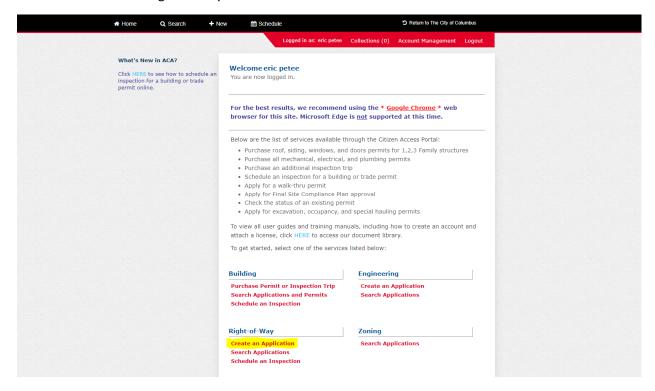
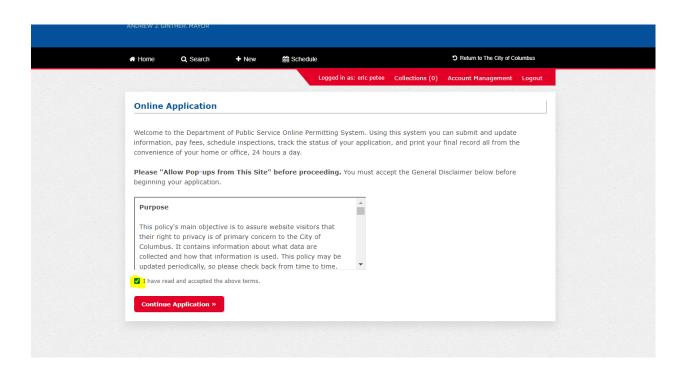
### How to Apply for a 905 construction Permit

Please note: Only a licensed contractor with the City of Columbus (Home Improvement Contractor (HIC) or General Contractor) or homeowner can apply for a 905 permit.

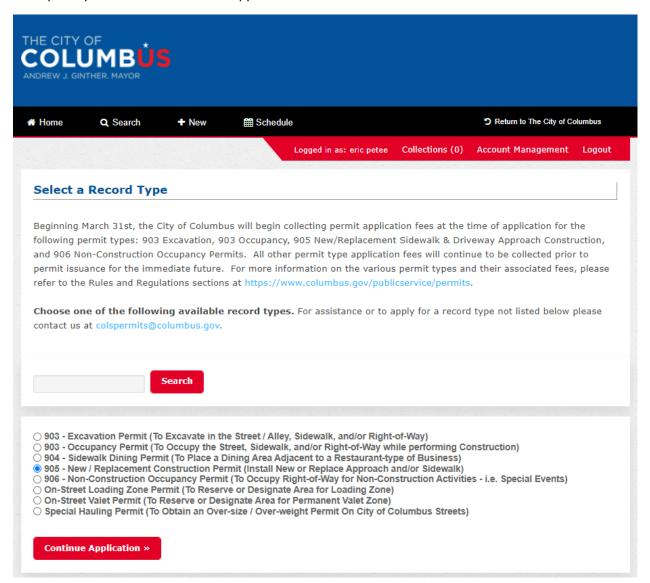
Log into your account and click on Right-of-Way "create an application" or you can hover over the "+ New" tab and select "Right-of-way-Permit."



