

How to Apply for a 903 Excavation Permit that is routed (underground fiber or power, new power pole, etc.) *Allows you to excavate & occupy the right of way*

Review time is 20 business days 1st review & 10 business days fo every review after

Log into your account and click on Right-of-Way “create an application” or you can hover over the “+ New” tab and select “Right-of-way-Permit.”

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return To The City of Columbus

Logged in as: eric petee Collections (0) Account Management Logout

What's New in ACA?
Click [HERE](#) to see how to schedule an inspection for a building or trade permit online.

Welcome eric petee
You are now logged in.

For the best results, we recommend using the * Google Chrome * web browser for this site. Microsoft Edge is not supported at this time.

Below are the list of services available through the Citizen Access Portal:

- Purchase roof, siding, windows, and doors permits for 1,2,3 Family structures
- Purchase all mechanical, electrical, and plumbing permits
- Purchase an additional inspection trip
- Schedule an inspection for a building or trade permit
- Apply for a walk-thru permit
- Apply for Final Site Compliance Plan approval
- Check the status of an existing permit
- Apply for excavation, occupancy, and special hauling permits

To view all user guides and training manuals, including how to create an account and attach a license, click [HERE](#) to access our document library.

To get started, select one of the services listed below:

Building Purchase Permit or Inspection Trip Search Applications and Permits Schedule an Inspection	Engineering Create an Application Search Applications
Right-of-Way Create an Application Search Applications Schedule an Inspection	Zoning Search Applications

Click "I have read and accepted the above terms." Then click "continue application."

The screenshot shows the top navigation bar of the City of Columbus website. The header is blue with the text "THE CITY OF COLUMBUS" and "ANDREW J. GINTHER, MAYOR". Below the header is a black navigation bar with icons for Home, Search, New, and Schedule, and a link for "Return to The City of Columbus". A red banner below the navigation bar displays the user's login status: "Logged in as: eric petee", along with links for "Collections (0)", "Account Management", and "Logout".

Online Application

Welcome to the Department of Public Service Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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 >](#)

Click "903 Excavation" then click "continue application. **Please note starting March 31, 2021 the application fees for 903 excavation, 903 occupancy, 905 construction & 906 occupancy will be required to be paid up front at the end of the application.**

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Select a Record Type

Beginning March 31st, the City of Columbus will begin collecting permit application fees at the time of application for the following permit types: 903 Excavation, 903 Occupancy, 905 New/Replacement Sidewalk & Driveway Approach Construction, and 906 Non-Construction Occupancy Permits. All other permit type application fees will continue to be collected prior to permit issuance for the immediate future. For more information on the various permit types and their associated fees, please refer to the Rules and Regulations sections at <https://www.columbus.gov/publicservice/permits>.

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at colspemits@columbus.gov.

Search

- 903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)**
- 903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)
- 904 - Sidewalk Dining Permit (To Place a Dining Area Adjacent to a Restaurant-type of Business)
- 905 - New / Replacement Construction Permit (Install New or Replace Approach and/or Sidewalk)
- 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)
- On-Street Loading Zone Permit (To Reserve or Designate Area for Loading Zone)
- On-Street Valet Permit (To Reserve or Designate Area for Permanent Valet Zone)
- Special Hauling Permit (To Obtain an Over-size / Over-weight Permit On City of Columbus Streets)

Continue Application »

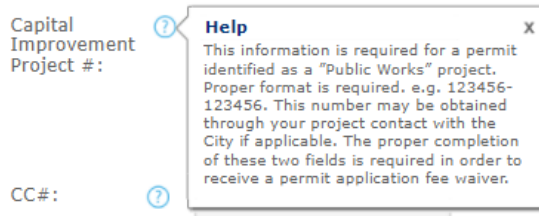
This next slide is where you would add information if your work is associated with a public works project such as a Capital Improvement Project (CIP), CC plan, Private E Plan (Dr. E #), or WSP (Water Service Plan) or Public Private Partnership (3P or PPP), .

