THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING
AND ZONING SERVICES

USER MANUAL FOR ONLINE PERMITTING

Electronic Review for Building Permits

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APPLYING FOR COMMERCIAL OR MULTI-FAMILY BUILDING PERMIT

The following describes how to apply for a building permit online. Building permit applications submitted in this manner will be reviewed and issued electronically. As of February 1st, 2022 the following building permit applications are available for electronic review online:
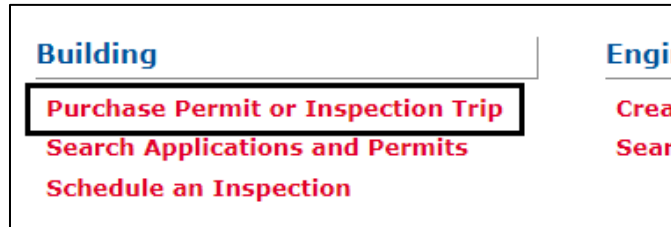
- Commercial additions, alterations, and new structures
- Multi-Family additions, alterations, and new structures

Additional permit types will be added in the future

- To start, log into the Citizen Access Portal by entering your user credentials into the login box on the left side of the home page
    - If you do not have login credentials, please refer to the "Creating a user account" user guide

- Once logged in, the "Purchase Permit or Inspection Trip" link will appear toward the bottom of the page under the Building header, click the link

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- Review the terms, then click the box indicating you read and understand the Privacy Policy and press the "Continue Application" button
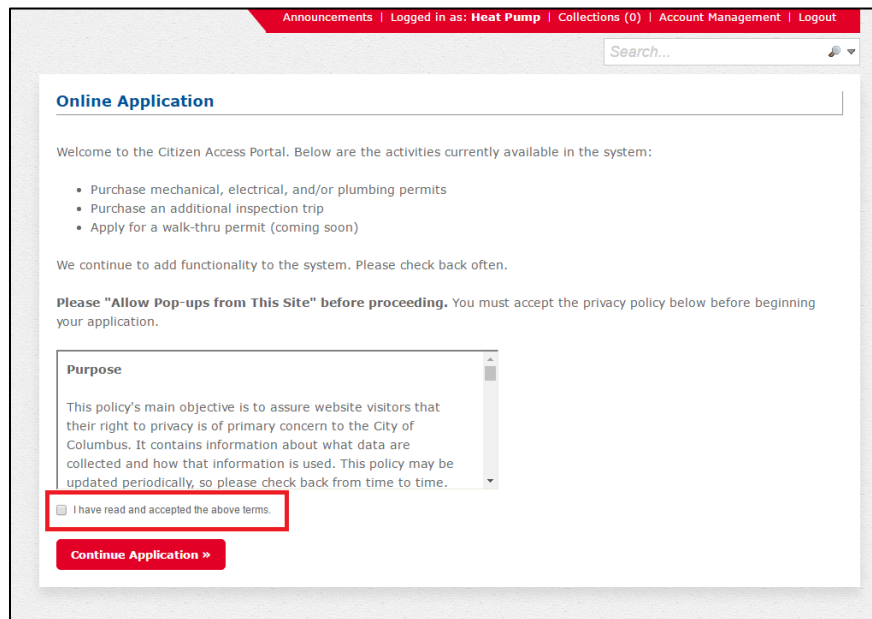
- If applicable, select the City license from the dropdown list, then press the "Continue Application" button
    - Simply select "None Applicable" if you do not have a City license or your City license is not associated with your Citizen Access Account