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

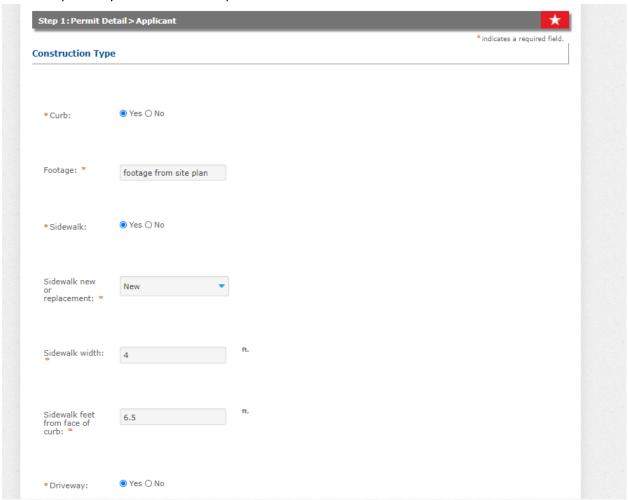


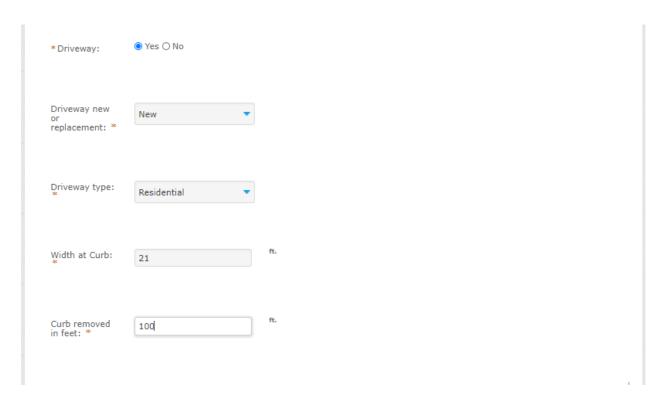
Click "905 construction" then click "continue application. Please note starting March 31, 2021 the application fees for 903 excavation, 903 occupancy, 905 construction & 906 occupancy will be required to be paid up front at the end of the application.



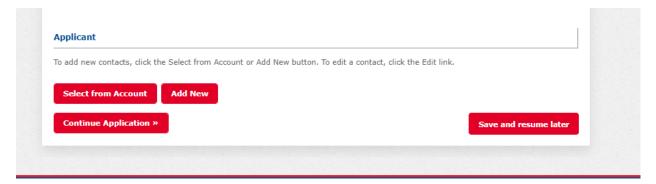
For a new build you screen would look something like this below. You would get all the numbers below from the BZS stamped site plan/engineers site plan or site compliance plan if this was a commercial site.

\*\*\* If you are just replacing curb, sidewalk, or driveway apron you would click yes to any that apply and at the drop down you would select replacement instead of new.





# Click "Select from Account"



# 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

eppetee@columbus.gov Home phone: Mobile Phone: Work Phone: 614-645-6607



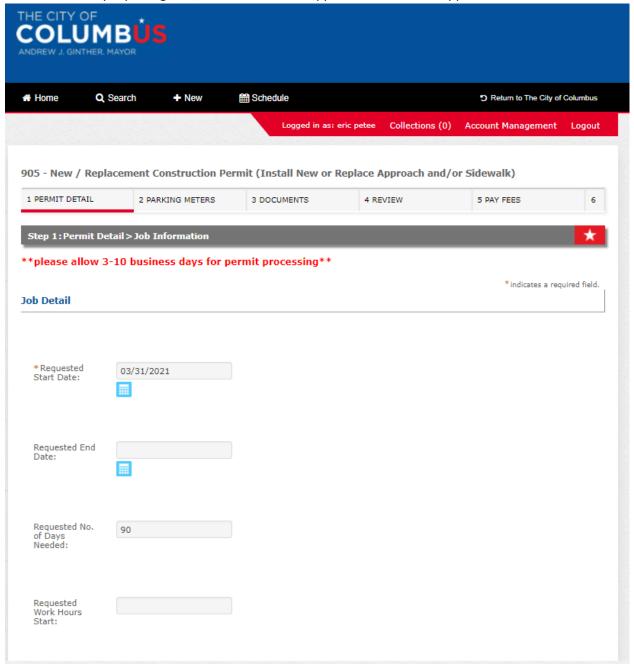
Fax: Edit Remove

Continue Application »

Save and resume later

Supply a "start date" and number of days is automatically 90.

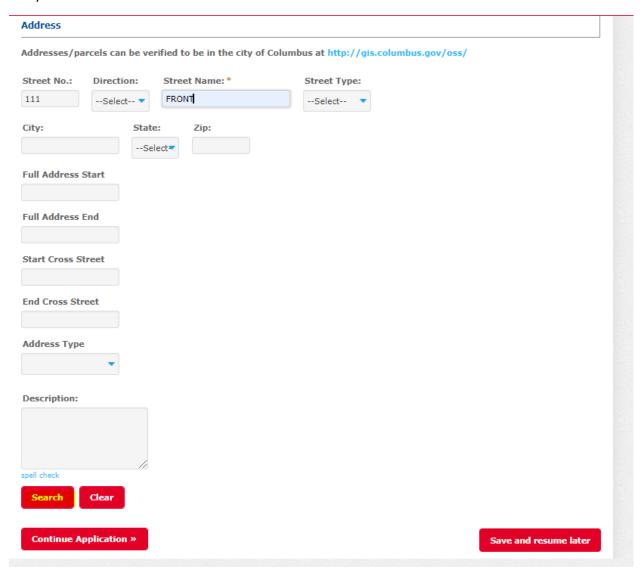
Permit reason would be to install new drive approach, curb & sidew\*\*\*If this is a replacement permit reason would say replacing curb, sidewalk, & drive approach if all 3 were applicable.



