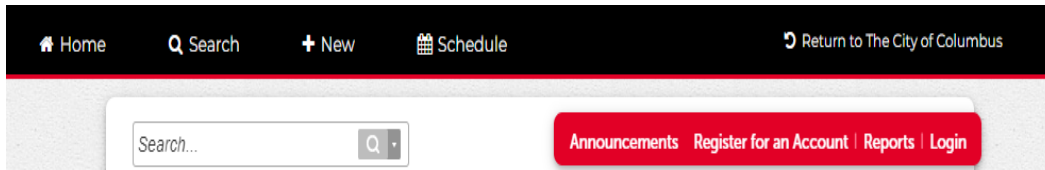
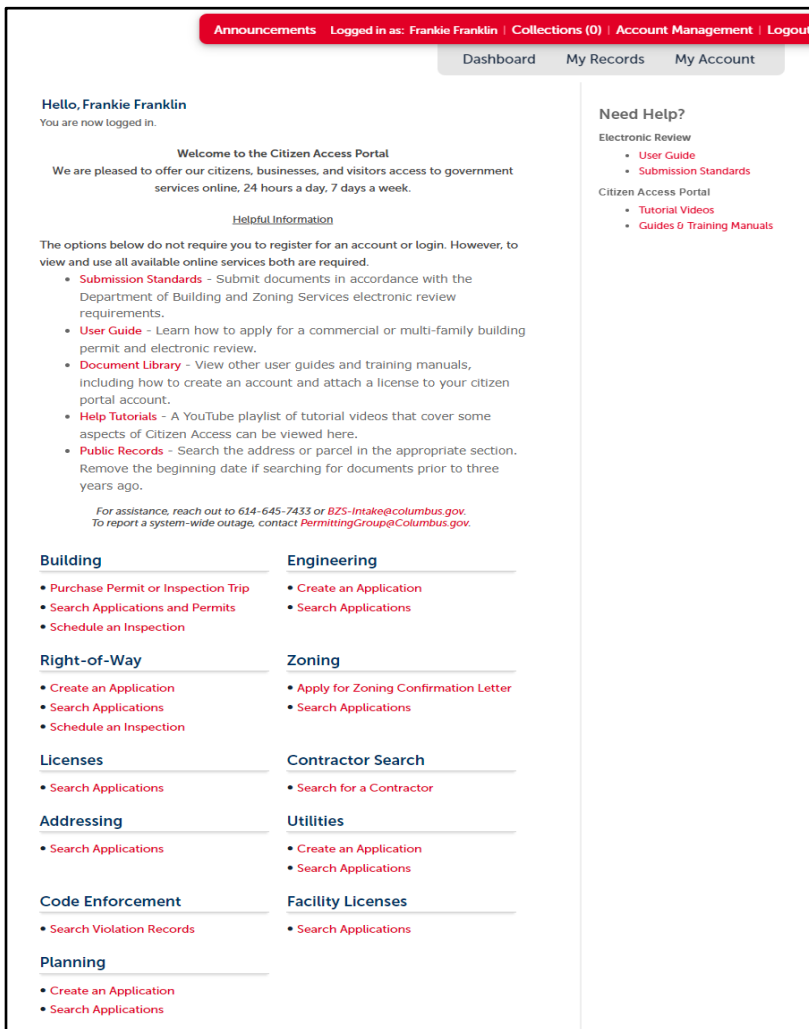


Citizen Access Portal: How to Submit a Graphics Permit Application

Visit Columbus.gov/BZS in Microsoft Edge or Chrome and click the Citizen Access Portal button



Register for an Account and Sign In
Once an Account is open, use Account Management to attach a license to your Citizen Access Portal Account



- Click Purchase Permit or Inspection Trip.

Online Application

Welcome to the Citizen Access Portal.

To view all user guides and training manuals, including how to create an account and attach a license, click [HERE](#) to access our training and document library.

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. When you follow a link to another web site, even the site of another governmental agency, you are subject to the privacy policy of that site. You

I have read and accepted the above terms.