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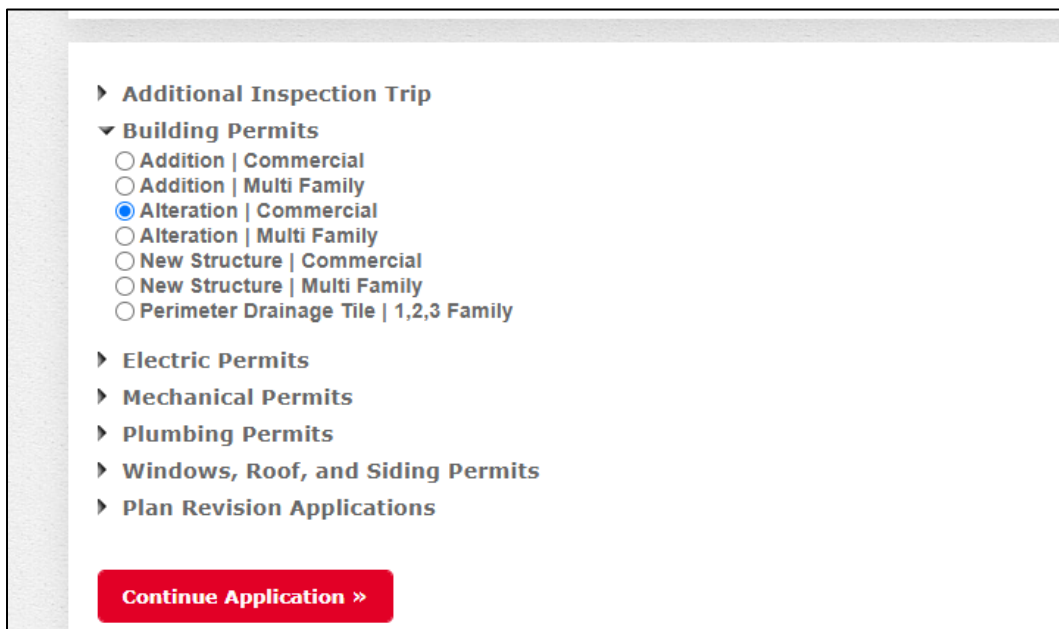ANDREW J. GINTHER, MAYOR

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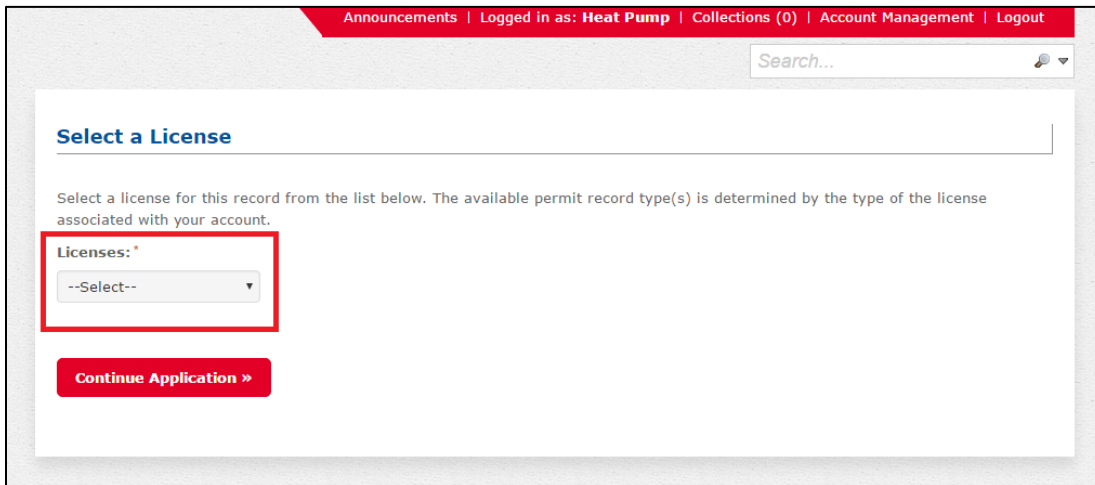
- Expand the "Building Permits" section to reveal the available application types, select the appropriate application type, then press the "Continue Application" button

- Determine if an after-hours review is desired for this project
  - Thoroughly read the header information regarding the conditions of the after-hours review process to confirm the project qualifies
  - At the bottom of the page, answer the after-hours request questions, then click the "Continue Application"
    - If "Yes" is selected, be sure to complete the contact information required

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- Enter the street number and street name of the work location, then hit the "Search" button

- If the address entered is valid the remaining address details and parcel information will automatically populate, click the "Continue Application" button
  - If an address is not found when searched, the application will need to be submitted for a paper review

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- Enter the ownership information of the work location, then press the "Continue Application" button

- Next, enter the estimated job value, and how many housing units are being built or impacted with the project
    - Enter 0 if the number of housing units is not applicable
- Then, enter the square footage of the proposed scope work – and only the square footage being added, altered, or built
- Proceed by selecting the building code use group and construction type

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- Finally, identify if this project qualifies as 3 or more phased construction
    - *Note: Prior approval from the Chief Building Official is required before answering "Yes" to this question.
- After all of the Project Info questions are answered, click the "Continue Application" button

Additional Information

Job Value($): *
50,000

Housing Units: *
0

Permit Information

Area of Construction: *
3500   Sq. Ft.

