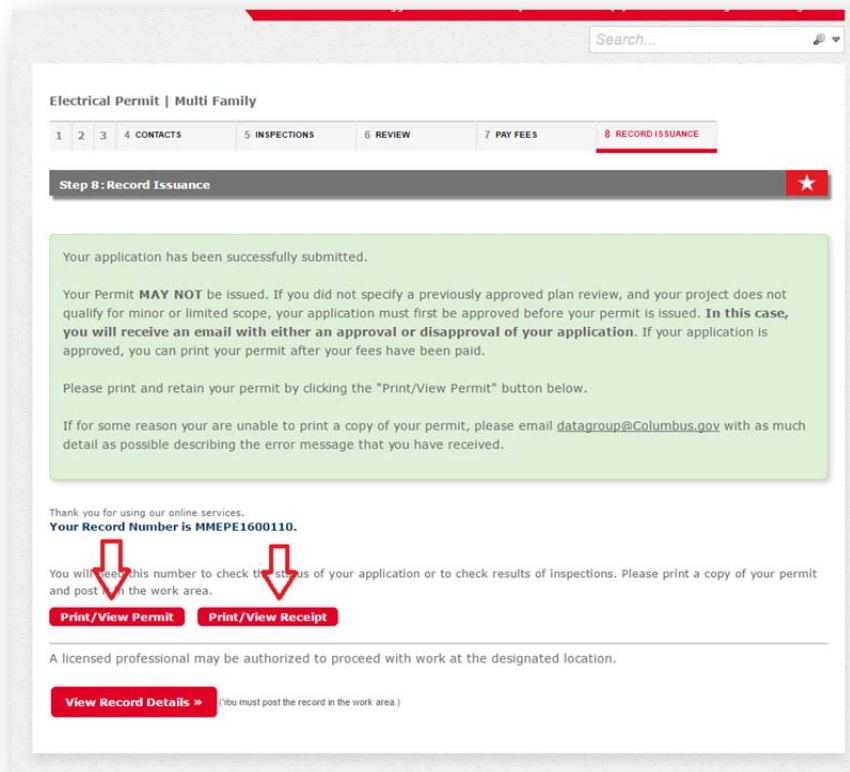
Credit Card 
John Doe
x1114 01/17

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!

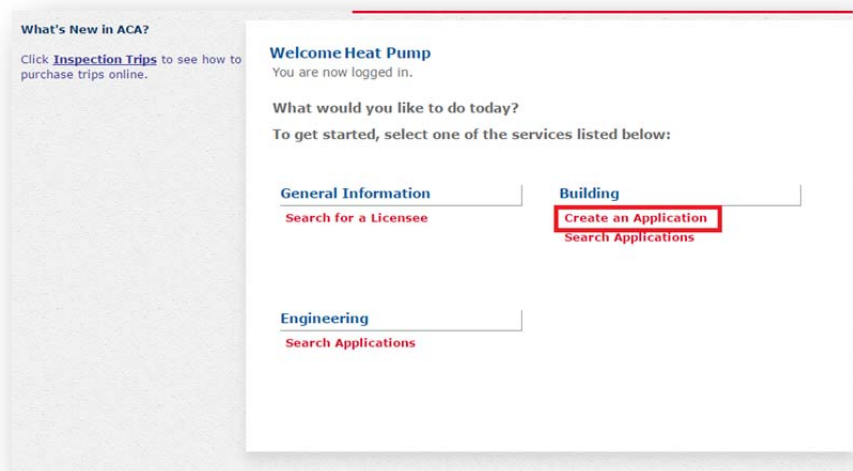
APPLYING FOR A STAND-ALONE MECHANICAL, ELECTRICAL, PLUMBING PERMIT

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.