[Continue Application »](#)

- Click Accept Terms.
- Click the Continue Application button.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:

Sign Erector Gen

EXAMPLE USER/NA@NA

Home Phone:
Mobile Phone:
Fax:
Sign Erector Gen

[Continue Application »](#)

- Select **Sign Erector Gen** if you have a **General Sign** or **Limited Sign Erector** License Number.
- Select **None Applicable** if you do **not** have a **General** or **Limited Sign Erector** License Number.
- Click the Continue Application button.

Select an Application Category

Begin by selecting a category and then, select the applicable application type.

To purchase an additional inspection trip, expand the "Additional Inspection Trip" item from the list below.



Search

▶ 1,2,3 Family Building Permits

▶ Multi Family Building Permits

▶ Commerical Building Permits

▶ Mechanical Permits

▶ Electric Permits

▶ Plumbing Permits

▶ Water Service Inspections

▶ Fire Protection Permits

▼ Graphics Permits

Sign Permit

▶ Plans Exam Only (will not result in a permit)

▶ Plans Revisions

▶ Additional Inspection Trip

Continue Application »

- Click on the drop-down arrow next to Graphics and the radio button next to Sign Permit.
- Click the Continue Application button.

Sign Permit

1 App. Info.

2 Location Info.

3 Project Info.

4 Contacts

5 Review

6

7

Step 1: App. Info. > Pre-Screening

Before Proceeding

- Please review the **Online Graphics Submission Standards**.
- Additionally, complete the **Online Graphics Permit Application** and include it with your submission.
- All documents must be combined into one PDF file for submission.

* indicates a required field.

Pre-Screen Questions

Question #1

Is this submittal a response to a correction letter?: * ?

 Yes No**Continue Application »****Save and resume later**

- Please complete the **Online Graphics Permit Application** above and include in your submission on Step 3, Project Info
- Is this submittal a response to a **Correction Letter**?
- If this is an **initial submission** for a **new** graphics permit, click **No**.
- If **Yes**, click the radio button **Yes**, and follow the instructions below.
- If **No**, click the Continue the Application button.
- If you would like to complete the application at a later date, select **Save and Resume later**.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 1: App. Info. > Pre-Screening**Before Proceeding**

- Please review the **Online Graphics Submission Standards**.
- Additionally, complete the **Online Graphics Permit Application** and include it with your submission.
- All documents must be combined into one PDF file for submission.

* indicates a required field.

Pre-Screen Questions**Question #1**

Is this submittal a response to a correction letter?: * (?)

 Yes No**Continue Application »****Save and resume later**

- Only answer **yes** to this question if you were prompted to submit **corrected plan sheets** after receiving a **correction letter** from a **Plans Examiner as part of a plan review for another permit application**.
- If **Yes**, review the **message inside the pink box at the top of the screen below**. Follow the instructions below to submit the corrections.
- Do **not** Click Continue Application button.



An error has occurred.

You cannot proceed with this submittal. To respond to a correction letter, please upload your plan sheets to your permit undergoing review. To do that, click the 'Search' link above and select 'Building Applications'. Enter your existing application/permit number and click the 'Search' button. Then click the 'Record Info' dropdown, select 'Attachments', and upload your files using the 'Add' button and click 'Save.' Consult the user manual linked above for further details.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 1: App. Info. > Pre-Screening

Before Proceeding

- Please review the [Online Graphics Submission Standards](#).
- Additionally, complete the [Online Graphics Permit Application](#) and include it with your submission.
- All documents must be combined into one PDF file for submission.

* indicates a required field.

Pre-Screen Questions

Question #1

Is this submittal a response to a correction letter?: * ?

Yes No

Continue Application »

Save and resume later

- Refer to the instructions in the **pink box** to respond to a **correction letter**.
- Do **not** click the Continue Application button.

