

Citizen Access Portal: How to Schedule an Inspection

Visit Columbus.gov/BZS in a browser other than Microsoft Edge and click the Citizen Access Portal button



Building

[Search Applications and Permits](#)
[Schedule an Inspection](#)

Click "Schedule an Inspection"

Enter the permit number, parcel number, **OR** the street number and street name:

- Only use 'Street Number' and 'Street Name' fields. Do not use Direction or Street Type.
- In the 'Street Name' field, % can be used as a wildcard if you are unsure of the street spelling.
- If the street name is numerical (i.e. Fourth Street), then enter 4 or 4TH.
- To search for permits older than three years, clear the 'Start Date' field.

Click the Search button

A screenshot of the "General Search" form. The form has several input fields and dropdown menus. The "Application/Permit Number" field is highlighted with a red box. The "Start Date" field is set to "08/02/2020" and the "End Date" field is set to "08/02/2023". The "Parcel No." field is highlighted with a red box. The "Street No." field has "From" and "To" sub-fields, with "From" highlighted. The "Street Name" field is highlighted. The "Search" button is highlighted with a red box.

Inspections

To view available inspection trips, click the "Record Info" or "More Details" item and open the "Application Information"

If you need to buy an inspection trip before you schedule,

[Purchase an Inspection Trip](#)

After-hours inspections cannot be scheduled online.
below:

[Request an After-Hours Inspection](#)

Upcoming

[Schedule an Inspection](#)

There are currently no inspections scheduled.

From the page that appears you can:

- purchase an inspection
- request an after hours inspection
- schedule an inspection
- review scheduled inspections as well as completed inspections

Click the Schedule an Inspection button

Select the type of inspection from the options provided:

- Only one inspection type can be selected.
- If you need to request multiple inspection types for the same permit and day, you will need to enter a separate request for each inspection type. As long as the different types are scheduled for the same day, only one trip will be debited. On site plan review, however, will result in a trip debit.

Click the Continue button

Select the day of business you want the inspection performed:

- Regular hour inspections take place anytime from 8:30 a.m. until 3:30 p.m.
- We are unable to provide a more specific time frame that the inspection will occur.

Click the radio button (8:30 AM – 3:30 PM) under the available times for date selected, then click continue. Please note, inspections may be performed as early as 8:00 and as late as 4:00.

Verify the property address and contact associated with the permit are correct.

Click the Change Contact link on the page to provide a different site contact for our inspector.

Click the Include Additional Notes link to write notes, special instructions or requests for the inspector. While not guaranteed, inspectors will do their best to accommodate morning or afternoon inspection and call-ahead requests.

Click the Finish button

Congratulations, you have now scheduled an inspection through the Citizen Access Portal!
This can be verified by reviewing the upcoming inspections shown on the page.