

How to Apply for a 903 Occupancy Permit (Dumpster,POD, Crane Lift,etc.)

This permit does not allow any excavation!!!

Review time is 3-10 business days

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 screenshot shows the City of Columbus Citizen Access Portal. At the top, there is a blue header with the city logo and the name of the Mayor, Andrew J. Ginther. Below the header is a navigation bar with links for Home, Search, New, Schedule, and Return to The City of Columbus. A red bar indicates the user is logged in as 'eric petee' and provides links for Collections (0), Account Management, and 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."

ANDREW J. GINTHER, MAYOR

Home Search + New Schedule Return to The City of Columbus

Logged in as: eric petee Collections (0) Account Management 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 Occupancy" 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.**

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

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.

- 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)

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 on-street dining if this is for on-street dining otherwise click no. Then click “select from account.”

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

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 1 : Permit Detail > Applicant ★

* Indicates a required field.

Right-of-Way Type

*Street: Yes No

*Right of Way: Yes No

*Sidewalk: Yes No

On-Street Dining: Yes No

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

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](#)

[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. You could say close urb lane to place dumpster/pod or you could say close curb lane for crane lift.

The more information is always better.

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

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 1 : Permit Detail > Job Information

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

* Indicates a required field.

Job Detail

* Requested Start Date:

* Requested No. of Days Needed:

Requested Work Hours Start:

Requested Work Hours End:

* Permit Reason:

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.

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

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:

111 --Select-- FRONT --Select--

City: State: Zip:

--Select--

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

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

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Home Search New Schedule Return to The City of Columbus

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

Next you'll supply your 24 hour contact name and phone number. Then click "continue application."

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

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 1 : Permit Detail > Contacts ★

* indicates a required field.

Contact Information

Site Work Contact Name:

Site Work 24hr Phone:

Dumpster Owner Name:

Dumpster Owner Telephone:

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

Parking meters and any documents would be added here if applicable. The parking meters will need to be listed out. Then click “continue application.”

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

Home Search + New Schedule Return to The City of Columbus

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

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 2: Parking Meters > Parking Meters

- Notice will be required to adjacent business if more than 5 consecutive spaces for more than 1 day or any number for more than 14 days
- Must provide meter numbers upon application submittal
- Permit must be paid 48 HRS prior to start date to ensure hooding of meters

* indicates a required field.

Parking Meters

Showing 0-0 of 0

Meter Number	Date From	Date To	Time From	Time To
No records found.				

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

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

The documents portion is where you will upload the site plan or a maintenance of traffic (MOT) plan if you are closing down the entire street or alley. A MOT plan is not required to request a curb lane closure.

The file size limit maximum is 100 MB. The two fields below are required when you upload the site plan.

Then click “continue application.”

A screenshot of a web form for document upload. The form includes a 'Type:' dropdown menu with a red asterisk, a 'File:' section showing a PDF file named '8_20_2020.pdf' with a 100% progress bar, and a 'Description:' text area with a red asterisk. A 'spell check' link is located below the text area. At the bottom of the form are three red buttons: 'Save', 'Add', and 'Remove All'. A 'Remove' link is visible in the top right corner.

A screenshot of a city permit application page. The header includes the city name 'COLUMBUS' and the mayor's name 'ANDREW J. GINTHER, MAYOR'. The navigation bar shows 'Home', 'Search', 'New', 'Schedule', and 'Return to The City of Columbus'. The user is logged in as 'eric petee'. The main content area shows the application progress: 1 PERMIT DETAIL, 2 PARKING METERS, 3 DOCUMENTS (selected), 4 REVIEW, 5 PAY FEES, and 6. The 'Step 3: Documents > Attached Documents' section is active, featuring an 'Attachment' label and a note that the maximum file size is 100 MB and that HTML files are disallowed. A table with columns for Name, Type, Size, Latest Update, and Action is present, showing 'No records found.'. At the bottom, there are 'Add', 'Continue Application >>', and 'Save and resume later' buttons.

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

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

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

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

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

Right-of-Way Type

Street:	Yes	Edit
Right of Way:	No	
Sidewalk:	Yes	
On-Street Dining:	No	

Applicant

eric petee 4562 county road 152 columbus, OH, 43319	Work Phone: 614-645-6607 E-mail: eppetee@columbus.gov	Edit
---	--	----------------------

Job Detail

Requested Start Date:	04/05/2021	Edit
Requested No. of Days Needed:	30	
Requested Work Hours Start:		
Requested Work Hours End:		
Permit Reason:	CLOSE CURB LANE TO PLACE DUMPSTER	
Special Instructions:		
Notes:		

Address/Work Location

[Edit](#)

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

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

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

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.

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

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

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 »

This is for payment by trust account. You'll need to check either record or contacts. I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit payment."

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

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

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

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: \$3,991.50

Submit Payment »

If you would rather pay by credit card or electronic check you would click on “pay with credit card” and then “submit payment.”

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

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

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 >

I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click pay by electronic check 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
VISA MasterCard

Back Next Exit

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

I will pay for the permit by credit card so you would click on “pay with credit card” and then “submit payment.”

Agency Logo Here

Language: English

Payment Method



* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card

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 

Back Next Exit

Now you will click “pay now.”

Agency Logo Here

Language: English


Payment Review

1Please do not click the exit button or close the browser. You will be redirected to the payment successful screen automatically.

Address

Billing Address:
eric petee
eppetee@columbus.gov

Payment Method

Credit Card 
eric petee
x1111 02/22

Payment Amount

Amount: 100.00 USD
Total: 100.00 USD

Back Pay Now Exit

3Please do not click the exit button or close the browser. You will be redirected to the payment successful screen automatically.

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.

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

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

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

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 OP-21-00188.

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.)