Use Group:
B-BUSINESS ▼

Construction Type:
I-B ▼

3 or More Phased Construction (requires pre-approval from Chief Building Official): ⓘ
○ Yes ◉ No

Continue Application »

- Enter a detailed description of the scope of work, and a project name, then click the "Continue Application" button
    - Please be as specific as possible with the work description

Description of Work

Work Description: *
2 story commercial alteration

spell check

Project Name:
111 N. FRONT PROJECT

Continue Application »

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- Next, provide applicant and design professional contact information and details (applicant information is used for communications related to the application, payment, and permit issuance)
    - Begin by clicking the "Select from Account" button to pull in contact details associated with your Citizen Access account
    - If none of the contacts associated to your user account are applicable, click the "Add New" button to manually enter contact information
- You may receive and error if required the contact information is not provided
    - Click the "Edit" button under the contact profile to edit specific contact details, such as name, address, and email address
- After the contact details are added, click the "Continue Application" button

- Next, if a contractor has been identified for the project, click the "Yes" button and enter a valid City of Columbus license number associated with the contractor, then click the "Continue Application" button
    - If the license number is valid, the License Type and Business Name fields will auto-populate for verification purposes
- If a contractor has not yet been selected for the project, select "No" and click the "Continue Application" button

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- o For addition and alteration projects, we will issue the permit to a contractor licensed by the City of Columbus or the property owner doing or overseeing the work themselves. For the latter, the building permit affidavit needs to be completed and submitted to BZS-Intake@columbus.gov. The affidavit can be found in the document library on our website: http://Columbus.gov/bzsdocs

Licensed Professional

Do you have a contractor for this project identified:

○ Yes ● No

Continue Application »

- Next, click the "Add" button to attach the plan sets/sheets that will be reviewed
  - o Before adding the plans, confirm that the submission conforms to the specified submission standards, which can be found on our website of by clicking the link the header description

Attachment

When attaching electronic plans, please ensure that drawings conform to the **Electronic Review Submission Standards**, which can be viewed by clicking HERE

The maximum file size allowed is 20MB
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

- From the upload dialogue window, select the files to upload and click the "Open" button
  - o *Note: you can multi-select to upload more than one file at a time by holding down the "Ctrl" button, while pointing and clicking on the individual files to upload

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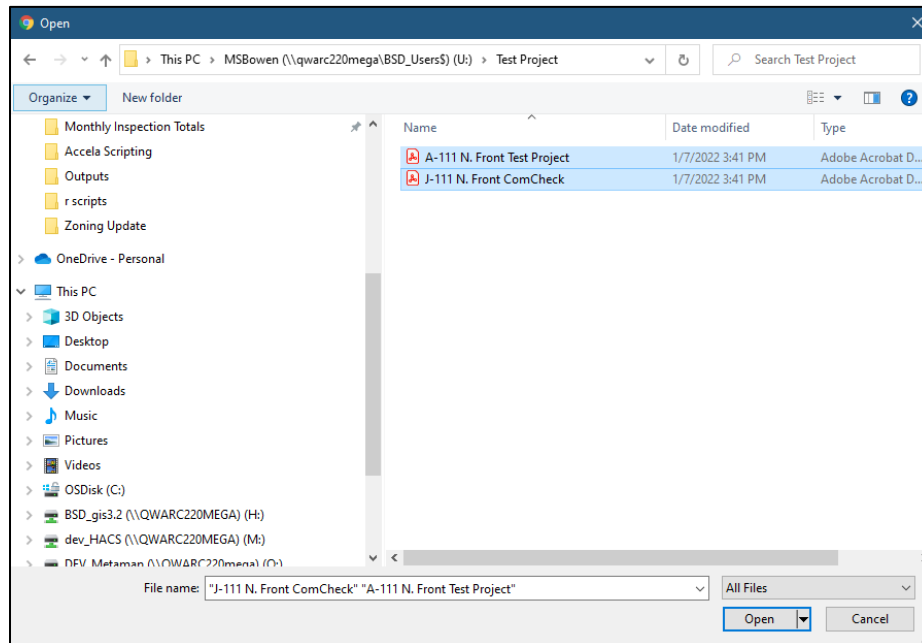
- Next, verify that the plans that were attached are categorized as "Electronic Plans", then click the "Save" button
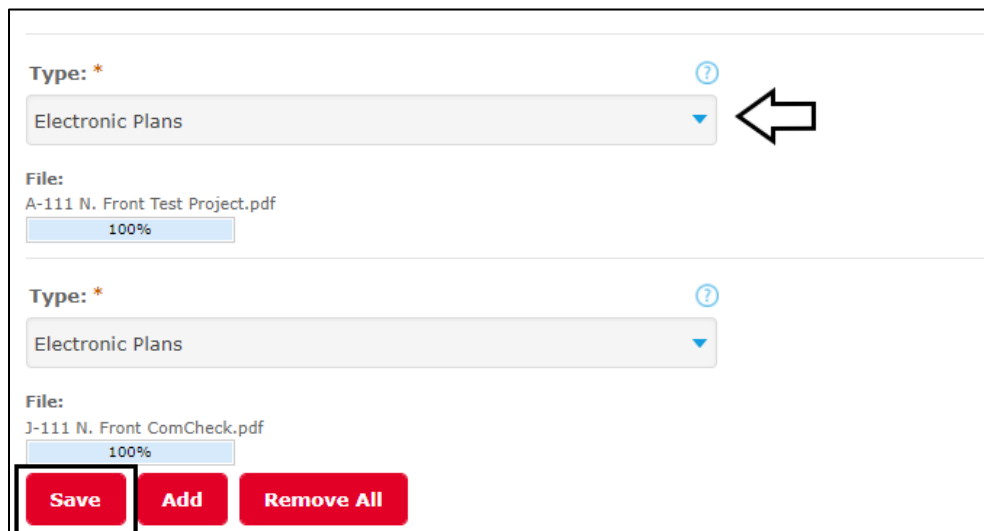
- Once the documents have been successfully saved, click the "Continue Application" button
  - If documents were forgotten, click the "Add" button to repeat the previous steps