Records

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Status	Action
<input type="checkbox"/>	08/08/2024	24TMP-056506	Sign Permit	111 N FRONT ST, COLUMBUS OH 43215	SEE INSTRUCTIONS BELOW		Resume Application

Search for Building Records

Enter **one** of the below to search for records:

- Application/Permit Number
- Parcel Number (no dashes)
- Address (Street number and name only)

**** Providing too many details can prevent your search from returning results. ****

General Search

General Search ▼

Search my records only

Application/Permit Number

24TMP-056506

Record Type:

--Select-- ▼

Start Date:

08/12/2021



End Date:

08/11/2024



First:

Last:

Name of Business:

Parcel No.:

Street No.:

From - To

Direction:

--Select-- ▼

Street Name:



Street Type:

--Select-- ▼

Unit No.:



Zip:

[▶ Search Additional Criteria](#)

Search

Clear

- Click the **Save and resume later** button if you would prefer to complete the application at a later time.
- A **temporary record number** will be issued.
- Go back to the **Home** page and under the **Building** tab, click **Search Applications and Permits**.
- The Records page will populate. Enter the temporary application number, parcel number (no dashes) or the address (Street Number and name only).
- Click **Search**.
- Once the record is located, click **Resume Application**.
- Click the Continue the Application button.



Resume Application: Select Application Page Flow Step x

Start from the beginning

Pick up where I left off

OK **Cancel**

- Click the radio button after selection made to Start from the beginning, or pickup where you left off.
- Click **OK** or click **Cancel**.

Sign Permit

1 App. Info.

2 Location Info.

3 Project Info.

4 Contacts

5 Review

6

7

Step 1: App. Info. > Sign Details

* indicates a required field.

Sign Details

Sign Details

*Location:

On Premise

*Graphic area this permit:

100 Sq. Ft.

*Permit Group:

Permanent Sign

*Permit Type:

Ground

*Permit Subtype:

Illuminated

Foundation: *

New

Height: *

< 6 ft

Continue Application »

Save and resume later

- You are now starting the **Initial Graphic Permit Submission**.
- This part of the **Graphics Permit Application** requires that each drop-down box be completed starting at the top with the "Location" field.
- Each drop-down box will require a submittal. If any drop-down boxes are skipped, the **Graphics Permit Application** will not move forward.
- Click the Continue Application button.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 2: Location Info. > Location Details

* indicates a required field.

Address

Addresses/parcels can be verified to be in the City of Columbus using our online Zoning Map at <http://gis.columbus.gov/zoning/>

* Street No.: Direction: Unit No.:

* Street Name: Street Type:

City: State:

County:

Parcel

Do not include dashes "-" in the parcel

* Parcel Number:



- Enter the parcel number, **OR** the street number and street name:
- Only use 'Street Number' and 'Street Name' fields. Do not use Direction or Street Type.
- In the 'Street Name' field, % can be used as a wildcard if you are unsure of the street spelling.
- If the street name is numerical (i.e. Fourth Street), then enter 4 or 4TH.
- Click Search
- If you only have the 'Parcel Number', enter it with no dashes; then Click Search.
- The application will not move forward without a 'Parcel Number'.
- Parcel Numbers can be verified using the Online [Columbus Zoning Map](http://gis.columbus.gov/zoning/).
- Blank address and parcel fields will populate after a successful search.
- Click the Continue Application button.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 2: Location Info. > Owner Details

* indicates a required field.

Owner

* Owner Name: ?

* Owner Address

* City, State Zip:

E-mail:

Phone:

Clear

Continue Application »

Save and resume later



- Enter the Name of the owner.
- Enter the Address of the owner.
- Enter the City, State, and Zip Code of the owner.
- Click the Continue Application button.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 3: Project Info. > Work Description

* indicates a required field.

Work Description

* Work Description:

SEE INSTRUCTIONS BELOW

spell check

* Project Name:

Please limit to 50 characters or less

Continue Application »

Save and resume later



- Enter a description of the work being completed in the **Work Description Box**.
- For example, New, 100 Sq Ft Illuminated Ground Sign '**Frankie Franks Signs**' less than 6 Sq Ft. North Elevation.
- **Project Name:** Provide a name for the project: Frankie Frank Signs.
- Click the Continue Application button.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 3: Project Info. > Document Details

Please upload a completed **Online Graphics Permit Application** for electronic submission along with the sign elevation and site plan. Label property lines, right-of-way lines, and the sign's dimensions from each on the site plan. **Combine all documents into one PDF.**

* Indicates a required field.