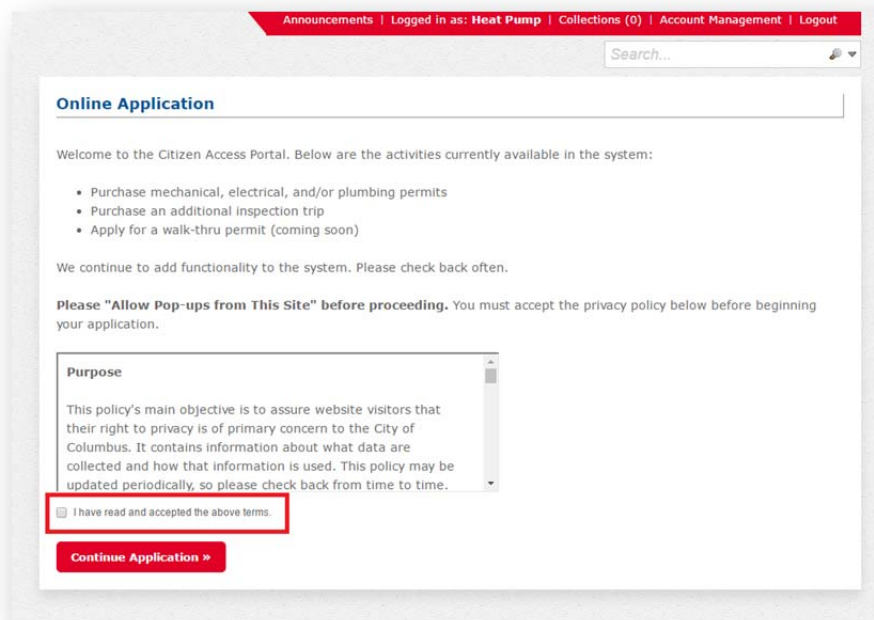
Begin by logging into the Citizen Access Portal by entering user credentials into the login boxes on the left side of the home page.

The screenshot shows the Citizen Access Portal login page. On the left, a login form is highlighted with a red border. It contains the following elements: a 'Login' header, a 'User Name or E-mail' field with the note 'Required only to purchase on-line permits.', a 'Password' field, a red 'Login' button, and a 'Remember me on this computer' checkbox. Below the form are links for 'I've forgotten my password' and 'Register for an Account'. The main content area on the right includes a welcome message, a 'PLEASE NOTE' about inspection scheduling, a link for 'Having Issues Logging In?', and a section titled 'What would you like to do today?' with buttons for 'General Information', 'Building', and 'Engineering', each with a 'Search Applications' link.

Once logged in, click the “Create an Application” link.



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

- 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.

The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a License'. Below the title, there is a text instruction: 'Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.' A dropdown menu labeled 'Licenses: *' with the text '--Select--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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

The screenshot shows a web interface with a red navigation bar at the top containing links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a Record Type'. Below the title, there is a text instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' A dropdown menu with the text '--Select a Category--' is highlighted with a red box. Below the dropdown is a red button labeled 'Continue Application »'.

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

The screenshot shows the top navigation bar with links for 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located in the top right. The main content area is titled 'Select a Record Type' and includes a dropdown menu currently set to 'Multi Family'. Below the dropdown, three radio button options are listed: 'Electrical Permit | Multi Family', 'Mechanical Permit | Multi Family', and 'Plumbing Permit | Multi Family'. A red box highlights these three options. At the bottom of the section is a red button labeled 'Continue Application »'.

Click “No” on “Approved Plan Review”. Then press “Continue Application”.

The screenshot shows the application progress bar with steps 1 through 8. Step 1, 'PLAN REVIEW', is highlighted in red. Below the progress bar, a grey banner indicates 'Step 1: Plan Review > Approved Plan Review' with a red star icon. A note states '* indicates a required field.' The main section is titled 'Approved Plan Review or Permit' and contains a red box around the 'Approved Plan Review: *' label and two radio button options: 'Yes' and 'No', with 'No' selected. A red button labeled 'Continue Application »' is at the bottom left, and a 'Save and resume later:' button is at the bottom right.

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”.

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 2 : Work Location > Location Details ★

* indicates a required field.