If your work is not associated with any of these plans you would move onto click where work was being performed. Ie Street, Right-of-Way, or Sidewalk.

If your work is associated with any of the below plans please see examples of how they should be filled out.

Please note by clicking on the (?) next to each category is a help tool that will explain what each one is.

Here's what it looks like when you click on the (?)



1. **Public Works** – This will need to be clicked yes if the work is related to Capital Improvement Project for the City or is a relocation of a facility due to a CIP project.
2. **Capital Improvement Project #** - Public works would first need to be clicked yes and then add the project number in this format (123456-123456) Project could be for Public Service or Public Utilities as well as a Public Service 3P project.
3. **CC #** = Work associated with a city of Columbus sanitary or storm project listed like CC 18186.
 - a. **Construction Inspection Deposit #** = money deposited by developer for inspection fees. Number would look like 11112
 - i. If you do not have a signed CC plan or CID # you should not apply. Plans need to be signed and you must have the CID # for the permit to be processed.
4. **Private E plan #** = Work associated with private development that may include sanitary, storm, water, sidewalk, approaches and is listed like 3618 E.
 - a. **Construction Agreement #** = money deposited by developer for inspection fees. Number would look like 2656
 - i. If you do not have a signed private E plan or AGR# you should not apply. Plans need to be signed and you must have the AGR# for the permit to be processed
5. **Water Service Plan #** - Strictly a plan to install a water service and oftentimes requires a cut in the street.

Note: The work you're requesting to do in the permit reason must be shown in the estimate of quantities of the project. For instance, a water service may be shown on a CC plan but if it is not called in the estimate of quantities you can't say the CC plan is installing it. It's most likely being installed by a Water Service Plan.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1 : Permit Detail > Public Improvements



Public Projects & Works Information - If the work associated with your permit will be performed by City of Columbus employees, or the plans for your proposed project have been previously approved by the City of Columbus, an application and/or inspection fee waiver may apply. An expedited permit review and approval process may also be applicable. However, in order to take advantage of these benefits you will need to complete and provide the supporting information requested below. Please read through the help text information provided for each field in order to take full advantage of your benefits and speed your permit through processing.

* indicates a required field.

Job Type

Public Works: Yes No

Plan / Drawing Information

Capital Improvement Project #:

CC#:

CC#:

Construction Inspection Deposit #:

Private E Plan #:

Construction Agreement #:

Water Service Plan #:

Click yes or no if you will be in the street, sidewalk, right-of-way (area other than sidewalk or street a lot of times in between street and sidewalk).

Only click yes for small cell antenna co-locate or small cell antenna monopole installation if this is work associated with a small cell (either pole or underground fiber or power) otherwise click no.

If you wish to **waive forestry review** you will need to click yes because it automatically defaults to no. You will need to upload documentation why they will not need to review. For example, you will upload video or photographic evidence that there are no trees near the work.

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*Street: Yes No

*Right of Way: Yes No

*Sidewalk: Yes No

Small Cell Antenna Co-Locate Installation: Yes No

Small Cell Antenna Monopole Installation: Yes No

Please Waive Forestry Review: Yes No

Applicant

Click “

Select from Account”

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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

Utility/Facility Owner

To find a Utility/Facility Owner, click the Look Up button.

[Look Up](#)

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

You're account information will show up and then click "continue Application."

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

eric petee
epetee@columbus.gov
Home phone:
Mobile Phone:
Work Phone: 614-645-6607
Fax:
[Edit](#) [Remove](#)

Utility/Facility Owner

To find a Utility/Facility Owner, click the Look Up button.

[Look Up](#)

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

Supply a "start date" and number of days.

Permit Reason must be specific to what you are doing. For instance it cannot just say construction or close curb lane. If it does you will then get an email asking what the permit reason really is. Be very specific in the permit reason section. This could say close lane(s) per approved MOT for directional bore of 989' of (comapnay name ie Verizon, AT&T,etc) fiber optic.

The more information is always better.