Attachment

For online graphic permits, submit your documents as a single PDF file in accordance with our submission standards, which can be found **HERE**. Failure to do so may result in review delays.

Maximum file size: 100MB

Disallowed file types:

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;php2;php3;php4;php5;php6;php7;phps;phtr

Required Documents Types: Permit Application

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Permit Application ?

Remove

File:

Online Graphics Permit Application 8.6.24.pdf

100%

Save

Add

Remove All

Continue Application »

Save and resume later

- Upload a completed **Online Graphics Permit Application** for Electronic Submission along with the site plan, elevation, and sign details.
- Label property lines, right-of-way lines, and the sign's dimensions from each on the site plan.
- All documents should be submitted one **combined PDF**.
- Click **Add** to add the document.
- Click **Save** to save the document.
- Click the Continue Application button.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Sign Permit

1 App. Info.	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6	7
--------------	------------------	-----------------	------------	----------	---	---

Step 3: Project Info. > Document Details

Please upload a completed **Online Graphics Permit Application** for electronic submission along with the sign elevation and site plan. Label property lines, right-of-way lines, and the sign's dimensions from each on the site plan. **Combine all documents into one PDF.**

* indicates a required field.

Attachment

For online graphic permits, submit your documents as a single PDF file in accordance with our submission standards, which can be found **HERE**. Failure to do so may result in review delays.

Maximum file size: 100MB

Disallowed file types:

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;php2;php3;php4;php5;php6;php7;phps;phtr

Required Documents Types: Permit Application

Name	Type	Size	Latest Update	Action
Online Graphics Permit Application 8.6.24.pdf	Permit Application	369.69 KB	08/08/2024	Actions ▾

Add

Continue Application »

Save and resume later

- Attachments have been successfully uploaded.
- Click the Continue Application button.

Sign Permit

1	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6 Pay Fees	7
---	------------------	-----------------	------------	----------	------------	---

Step 4: Contacts > Applicant Info.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account**Add New****Licensed Professional**

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Look Up**Continue Application »****Save and resume later**

- To Add a new contact, click the **Add New** button.
- To edit a contact, click **Select from Account** next to a contact name.
- To select a contact from account, **Select** a contact name that is associated with your account.
- Click on the radio button next to the correct Association.
- Click **Discard Changes** button if you need to reselect the contact information.
- Click the Continue Application button.

Select Contact from Account



Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
<input checked="" type="radio"/>	Associated Contact	Applicant	Frankie Franklin
<input type="radio"/>	Associated Owner		CITY OF COLUMBUS OHIO

Continue

Discard Changes



Look Up License



License Type:

Sign Erector Gen

City License Number:

22222

First:

Franki

Middle:

Last:

Franklin

Name of Business:

Look Up

Clear

Discard Changes



- Look up an **existing** license.
- Click on the drop-down arrow underneath **License Type**:
- Select **Sign Erector Gen** or **Sign Erector Lim**.
- Enter your **City License Number**.
- Enter **First Name** and **Last Name**.
- Enter the **Name of Business** if applicable.

Sign Permit

1	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6 Pay Fees	7
---	------------------	-----------------	------------	----------	------------	---

Step 4: Contacts > Applicant Info.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

✔ Contact added successfully.

Frankie Franklin
 Email: shnwilliams@columbus.gov
 Home Phone:
 Mobile Phone:
 Work Phone:
 Edit Remove

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Look Up

Continue Application »

Save and resume later

- The **Contact** added **successfully**.
- To add a new Licensed Professional, click the **Look Up** button.
- Select **Sign Erector Gen** or **Sign Erector Lim** from the drop-down box.
- Enter **City License Number, First Name, Last Name**, Click **Look Up**.
- To find a **Licensed Professional**, enter the search criteria and click the **Search** button.
- To edit an existing **Licensed Professional**, select the **Licensed Professional Number** in the list.
- The **Licensed Professional** can also be **added** via **the Home Page** under **Account Management**.
- Click the **Continue Application** button once the **Licensed Professional** is confirmed added to the account.