Address

Addresses/parcels can be verified to be in the city of Columbus at <http://gis.columbus.gov/oss/>

Street No.:	Direction:	Unit No.:
757	--Select--	
Street Name: (ALL CAPS) *	Street Type:	
CAROLYN	--Select--	

City: State:

--Select-- --Select--

Search **Clear**

Parcel

Do not include dashes "-" in parcel search

Parcel Number: *

Search **Clear**

Continue Application » Save and resume later:

Enter the ownership information, the press “Continue Application”.

Electrical Permit | Multi Family

1 PLAN REVIEW 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 7 8

Step 2: Work Location > Owner Information

* indicates a required field.

Owner

Owner Name: CITY OF COLUMBUS

Owner Address 1: 757 CAROLYN AVE

City, State Zip: COLUMBUS, OH 43224

Search Clear

Continue Application »

Save and resume later:

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Electrical Permit | Multi Family

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.

Minor/Limited Scope of Work

If you believe your project qualifies as minor limited scope, please verify that your scope of work matches an item on the list found [here](#)

Minor/Limited scope:*

Yes No

Continue Application »

Save and resume later:

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.

The screenshot shows the 'Electrical Permit | Multi Family' application process. At the top, a navigation bar includes 'Announcements', 'Logged in as: Heat Pump', 'Collections (0)', 'Account Management', and 'Logout'. A search bar is located on the right. Below the navigation, a progress indicator shows steps 1 through 8, with '3 PROJECT INFO.' highlighted. A sub-header reads 'Step 3: Project Info. > Work Description' with a red star icon. A note states '* indicates a required field.' The main form area is titled 'Work Description' and contains a large text input field labeled 'Work Description: *'. A 'spell check' link is positioned below the input field. At the bottom left is a red 'Continue Application >>' button, and at the bottom right is a 'Save and resume later:' option with a floppy disk icon.

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

The screenshot shows the 'Electrical Permit | Multi Family' application process at the 'Supplemental Questions' step. The navigation bar and progress indicator are identical to the previous screenshot. The sub-header reads 'Step 3: Project Info. > Supplemental Questions' with a red star icon. A note states '* indicates a required field.' The main form area is titled 'Alternative Energy' and contains the question 'Are you installing alternative energy sources'. Below this are two required fields: 'PEV Charging Station: *' with radio buttons for 'Yes' and 'No' (where 'No' is selected), and 'Alternate Energy Source: *' with a dropdown menu currently showing 'NA'. At the bottom left is a red 'Continue Application >>' button, and at the bottom right is a 'Save and resume later:' option with a floppy disk icon.

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.

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

Applicant * indicates a required field.

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

[Select from Account](#) [Add New](#)

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

[Continue Application »](#) Save and resume later:

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

Announcements | Logged in as: Heat Pump | Collections (0) | Account Management | Logout

Search...

Electrical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heat Pump
heatpump
datajoulp@columbus.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

USER DUMMY2
License Type:Electrical Cont
License Number:888888
Address: Columbus 43224
[Edit](#) [Remove](#)

Continue Application » Save and resume 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.

Inspections for this permit:

I certify that the information provided as part of this application is true, complete, and correct and that no material information has been omitted. Failure to provide complete and accurate information may result in additional fees for undisclosed work, possibly including fees for working without a permit. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

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 non-acceptance. In this instance, you will not be charged for the submission that was not accepted.

The screenshot displays a web interface for an 'Electrical Permit | Multi Family' application. At the top, there is a search bar and a progress indicator with steps 1 through 8. Step 8, 'RECORD ISSUANCE', is highlighted in red. Below the progress bar, a green box contains the following text: 'Your application has been successfully submitted. Your Permit **MAY NOT** be issued. If you did not specify a previously approved plan review, and your project does not qualify for minor or limited scope, your application must first be approved before your permit is issued. **In this case, you will receive an email with either an approval or disapproval of your application.** If your application is approved, you can print your permit after your fees have been paid. Please print and retain your permit by clicking the "Print/View Permit" button below. If for some reason you are unable to print a copy of your permit, please email datagroup@Columbus.gov with as much detail as possible describing the error message that you have received.' Below the green box, it says 'Thank you for using our online services. Your Record Number is **MMEPE1600129.**' and 'You will need this number to check the status of your application or to check results of inspections. Please print a copy of your permit and post it in the work area.' There is a red button labeled 'Print/View Permit'. At the bottom, it states 'A licensed professional may be authorized to proceed with work at the designated location.' and a red button labeled 'View Record Details »' with a note '(You must post the record in the work area.)'.