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1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1: Permit Detail > Job Information



****please allow 3-10 business days for permit processing****

* indicates a required field.

Job Detail

* Requested Start Date:

04/12/2021



* Requested No. of Days Needed:

30

Requested Work Hours Start:

Requested Work Hours End:

* Permit Reason:

close lane(s) per approved MOT for directional bore of 989' of (comapnay name ie Verizon, AT&T,etc) f

Type in the address number and then street name must be in capital letters. Click search at the bottom and your address will be validated.

Address

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

Street No.: Direction: Street Name: * Street Type:

City: State: Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Description:

[spell check](#)

When you click search the fields for city and zip code will be filled in. Now select “continue application.”

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Address

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

Street No.: 111 Direction: N Street Name: * FRONT Street Type: ST

City: COLUMBUS State: OH Zip: 43215

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Description:

spell check

Search Clear

Continue Application >> Save and resume later

The next slide is where you will add the cut size information. **Note: a cut size is only needed if you will be making cuts, potholing utilities in the pavement.**

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts

* indicates a required field.

Cut Information

Showing 0-0 of 0

Cut Number	Width	Length
No records found.		

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

Click "add a row" and then hit drop down and select "Cut # 1". Then add width and length of cut size. If you have multiple cuts in the pavement follow above step and add "Cut # 2 or Cut # 3". Then click submit.

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6

Step 1: Permit Detail > Cuts

* indicates a required field.

Cut Information

Showing 0-0 of 0

No records found.

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

Cut Number: * Width: * Length: *


Cut # 1 4 3

Submit Cancel

Click "continue application"

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

1 PERMIT DETAIL	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6
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Step 1: Permit Detail > Cuts 

* indicates a required field.

Cut Information

Showing 1-1 of 1

<input type="checkbox"/>	Cut Number	Width	Length	
<input type="checkbox"/>	Cut # 1	4	3	Actions ▾

[Add a Row](#) ▾ [Edit Selected](#) [Delete Selected](#)

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

Next you'll supply your contact name and phone number.

NOTE: If this permit includes a dumpster that dumpster permits are only good for 30 days and then must be reapplied for.

Then click "continue application."

INDICATES A REQUIRED FIELD.

Contact Information

Main Contact Person:

Contact Email:

Site Work Contact Name:

Site Work 24hr Phone:

Dumpster Owner Name:

