THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING
AND ZONING SERVICES

Final Site Compliance
User Manual

Contents

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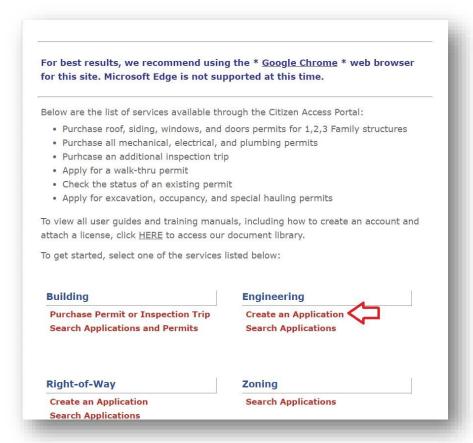DEPARTMENT OF BUILDING
AND ZONING SERVICES

Creating a New Application for Final Site Compliance

- To begin, using the Chrome internet browser, navigate to the Building and Zoning Services Citizen Access Portal by entering http://ca.columbus.gov/ca into the address bar.

- Next enter your username and password into the login fields on the left side of the screen, then hit the "Login" button.
    - If you don't have a user account established, please refer to the "Creating an Account User Manual" in the document library at http://www.bzs.columbus.gov.
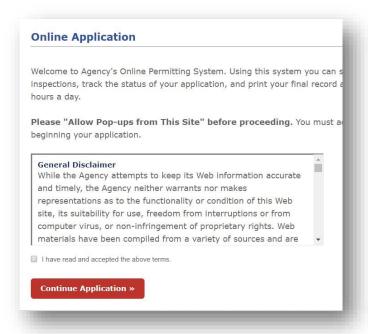

- Once you are logged in, click the "Create an Application" link under the Engineering header.

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For 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
- Purhcase an additional inspection trip
- Apply for a walk-thru permit
- 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

Engineering

Create an Application
Search Applications

Right-of-Way

Create an Application
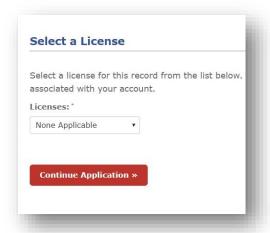Search Applications

Zoning

Search Applications

- Read the privacy policy contained in the text box. Click the box to accept the terms and disclosures of the privacy policy. Then press the "Continue Application" button.
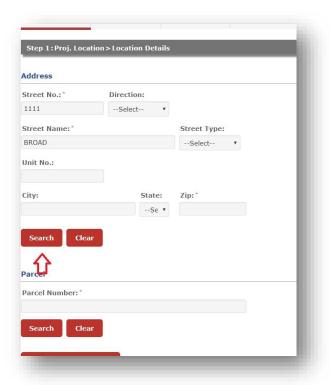
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Online Application

Welcome to Agency's Online Permitting System. Using this system you can s
inspections, track the status of your application, and print your final record a
hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must a
beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate
and timely, the Agency neither warrants nor makes
representations as to the functionality or condition of this Web
site, its suitability for use, freedom from interruptions or from
computer virus, or non-infringement of proprietary rights. Web
materials have been compiled from a variety of sources and are

☐ I have read and accepted the above terms.

Continue Application »

- From the Licenses dropdown box, select the appropriate license or "None Applicable". Then hit the "Continue Application" button.

Select a License

Select a license for this record from the list below.
associated with your account.

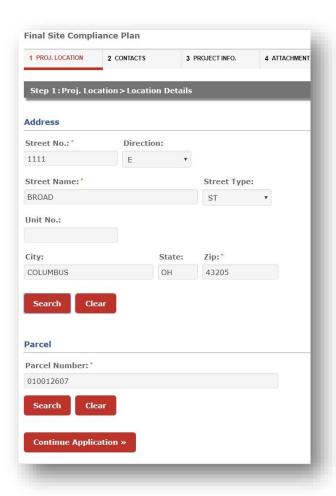**Licenses:** *

None Applicable ▾

Continue Application »

- Enter information for either the address OR parcel information and hit the corresponding "Search" button. This will search our GIS repository for the information related to the supplied parcel or address.
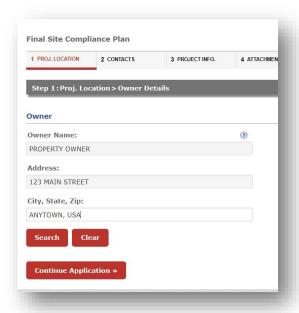
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- Once the information has been returned, press the "Continue Application" button.