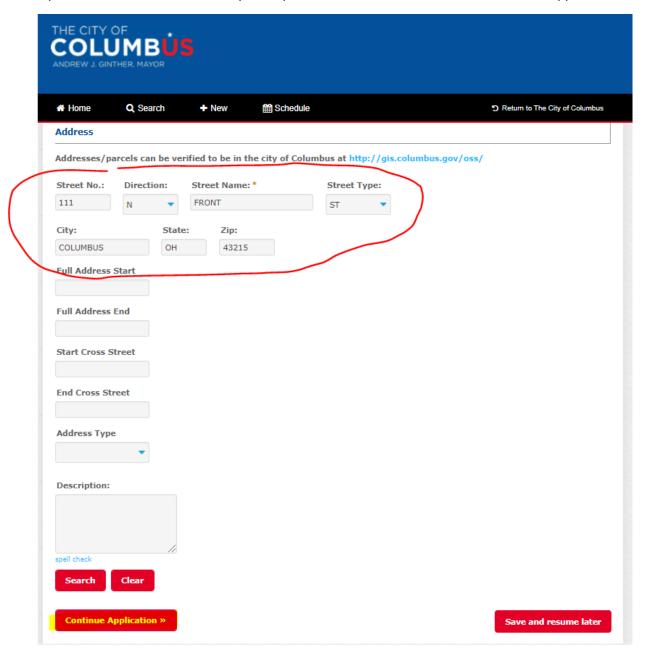


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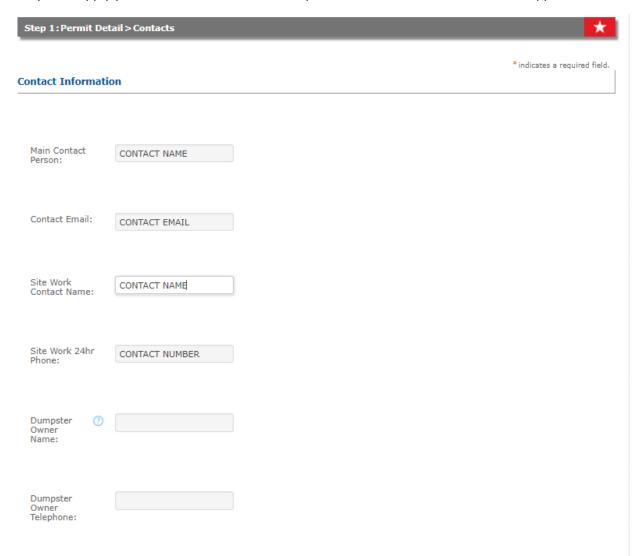
Type in the address number and then street name must be in capital letters. Click search at the bottom and your address will be validated.



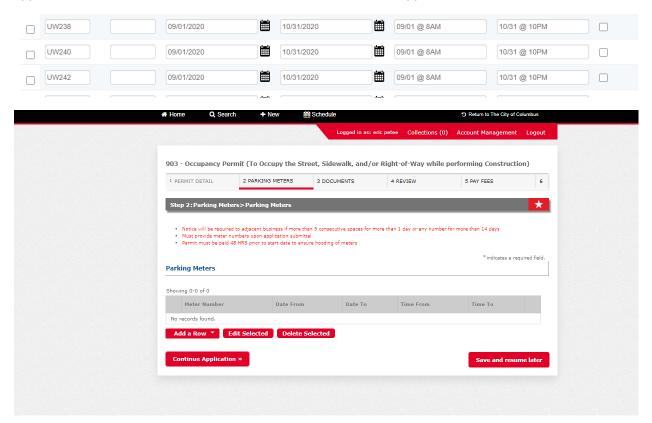
When you click search the fields for city and zip code will be filled in. Now select "continue application."