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The maximum file size allowed is 20MB
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
J-111 N. Front ComCheck.pdf	Electronic Plans	588.37 KB	01/27/2022	
A-111 N. Front Test Project.pdf	Electronic Plans	588.37 KB	01/27/2022	

Add

Continue Application »

- Review and verify that all of the information provided is accurate
  - If any piece of information needs to be modified, click the "Edit" button next to the appropriate section to update what was originally entered

Record Type

Alteration | Commercial

After-Hours Contact

Edit

Would you like to request an after hours review: No

Address   **Edit**

111 N FRONT ST
COLUMBUS OH

Parcel   **Edit**

Parcel Number: 010018405

Owner   **Edit**

CITY OF COLUMBUS
50 W. BROAD ST

- Next click the checkbox indicating that all of the information is accurate, then press the "Continue Application" button

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 01/27/2022

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**DEPARTMENT OF BUILDING
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Congratulations! You have successfully submitted an application to have a building permit reviewed electronically. The application number can be found in the middle of the screen. Use that number to check back on the project during the review by clicking "Building Applications" link when hovering over the "Search" button in the tool bar.

Your application has been successfully submitted for review.

Please contact
datagroup@columbus.gov
if you encountered any technical issues. For other inquiries, please contact
afterhoursreview@columbus.gov

Thank you for using our online services.
**Your Record Number is ALTC2202012.**

Fees are not required upon your initial application. Once a member of our team verifies your application, you will receive an email with instructions to pay the fees associated with the permit application. Fees must be paid before the review can commence.

After all fees have been paid, the project will be assigned to a reviewer who has thirty days to issue a plan approval or corrections letter. Plan approval does not mean permit issuance. Once approved, the customer service team will confirm the record is complete, accurate, and paid for, before issuing the permit. Once the permit is issued, the applicant and contractor will receive an email notifying them the approved plans, plan approval letter, inspection checklist, and permit are available for download.