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Final Site Compliance Plan

| 1 PROJ. LOCATION | 2 CONTACTS | 3 PROJECT INFO. | 4 ATTACHMENT |

Step 1 : Proj. Location > Location Details

Address

Street No.: *
1111

Direction:
E

Street Name: *
BROAD

Street Type:
ST

Unit No.:

City:
COLUMBUS

State:
OH

Zip: *
43205

[Search] [Clear]

Parcel

Parcel Number: *
010012607

[Search] [Clear]

[Continue Application »]

- Enter the ownership information, then press the "Continue Application" button.

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- Next, enter the contact information for both the applicant and the property developer (which may be the same information). Press the "Select from Account" button if you have already established contact information.
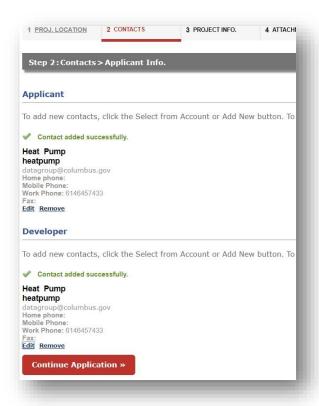

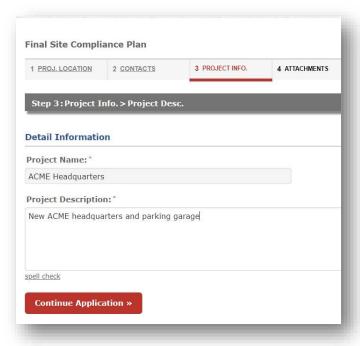- From here, select the contact information from the list, then press the "Continue" button.

- If the desired contact information is not in list, press the "Discard Changes" link and press the "Add New" button to create a new contact.

- When both sections have contacts attached, as indicated by green checkmarks, click the "Continue Application" button.
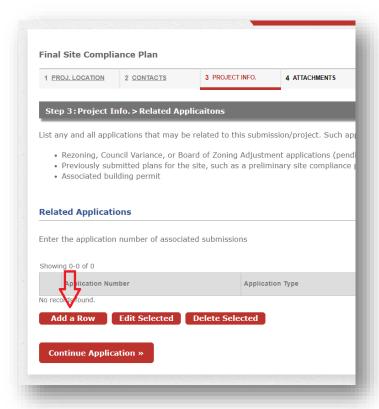
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- Next, enter the project name and describe the project in the Project Description box. After completing box sections of the description of work, press the "Continue Application" Button.
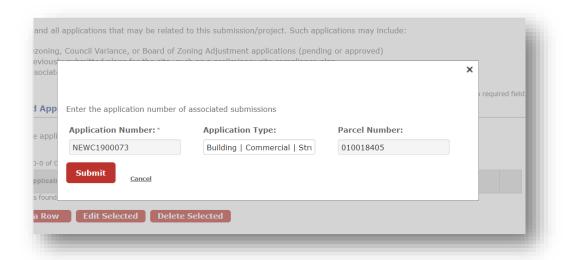
- Next, if applicable, enter any previous, completed or pending submissions related to the project.
  - These submissions may include:
    - Associated building permit(s)
    - Rezoning or variance applications
    - Preliminary Site Compliance applications
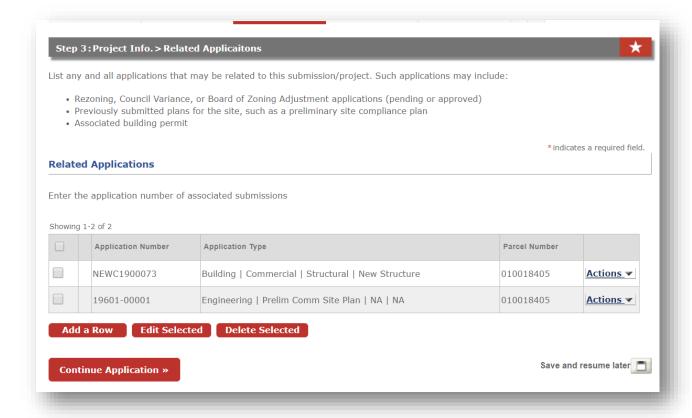
- Begin by pressing the "Add a Row" button.