Sign Permit

1	2 Location Info.	3 Project Info.	4 Contacts	5 Review	6 Pay Fees	7
---	------------------	-----------------	------------	----------	------------	---

Step 4: Contacts > Applicant Info.

* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Frankie Franklin

Email: NA@NA
 Home Phone:
 Mobile Phone:
 Work Phone:
 Edit Remove

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

✔ Licensed professional added successfully.

EXAMPLE USER
 License Type: Sign Erector Gen
 License Number:
 Address:

Edit Remove

Continue Application »

Save and resume later



- The **Licensed Professional** was added **successfully**.
- The **Licensed Professional** can also be added via the **Home Page** under **Account Management**.
- Click on the **add** a license button.
- Click on the drop-down arrow underneath **License Type**:
- Select **Sign Erector Gen** or **Sign Erector Lim**.
- Enter the **City License Number**.
- Click the **Find License** button.
- Click **Add License to Account**.
- Do you want to **associate this license** to your account? Click **OK**

Sign Permit

1	2	3 Project Info.	4 Contacts	5 Review	6 Pay Fees	7 Record Issuance
---	---	-----------------	------------	----------	------------	-------------------

Step 5: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. If the certification section does not load, press the F5 key or the browser's refresh button to make it appear.

Record Type

Sign Permit

Pre-Screen Questions

Question #1

Is this submittal a response to a correction letter?:

No

Edit

Sign Details

Sign Details

Location: On Premise
 Graphic area this permit: 100
 Permit Group: Permanent Sign
 Permit Type: Ground
 Permit Subtype: Illuminated
 Foundation: New
 Height: < 6 ft

Edit

Address

111 N FRONT ST
 COLUMBUS FRANKLIN OH

Edit

Parcel

Parcel Number: 010018405

Edit

Owner

CITY OF COLUMBUS
 111 N FRONT STREET
 COLUMBUS OH 43215

Edit

Work Description

Project Name: Please limit to 50 characters or less
 Work Description: SEE INSTRUCTIONS BELOW

Edit

Attachment

For electronic plan review, please submit documents in accordance with our submission standards, which can be found [HERE](#). Failure to do so could result in review delays.

Maximum file size: 100MB

Disallowed file types:

ade,adp,dat,chr,cmd,com,cpl,exe,hta,htm,html,lns,log,jar,jsp,java,lib,lnk,mde,mht,mhtml,msc,msp,mst,php,php2,php3,php4,php5,php6,php7,phps,phr

Required Documents Types: Permit Application

Name	Type	Size	Latest Update	Action
Online Graphics Permit Application 8.6.24.pdf	Permit Application	309.69 KB	08/08/2024	Actions ▾

Add

Applicant

Frankie Franklin
 123 GOTCHA LANE
 COLUMBUS, OH, 43206

E-mail: shwilliams@columbus.gov

Edit

Licensed Professional

EXAMPLE USER

Sign Erector Gen - N/A@NA

Edit

Continue Application >

Save and resume later

- Review all of the information, and make any changes by selecting the **Edit** button next to each field.

- Click the Continue Application button.



Sign

1	2	3	4	5 Review	6 Record Issuance
---	---	---	---	----------	-------------------



Thank you for your submission; it will be reviewed to ensure it is properly set up. If so, the identified applicant will receive an automated email with a direct link to pay the related fees. After payment is received, the record will advance for review.

Thank you for using our online services.

Your Record Number is SIGN2400099.

You will need this number to check the status of your application or to check the results of inspections.

[View Record Details »](#) (You must post the record in the work area.)

- The Application is successfully submitted.
- The Application is assigned a **Graphics Permit** Number **SIGN2400099**.
 - The **Graphics Application is Confirmed**.

Congratulations! You have successfully submitted a Graphics Permit Application through the Citizen Access Portal. **A staff member will review the application, invoice fees, and contact the applicant if additional comments are needed.** Please note that review may take up to 20 business days.