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.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

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 inspection fees which may be assessed later.
\$450.00

[Continue Application »](#)

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

Choose method of payment

Pay by credit card

[Back](#) [Next](#) [Exit](#)

Enter the payment information required. Press the “Next” button.

* Indicates required field


Billing Address

*First Name:
M.I.:
*Last Name:
Street Line 1:
Street Line 2:
City:
State:
Zip:
Phone:
*E-Mail:

Payment Details

*Payment Amount: USD

Payment Method

*Name on Card:
*Card Number:
*Expiration Date: * Month
* Year

* Enter the above code:
[Can't read? Try 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

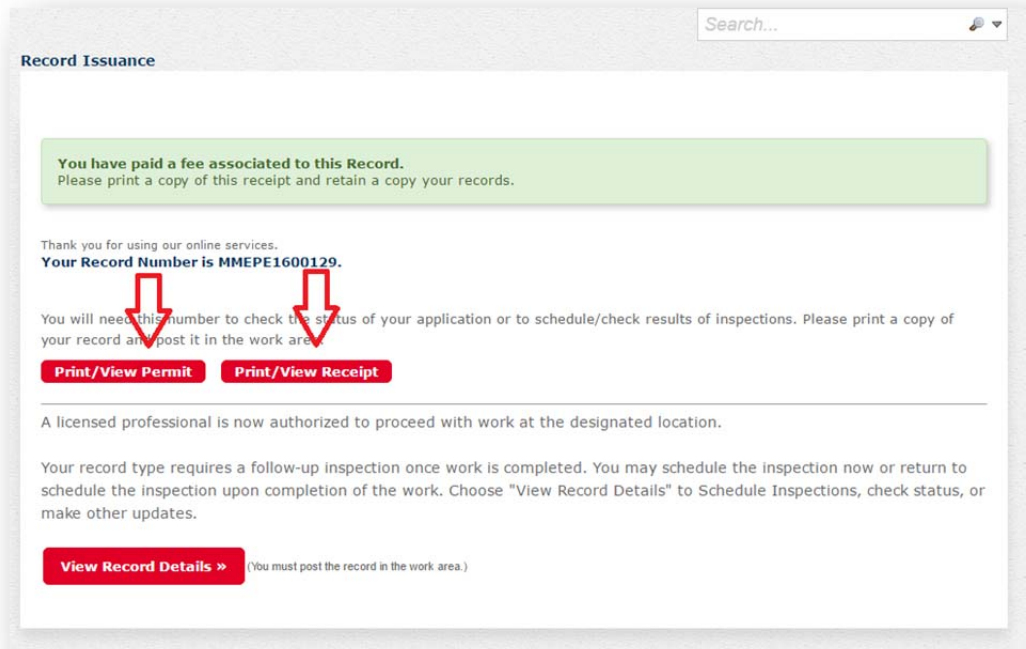
Credit Card 
John Doe
x1114 01/17

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.



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.

The screenshot shows a web application interface for adding a mechanical contractor. At the top, there is a search bar and a navigation menu with tabs for 1 WORK LOCATION, 2 PROJECT INFO, 4 CONTACTS (highlighted), 5 INSPECTIONS, 6 REVIEW, 7, and 8. Below the navigation is a header for "Step 4: Contacts > Applicant Info." with a red star icon. The main content area is titled "Applicant" and includes instructions: "To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name." A green checkmark indicates "Contact added successfully." Below this, a contact entry for "Heat Pump heatpump" is shown with details: email (dtagroup@columbus.gov), Home phone, Mobile Phone, Work Phone, and Fax. There are "Edit" and "Remove" links for this contact. The "Licensed Professionals" section is currently empty, with instructions to "Enter the license number and describe the scope of work being performed by the primary contractor." Below this is a table with columns for License Number, Business Name, License Type, and Work Scope. The table shows "Showing 0-0 of 0" and "No records found." At the bottom of the table, there are three buttons: "Add a Professional" (highlighted with a red box), "Edit Selected", and "Delete Selected". Below the table is a "Continue Application" button and a "Save and resume later" option with a save icon.