- In the box labeled "Application Number", enter the application number for the related submission. Then press the "Submit" button.
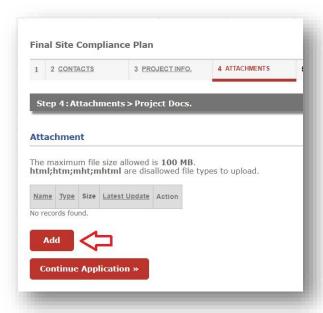
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and all applications that may be related to this submission/project. Such applications may include:

ezoning, Council Variance, or Board of Zoning Adjustment applications (pending or approved)

Enter the application number of associated submissions

Application Number: *   **Application Type:**   **Parcel Number:**

NEWC1900073   Building | Commercial | Stru   010018405

Submit   Cancel

Edit Selected   **Delete Selected**

- Verify that the list is populated with the correct related applications. Then continue the application.

Step 3 : Project Info. > Related Applicaitons   ★

List any and all applications that may be related to this submission/project. Such applications may include:

- Rezoning, Council Variance, or Board of Zoning Adjustment applications (pending or approved)
- Previously submitted plans for the site, such as a preliminary site compliance plan
- Associated building permit

* indicates a required field.

Related Applications

Enter the application number of associated submissions

Showing 1-2 of 2

	Application Number	Application Type	Parcel Number	
	NEWC1900073	Building | Commercial | Structural | New Structure	010018405	Actions ▾
	19601-00001	Engineering | Prelim Comm Site Plan | NA | NA	010018405	Actions ▾

Add a Row   **Edit Selected**   **Delete Selected**

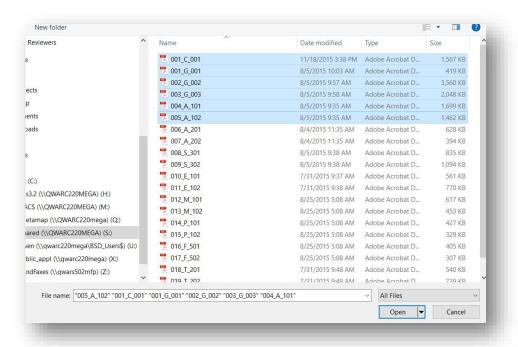**Continue Application »**   Save and resume later 🖬

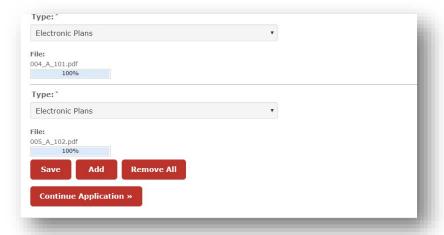- Next, submit the plan drawings by first clicking the "Add" button.