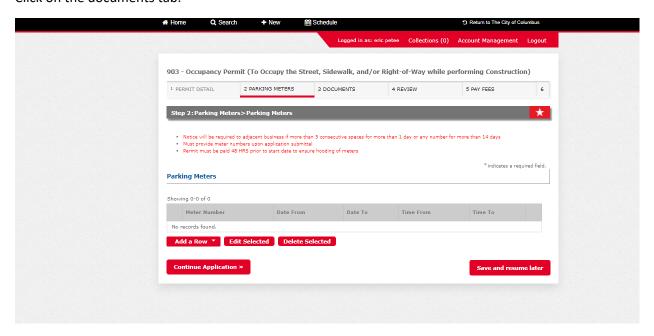
Next you'll supply your 24 hour contact name and phone number. Then click "continue application."



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 and can't say see attached word document. If a meter head needs removed you would check the box. This would not be applicable to most applications. All meters must be listed out. Then click "continue application."



#### Click on the documents tab:



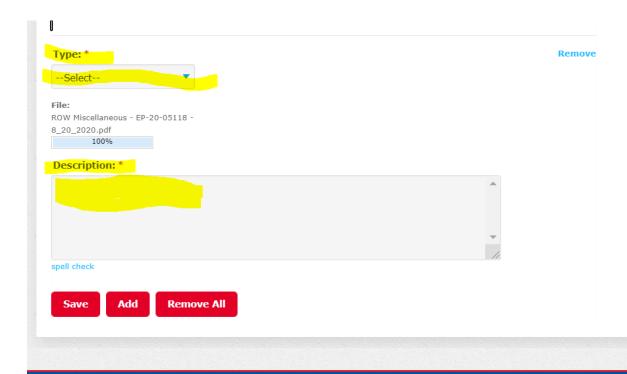
For new builds you would upload the following:

- BZS Stamped Site plan or site compliance plan
  Or
- 2. Engineered Site Plan & Zoning Clearance Letter from Building & Zoning

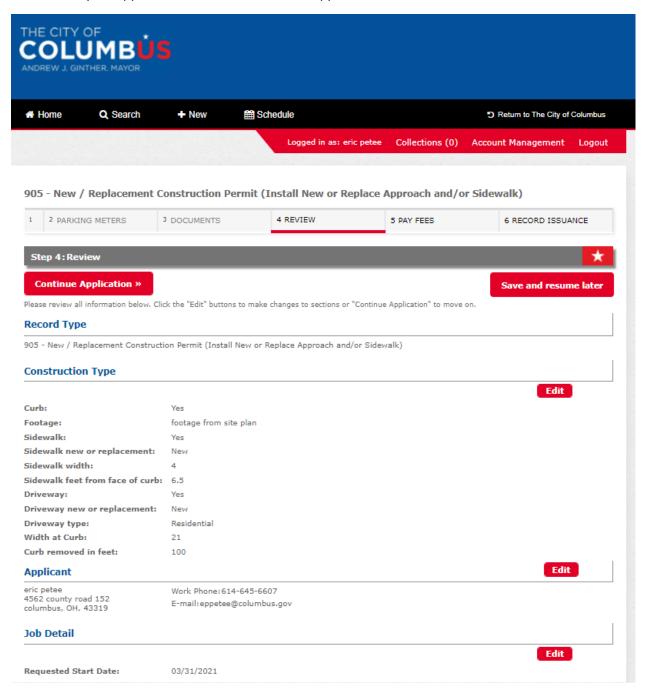
For replacements a site plan is not needed because you are just replacing what is there and are not changing anything.

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

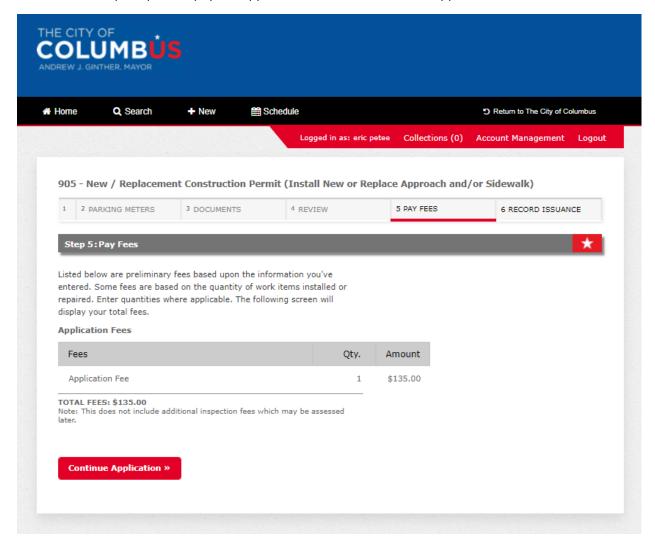
Then click "continue application."



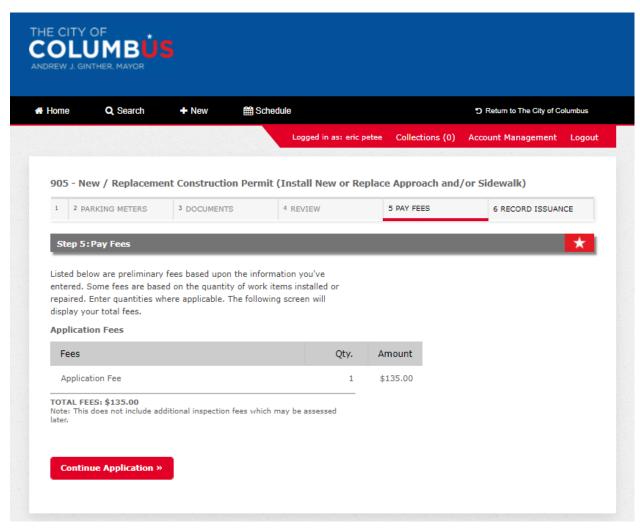
Now review your application. If ok click "continue application."



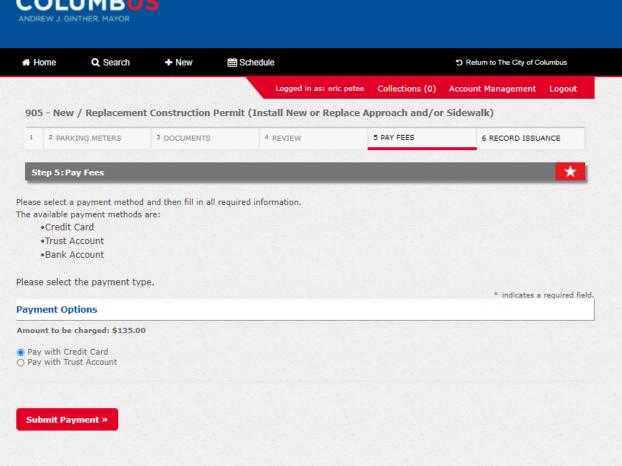
You will now be prompted to pay the application fee. Click "continue application."



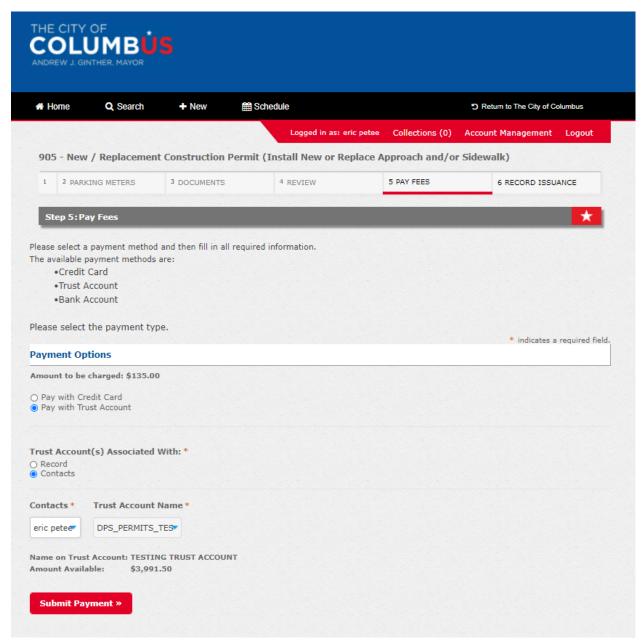
You can either pay by trust account, credit card or electronic check. Please note that if you want to pay by electronic check you must click credit card and then will be given the option to pay by electronic check. Check either trust account or credit card and then click "submit payment." You will be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