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.

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heat Pump heatpump
datagroup@columbus.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professionals

Enter the license number and describe the scope of work being performed by the primary contractor.

License Number: * Business Name: License Type:

Work Scope: ▼

Showing 0-0 of 0

License Number	Business Name	License Type	Work Scope

11 records found

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.

Mechanical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Applicant Info. ★

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Heat Pump heatpump
datagroup@columbus.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professionals

Enter the license number and describe the scope of work being performed by the primary contractor.

Showing 1-1 of 1

	License Number	Business Name	License Type	Work Scope	
<input type="checkbox"/>	123456	CITY OF COLUMBUS	Heating HVAC	exhaust systems (hoods, fans, etc)	Actions ▼

Save and resume later:

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”.

The screenshot shows a web application interface for a Mechanical Permit application. At the top, there is a search bar and a navigation menu with steps 1 through 8. Step 4, 'CONTACTS', is highlighted. Below the navigation, a header indicates 'Step 4: Contacts > Contractors' with a red star icon. A note states '* indicates a required field.' The main section is titled 'Additional Contractors' and contains the instruction: 'Select yes if you and you alone will be performing the work described in this permit'. Below this is a form field for 'Will the work be self performed: *' with radio buttons for 'Yes' and 'No'. At the bottom, there is a red 'Continue Application >' button and a 'Save and resume later:' option with a document icon.

Press the “Add a Subcontractor” button.

The screenshot shows the same web application interface, but now on the 'Subcontractors' step. The navigation menu still highlights Step 4. The header indicates 'Step 4: Contacts > Subcontractors' with a red star icon. A note states '* indicates a required field.' The main section is titled 'Project Subcontractors (if applicable)' and contains the instruction: 'Enter the license number of any other contractors (other than yourself) who will be performing work described in the project scope.' Below this is a table with columns for 'License Number', 'Business Name', 'License Type', and 'Work Scope'. The table is currently empty, with the text 'Showing 0-0 of 0' and 'No records found.' below it. At the bottom, there are three buttons: 'Add a Subcontractor' (highlighted with a red border), 'Edit Selected', and 'Delete Selected'. There is also a red 'Continue Application >' button and a 'Save and resume later:' option with a document icon.

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.

The screenshot displays a web application interface for a 'Mechanical Permit | Multi Family' project. The navigation bar shows steps 1 through 8, with '4 CONTACTS' highlighted. A modal window is open, titled 'Step 4: Con...', with a close button (X) in the top right corner. The modal contains the following fields and instructions:

- Instruction: "Enter the license number of any other contractors (other than yourself) who will be performing work described in the project scope."
- Field: "License Number: *" with the value "555555" entered.
- Field: "Business Name:" with the value "CITY OF COLUMBUS" entered.
- Field: "License Type:" with the value "Hydronics Cont" selected.
- Field: "Work Scope:" with a dropdown menu showing "condenser and cooling".
- Buttons: "Submit" (red), "Cancel", and "Add a Sub" (red).
- Footer: "Continue Application >>" (red) and "Save and resume later:" (gray).

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.

Search...

Mechanical Permit | Multi Family

1 2 WORK LOCATION 3 PROJECT INFO. 4 CONTACTS 5 INSPECTIONS 6 REVIEW 7 8

Step 4: Contacts > Subcontractors ★

* indicates a required field.

Project Subcontractors (if applicable)

Enter the license number of any other contractors (other than yourself) who will be performing work described in the project scope.

Showing 1-1 of 1

<input type="checkbox"/>	License Number	Business Name	License Type	Work Scope	
<input type="checkbox"/>	555555	CITY OF COLUMBUS	Hydronics Cont	condenser and cooling tower piping	Actions ▾

Add a Subcontractor **Edit Selected** **Delete Selected**

Continue Application » Save and resume later: