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

Click "Schedule an Inspection"

General Search Application/Permit Number

Start Date:

08/02/2020

First:

Enter the permit number, parcel number, <u>**OR**</u> 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.

	Name of Business:		
ard	Parcel No.:		
ien	Street No.: From . To	Direction: Select	
	Street Name:	③ Street Type:	
e	Unit No.:	Select	
	Zip:		

Click the Search button



From the page that appears you can:

earch Clear

- 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



THE CITY OF



Record Type: --Select--

End Date:

Last

08/02/2023

Schedule an Inspection	1
Please refer to the required inspections list specified with your plan approval or permit.	
After-hours inspections cannot be scheduled online. To request an after-hours inspection, please click the link below:	
Request an After-Hours Inspection	
Available Inspection Types (11)	
Footer	
⊖ Slab	
○ Framing	
○ Insulation	
○ Fire Rated Assembly	
O Above Ceiling	
O Partial Occupancy	
⊖ Final	
Onsite Plan Review	
⊖ Consult	
< Prev 1 2 Next >	
Continue	

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.

Schedule an Inspection

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.

		Auc	20	23					Se	p 20)23					Oc	t 20	23		
Su M	10	ти	We	тh	Fr	Sa	Su	Мо	ти	We	Th	Fr	Sa	Su	Мо	ти	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6 7	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13 1	4	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20 2	1	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27 2	8	29	30	31			24	25	26	27	28	29	30	29	30	31				
Prev	r.																			Next »

Please refer to the required inspections list specified with your plan approval or permit

) Select an e	existing co	ontact 🗸	
Specify an First Name	other pers e *	son (<i>for this inspectio</i> Middle Name	on only) Last Name *
Building			Zoning
Phone Nu	mber *		
614-645-7	433		
Submit	Cancel		

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.

Please confirm the o	letails below and click the Finish button to schedule the inspection.
Inspection Type:	Footer
Date:	
Location:	
Contact:	
Include Additiona	al Notes
Optional Comments	or Instructions for your Inspector:
spell check (Please include an alt information provided	ernate phone number if different from the contact in your application.)
Finish Bac	k Cancel

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.