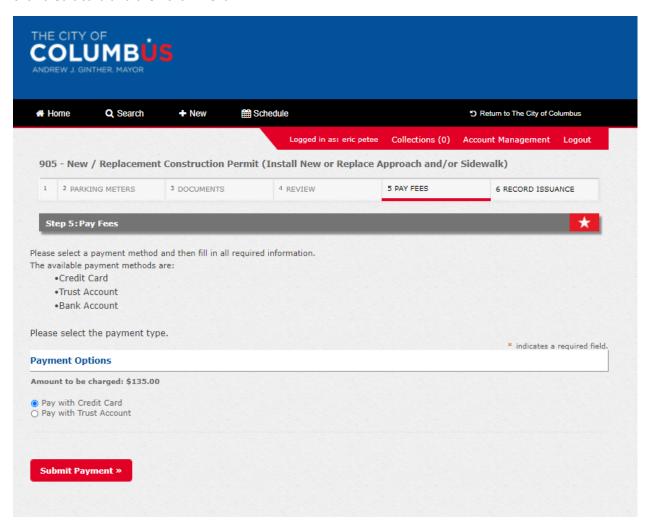


This is for payment by trust account. You'll need to check either record or contacts.

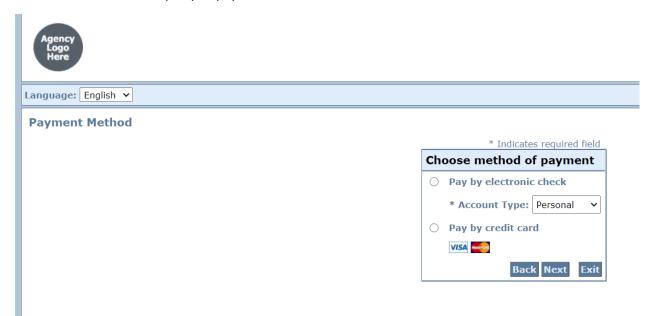


I clicked "contacts" and you'll see my trust account pops up with amount in the trust. Then click "submit payment."

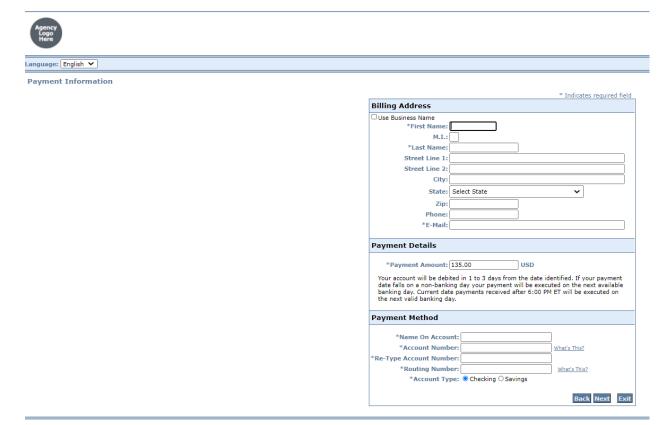
I selected pay by credit card and you can see the option to pay by electronic check or credit card. I will click credit card and then click "next."



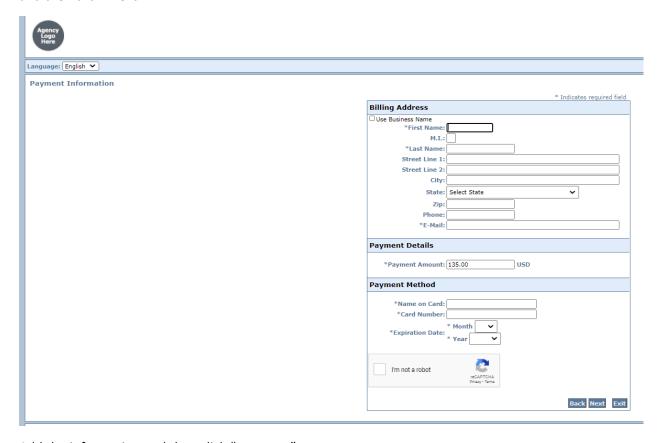
You will be taken to a 3<sup>rd</sup> party to pay for credit card and electronic check.



This is for payment by electronic check. 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."



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."



Add the information and then click "pay now."



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 he 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.

