

# How to Apply for a 906 Occupancy Permit (Moving truck or trailer, special event not including road closure,etc.)

**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 CITY OF COLUMBUS**  
ANDREW J. GINTHER, MAYOR

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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:

<b>Building</b> <a href="#">Purchase Permit or Inspection Trip</a> <a href="#">Search Applications and Permits</a> <a href="#">Schedule an Inspection</a>	<b>Engineering</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Right-of-Way</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>	<b>Zoning</b> <a href="#">Search Applications</a>

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 city logo and name. Below it is a black navigation bar with icons for Home, Search, New, and Schedule, and a link to Return to The City of Columbus. A red bar below the navigation bar displays the user's login status: "Logged in as: eric petee" and 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 "906 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.

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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 [colspermits@columbus.gov](mailto:colspermits@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).

906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

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

\* indicates a required field.

**Right-of-Way Type**

\* Street:  Yes  No

\* Right of Way:  Yes  No

\* Sidewalk:  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](#)

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](#)

[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**  
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. Note: a 906 occupancy is only good for a maximum of 7 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.

The more information is always better.

These permits are usually for moving trucks, special events not requiring a full street closure and are non-construction related. Full street closures permits for events are handled by the City of Columbus Rec & Parks Department.

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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: 03/31/2021

\* Requested No. of Days Needed: 7

Requested Work Hours Start:

Requested Work Hours End:

\* Permit Reason: CLOSE CURB LANE FOR A

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.

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:
<input type="text" value="111"/>	--Select-- ▾	<input type="text" value="FRONT"/>	--Select-- ▾

City:	State:	Zip:
<input type="text"/>	--Select-- ▾	<input type="text"/>

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**



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

The screenshot shows the City of Columbus website header with the logo and Mayor Andrew J. Ginther's name. Below the header is a navigation bar with links for Home, Search, New, and Schedule, along with a return link. A secondary bar shows the user is logged in as 'eric petee' and provides links for Collections (0), Account Management, and Logout.

The main content area is titled "906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)". It features a progress bar with six steps: 1 PERMIT DETAIL (active), 2 PARKING METERS, 3 DOCUMENTS, 4 REVIEW, 5 PAY FEES, and 6. Below the progress bar is a breadcrumb trail: "Step 1: Permit Detail > Contacts" with a star icon on the right.

A note states "\* indicates a required field." Below this is the "Contact Information" section. It contains two input fields: "Site Work Contact Name:" with the placeholder "NAME OF CONTACT HERE" and "Site Work 24hr Phone:" with the placeholder "PHONE NUMBER HERE".

At the bottom of the form are two buttons: "Continue Application »" and "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"/>

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Collections (0)
Account Management
Logout

### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

1 PERMIT DETAIL
2 PARKING METERS
3 DOCUMENTS
4 REVIEW
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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 anything that pertains to the permit. Generally for a 906 permit there would be no documents.

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

Then click "continue application."

### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

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

#### Step 3: Documents > Attached Documents



\* indicates a required field.

#### Attachment

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

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

Type: \*

--Select--

Remove

File:

ROW Miscellaneous - EP-20-05118 -  
8\_20\_2020.pdf

100%

Description: \*

spell check

Save

Add

Remove All

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

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### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

1	2 PARKING METERS	3 DOCUMENTS	<b>4 REVIEW</b>	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**

906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

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

Street: Yes  
Right of Way: No  
Sidewalk: Yes

**Applicant** [Edit](#)

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

**Job Detail** [Edit](#)

Requested Start Date: 03/31/2021  
Requested No. of Days Needed: 7  
Requested Work Hours Start:  
Requested Work Hours End:  
Permit Reason: CLOSE CURB LANE FOR A MOVING TRUCK  
Special Instructions:  
Notes:

**Address** [Edit](#)

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

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### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

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	\$50.00

**TOTAL FEES: \$50.00**  
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 3<sup>rd</sup> party to pay.

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### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	<b>5 PAY FEES</b>	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: \$50.00

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.

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### 906 - Non-Construction Occupancy Permit (To Occupy Right-of-Way for Non-Construction Activities - i.e. Special Events)

1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	<b>5 PAY FEES</b>	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: \$50.00

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 »**

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**

This is for payment by electronic check. Fill out all of the required information with a \* next to it. Click "next."



Language: English

Payment Information

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select State <input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount:	\$0.00 USD
<small>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.</small>	
Payment Method	
*Name On Account:	<input type="text"/>
*Account Number:	<input type="text"/> <a href="#">What's This?</a>
*Re-Type Account Number:	<input type="text"/> <a href="#">What's This?</a>
*Routing Number:	<input type="text"/> <a href="#">What's This?</a>
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="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: Select State

Zip:

Phone:

\*E-Mail:

**Payment Details**


\*Payment Amount: 50.00 USD

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month  \* Year

I'm not a robot  [Privacy](#) [Terms](#)

Back Next Exit

Fill out all information and click “pay now.”

**Payment Method**

Credit Card   
walter cox  
x1111 02/22

**Payment Amount**

Amount: 50.00 USD  
Total: 50.00 USD

Back Pay Now Exit

ill 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 the permit has been approved.

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1	2 PARKING METERS	3 DOCUMENTS	4 REVIEW	5 PAY FEES	<b>6 RECORD ISSUANCE</b>
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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 ON-21-00019.**

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.)