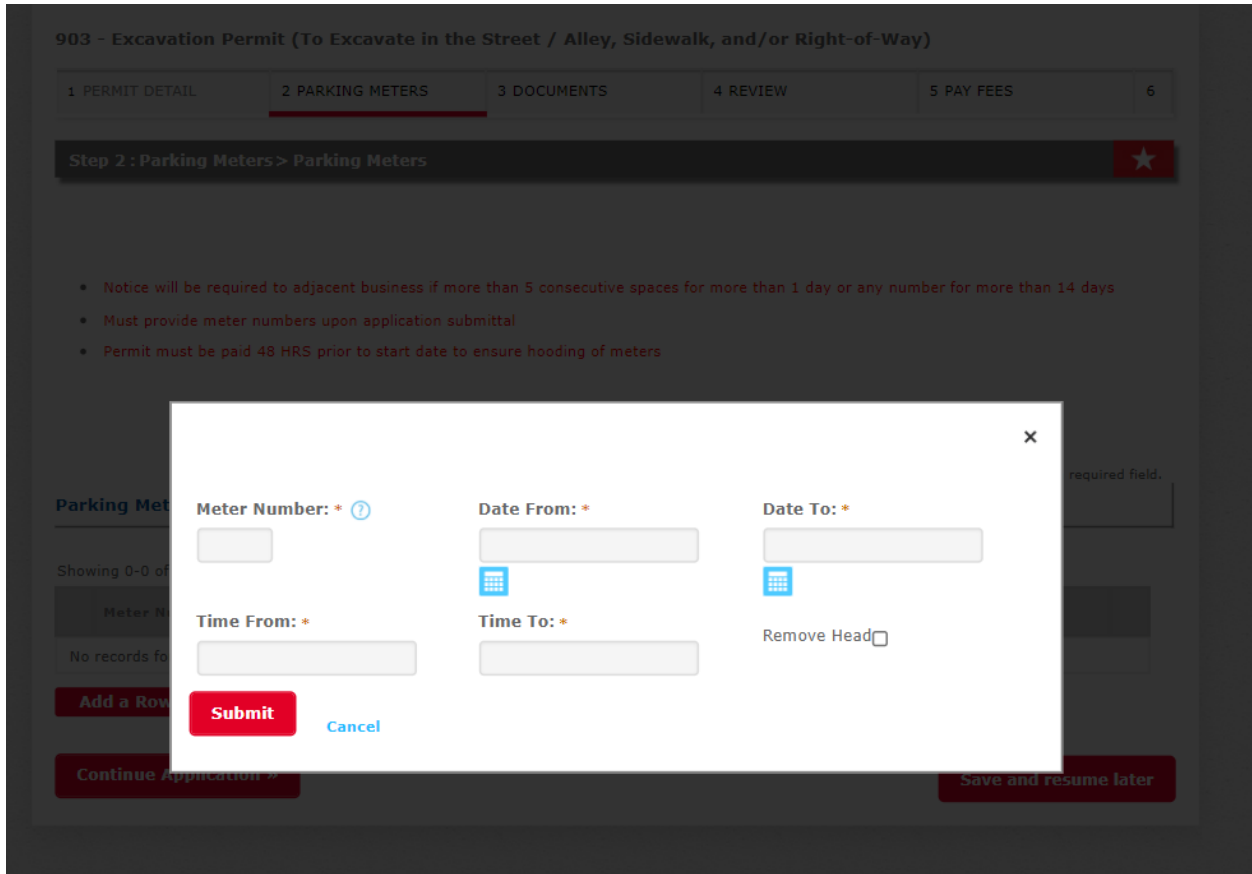
Dumpster Owner Telephone:

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

Parking meters would be added here if applicable. The parking meters will need to be listed out as they are shown below. You cannot add all meters on one line. If your project is removing any meter heads make sure you check that box when you apply. Then click "continue application."

<input type="checkbox"/>	<input type="text" value="UW238"/>	<input type="text"/>	<input type="text" value="09/01/2020"/>		<input type="text" value="10/31/2020"/>		<input type="text" value="09/01 @ 8AM"/>	<input type="text" value="10/31 @ 10PM"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="UW240"/>	<input type="text"/>	<input type="text" value="09/01/2020"/>		<input type="text" value="10/31/2020"/>		<input type="text" value="09/01 @ 8AM"/>	<input type="text" value="10/31 @ 10PM"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="UW242"/>	<input type="text"/>	<input type="text" value="09/01/2020"/>		<input type="text" value="10/31/2020"/>		<input type="text" value="09/01 @ 8AM"/>	<input type="text" value="10/31 @ 10PM"/>	<input type="checkbox"/>

Click “add a row” and the following screen will pop up.



The documents portion is where you will upload the plan routing form, plan & profiles set of plans that is drawn per the plan routing manual.

Note: if you have requested a forestry review waiver you will need to upload pictures, google earth images, etc. showing no trees in work area.

The file size limit maximum is 100 MB. The two fields below are required when you upload the site plan. Then click “continue application.”

Type: * Remove

--Select--

File:
ROW Miscellaneous - EP-20-05118 - 8_20_2020.pdf
100%

Description: *

spell check

Save Add Remove All

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903 - Occupancy Permit (To Occupy the Street, Sidewalk, and/or Right-of-Way while performing Construction)

1 PERMIT DETAIL 2 PARKING METERS **3 DOCUMENTS** 4 REVIEW 5 PAY FEES 6

Step 3: Documents > Attached Documents *

Attachment * indicates a required field.