- When the dialogue box opens, select one or many files from the window. When all files are selected, press the "Open" button.
    - Note that the files select should conform to the naming and submission standards outlined in the "Electronic Review Submission Standards" document posted in the Building and Zoning Services document library.
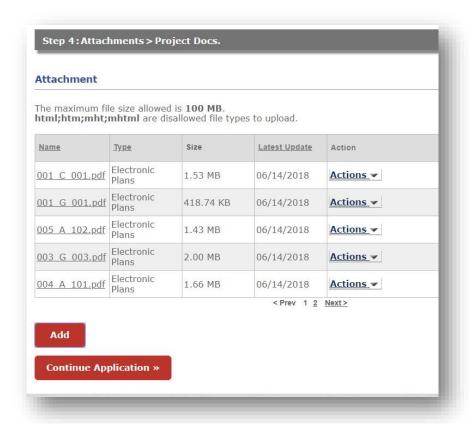
- Next, select "Electronic Plans" from the dropdown box for each file that was added. Then hit the "Save" button.
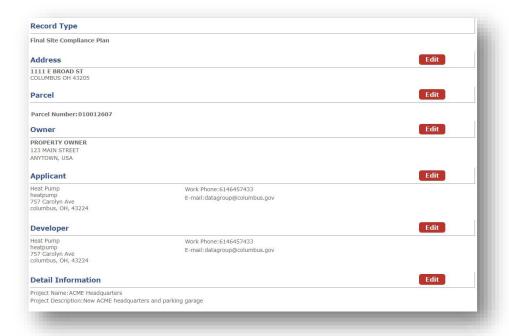

- Once all the files that are necessary for the submission have been saved, press the "Continue Application" button.
    - Note that new files can be added by pressing the "Add" button, and existing files can be deleted by pressing the "Action" button next the corresponding document.
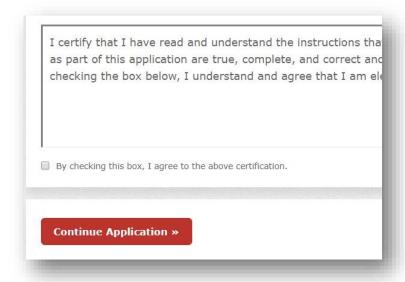
- Next, review the information that was submitted. If anything needs modified, press the "Edit" button that corresponds the desired section.

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Record Type

Final Site Compliance Plan

Address   [Edit]

1111 E BROAD ST
COLUMBUS OH 43205

Parcel   [Edit]

Parcel Number: 010012607

Owner   [Edit]

PROPERTY OWNER
123 MAIN STREET
ANYTOWN, USA

Applicant   [Edit]

Heat Pump   Work Phone: 6146457433
heatpump   E-mail: datagroup@columbus.gov
757 Carolyn Ave
columbus, OH, 43224

Developer   [Edit]

Heat Pump   Work Phone: 6146457433
heatpump   E-mail: datagroup@columbus.gov
757 Carolyn Ave
columbus, OH, 43224

Detail Information   [Edit]

Project Name: ACME Headquarters
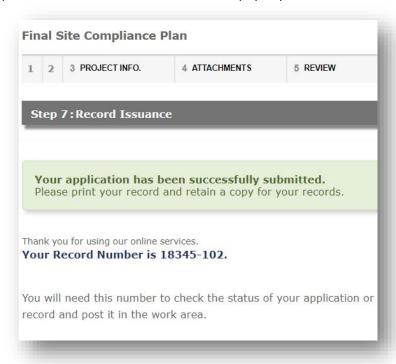Project Description: New ACME headquarters and parking garage

- Once you are satisfied with the information submitted, read the certification box at the bottom of the page. Then, check the box agreeing to the certification and press the "Continue Application" button.

I certify that I have read and understand the instructions tha
as part of this application are true, complete, and correct and
checking the box below, I understand and agree that I am ele

☐ By checking this box, I agree to the above certification.

Continue Application »

Congratulations! You have successfully submitted a Final Site Compliance application for electronic review. Please take note of the application/record number, as you can use that to track the ongoing status of your application.

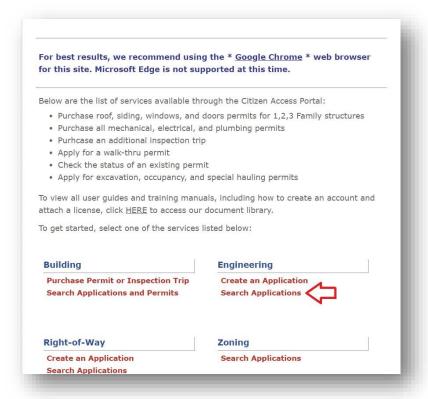If any fees apply, you will receive and email with a link to pay any balance that is due.