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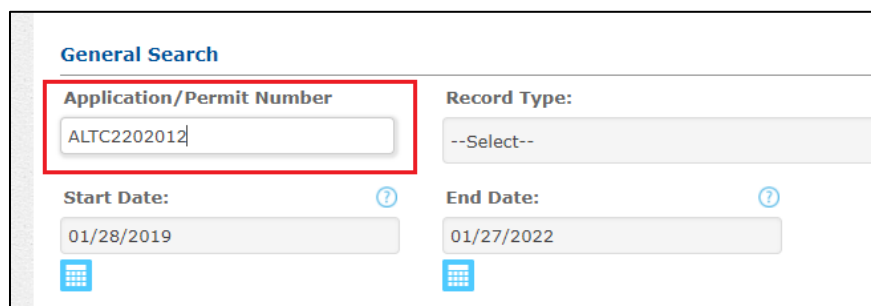Electronic Review for Building Permits

UPLOADING DOCUMENTS IN RESPONSE TO A CORRECTION LETTER

To submit drawings for review after receiving a correction letter, follow the steps outlined below.

- Navigate to the City of Columbus Citizen Access Portal via the link below:
    - columbus.gov/ca
- Next, under the Building header, click "Search Applications and Permits"
    - *Note: It is not necessary to log in to upload corrected drawings
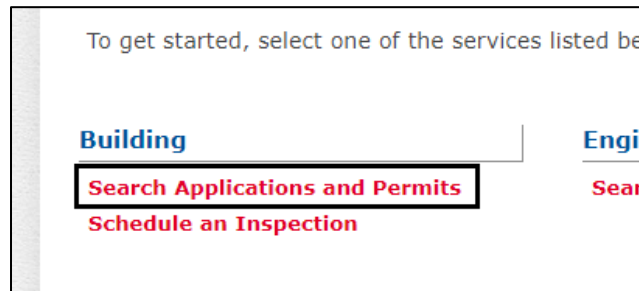
- Enter the permit application number in the "Application/Permit Number" field, then click the "Search" button
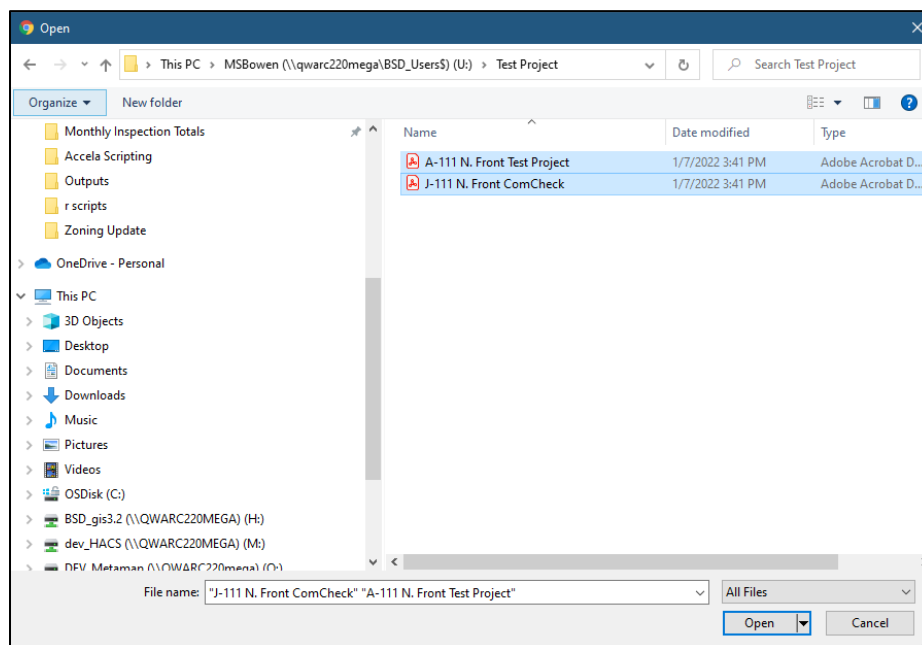

- Click the "Record Info" dropdown box, and select "Attachments"

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- Next, click the "Add" button to attach the plan sets/sheets that will be reviewed
  - Before adding the plans, confirm that the submission conforms to the specified submission standards, which can be found on our website of by clicking the link the header description

- From the upload dialogue window, select the files to upload and click the "Open" button
  - *Note: you can multi-select to upload more than one file at a time by holding down the "Ctrl" button, while pointing and clicking on the individual files to upload

- Next, select "Electronic Plans" from the dropdown box for each of the uploaded files

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- *IMPORTANT: Failure to properly categorize the submissions as electronic plans may result in processing delays

- Finally, hit the "Save" button to complete the upload
  - If documents were forgotten, click the "Add" button to repeat the previous steps

Congratulations! The corrected plans have been successfully uploaded. Your plans examiner will be notified of the submission, and the review will then start.