The maximum file size allowed is 100 MB.
html;htm;txt;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application > **Save and resume later**

Now review your application. If ok click "continue application."

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1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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Step 4: Review ★

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)

Plan / Drawing Information [Edit](#)

CC#:
CID#:
DR.E.#:
AGR#:
CIP#:
WSP#:
PPP#:
OUPS Design Ticket#:

Right-of-Way Type [Edit](#)

Street:	Yes
Right of Way:	No
Sidewalk:	No
Small Cell Antenna Co-Locate Installation:	No
Small Cell Antenna Monopole Installation:	No
Please Waive Forestry Review:	Yes

You will now be prompted to pay the application fee. Click “continue application.”

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1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 5: 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	1	\$100.00

TOTAL FEES: \$100.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

You can either pay by trust account, credit card or electronic check. Please note that if you want to pay by electronic check you must click credit card and then will be given the option to pay by electronic check. Check either trust account or credit card and then click "submit payment." You will be redirected to a 3rd party to pay.

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1 2 PARKING METERS 3 DOCUMENTS 4 REVIEW 5 PAY FEES 6 RECORD ISSUANCE

Step 5: Pay Fees ★

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$100.00

Pay with Credit Card
 Pay with Trust Account

Submit Payment >>

Next you will be walk through each type of payment. I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click credit card and then click “next.”

Agency Logo Here

Language: English ▾

Payment Method



* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal ▾

Pay by credit card

Back **Next** **Exit**

Fill out all of the required information with a * next to it. Click the "I am not a robot box" at bottom left and then click "next."

Agency
Logo
Here

Language: English

Payment Information

* Indicates required field

Billing Address

Use Business Name

*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

I'm not a robot 
reCAPTCHA
Privacy - Terms

This is for payment by electronic check. Fill out all of the required information with a * next to it. Then you will need to click "next."

Agency Logo Here

Language: English

Payment Information

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Phone:

*E-Mail:

Payment Details

*Payment Amount: USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: [What's This?](#)

*Re-Type Account Number:

*Routing Number: [What's This?](#)

*Account Type: Checking Savings

This is for payment by trust account. You'll need to check either record or contacts.


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1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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Step 5: Pay Fees 

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$100.00

Pay with Credit Card
 Pay with Trust Account

Trust Account(s) Associated With: *

Record
 Contacts

Submit Payment »

I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit payment."

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES
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Step 5: Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account
- Bank Account

Please select the payment type.

Payment Options

Amount to be charged: \$100.00

Pay with Credit Card
 Pay with Trust Account

Trust Account(s) Associated With: *

Record
 Contacts

Contacts * **Trust Account Name ***

eric petee DPS_PERMITS_TES

Name on Trust Account: TESTING TRUST ACCOUNT
Amount Available: \$4,091.50

Submit Payment »

If your payment is successful you will get the following screen where you can “print/view receipt.” **Please note this does not mean you have an approved permit.** Staff will review and process the permit. If any additional fees such as pavement cut and inspection fees are required you will pay that once permit has been approved.

**** You cannot schedule for any inspection until permit has been approved.

The screenshot shows the City of Columbus website interface. At the top is a blue header with the city logo and mayor's name. Below is a navigation bar with icons for Home, Search, New, and Schedule. A red bar indicates the user is logged in as 'eric petee' and shows options for Collections (0), Account Management, and Logout. The main content area displays the title '903 - Excavation Permit (To Excavate in the Street / Alley, Sidewalk, and/or Right-of-Way)' and a progress bar with six steps. Step 6, 'RECORD ISSUANCE', is highlighted with a red border and a star icon. Below the progress bar is a green success message: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' This is followed by a thank you message and the record number 'EP-21-01615'. A yellow button labeled 'Print/View Receipt' is visible. Further down, a red button labeled 'View Record Details >>' is shown with a note: '(You must post the record in the work area.)'

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1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	6 RECORD ISSUANCE
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Step 6: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is EP-21-01615.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details >>](#) (You must post the record in the work area.)