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Submitting New and/or Corrected Sheets for a Resubmission

- To begin, using the Chrome internet browser, navigate to the Building and Zoning Services Citizen Access Portal by entering http://ca.columbus.gov/ca into the address bar.

- Next enter your username and password into the login fields on the left side of the screen, then hit the "Login" button.
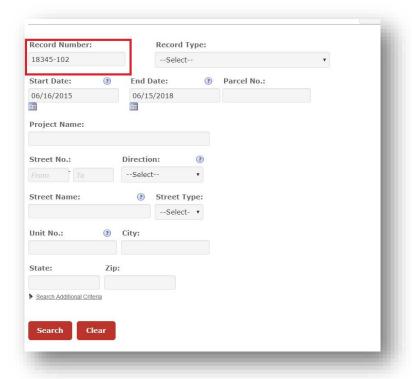

- Navigate to the application that requires corrections by clicking the "Search Applications" link under the Engineering header.
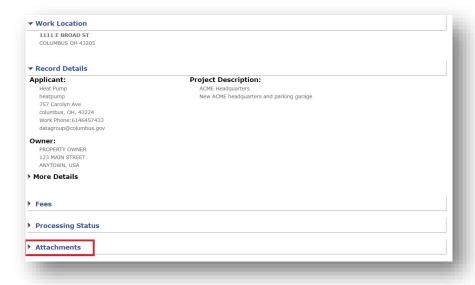
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To get started, select one of the services listed below:

Building
Purchase Permit or Inspection Trip
Search Applications and Permits

Engineering
Create an Application
Search Applications

Right-of-Way
Create an Application
Search Applications

Zoning
Search Applications

- If you don't see your application in the records list, enter the application number in field labeled "Record Number" then press the search button.
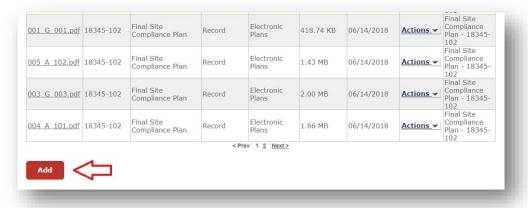
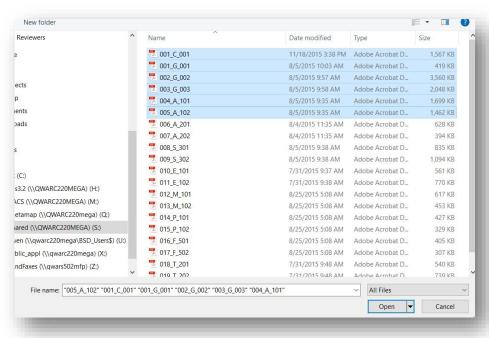- Navigate to the Attachments section of the record form. Click the sideways triangle to expand the section.

- Press the "Add" Button. ****Note** Only submit new plan sheets and documents or plans sheets that needed correction pursuant to the previous review. DO NOT resubmit drawings that do not require any corrections.**

○ Please refer to the naming and submission standards outlined in the "Electronic Review Submission Standards" document posted in the Building and Zoning Services document library when uploading documents for resubmission.
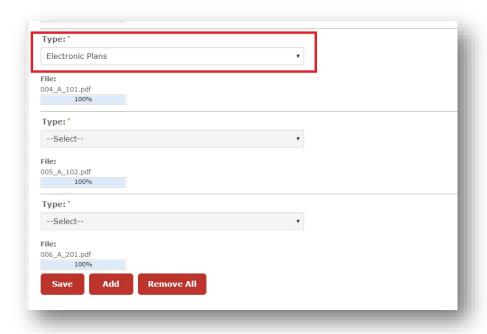

- When the dialogue box opens, select one or many files from the window. When all files are selected, press the "Open" button.

- Select the "Electronic Plans" from "Type" dropdown box for all of the sheets that are being submitted. Then press the "Save" button.

Congratulations! You have successfully submitted your corrected plans for review. A review coordinator will be notified of your submission, and will route the plans accordingly for review.