



ACCESSING CITIZEN SELF SERVICE

<https://egov.columbiacountyga.gov/css/citizens/>

REGISTRATION

Click the 'Register' button on the bottom left side of the screen. A new window will open. Complete the form using the table below.

Self-Registration

*User ID
 (between 1 and 100 characters)

*Re-type user ID

*Password
 (between 8 and 15 characters)

*Re-type password

*Password hint

*Email address

Enter these validation numbers into the box below them



Field	Definition
User ID	The name used to log in to the account. It must be between 1 and 100 characters
Password	The password used to log in to the account. Password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.
Password hint	A phrase that will help you remember the password. Please do not use any part of the actual password.
Email address	Email address
Validation numbers	Enter the numbers in the box above and click 'Save'

COLUMBIA COUNTY
GEORGIA

CCCINC

Expand Menu

Account Settings

Account Information

Now logged in as	CCCINC
Last successful login	8/6/2018
Last failed login	8/6/2018
Password last changed	8/6/2018
Password expires in	Unlimited days Change Password
E-Mail address	ehall@columbiacountyga.gov Change E-Mail Address

Linked Accounts

Customer Accounts

There are currently no linked accounts

You will receive a confirmation of your login information. Please email your User ID to permits@columbiacountyga.gov. Please do not send your password. Your account will be linked to your business license/occupational tax in the permitting software. You will receive a confirmation when complete. Please allow 2-3 business days for the request to be processed.

APPLY FOR A NEW PROJECT

Log in to the Citizen Self Service website. The profile information for your account will automatically generate on the log in screen. The information is taken directly from the application for the business license/occupational tax. Click on Permits and Inspections to begin the application process.

COLUMBIA COUNTY
GEORGIA

Welcome to Citizen Self Service

Announcements
There are currently no announcements.

Profile Information [View profile](#)

COLUMBIA COUNTY CONSTRUCTION INC
123 ANY STREET
EVANS, GA 30809-7603

Phone numbers

Number	Allow Notifications	Preferred Contact
706-555-1234	No	No

Email Addresses

Address	Preferred Contact
CCCINC@FAKE.COM	No

Permits and Inspections Accounts

COLUMBIA COUNTY CONSTRUCTION INC

Customer name	City
COLUMBIA COUNTY CONSTRUCTION INC	EVANS

[Applications & Inspections](#)

Citizen Self Service

- Business License
- General Billing
- Non-Emergency Requests
- Other Services
- Permits and Inspections**

Permits and Inspections

Linked Accounts

Select customer from your linked accounts

Customer ID	Name	Location
266699	COLUMBIA COUNTY CONSTRUCTION INC	EVANS

[Applications & Inspections](#)

[Apply Online](#)

Citizen Self Service

- Business License
- General Billing
- Non-Emergency Requests
- Other Services
- Permits and Inspections**
- Accounts

Select the Project Type. The projects are in alphabetical order by description. In general, commercial are listed first and followed by residential projects.

Permits and Inspections

Apply Online

Select the project/activity

BUILDING STANDARDS

	Code	Description
Select	R070	DUPLEX
Select	R075	NEW SINGLE FAMILY
Select	C170	PERMANENT SIGN (OTHER THAN BILLBOARD)
Select	R010	RESIDENTIAL ALTERATION
Select	R050	RESIDENTIAL MECHANICAL
Select	R085	RESIDENTIAL PLUMBING
Select	R090	RESIDENTIAL POOL
Select	R150	RESIDENTIAL RETAINING WALL
Select	R100	RESIDENTIAL ROOFING
Select	R080	RESIDENTIAL TOWNHOUSE
Select	R005	RESIDENTIAL ADDITION
Select	C210	SMALL CELL IN RIGHT OF WAY
Select	C165	TEMPORARY SIGN

- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Other Services

Permits and Inspections

- Accounts
- Contact Us

Enter the physical address of the location for the project. In the Street name, it is better to partially list the name (such as Cold for Coldwater) and omit the street type (Drive, Road, Street, Parkway, etc) and suite numbers. Click Search when complete. You do not have to provide Owner name or parcel ID.

Permits and Inspections
Apply Online [Return to Project Selection](#)

Search for the location

You must associate a location (address, city, etc.) with this project. Use this page to search for locations, then select the location to associate.

Location

Number:

Street name:

Name

Owner:

Parcel ID

Choose Select and Continue for the correct location

Permits and Inspections
Apply Online [Return to Project Selection](#)

Select the location

If the location is not listed, you can [modify your search](#) or try a [new search](#).

5 found

Location/Subdivision	Owner	Parcel ID	
4217 WASHINGTON ROAD SUITE 02	KRG, EVANS MULLINS LLC	078 137G	Select and Continue
4217 WASHINGTON ROAD SUITE 04	KRG, EVANS MULLINS LLC	078 137G	Select and Continue
4217 WASHINGTON ROAD SUITE 06	KRG, EVANS MULLINS LLC	078 137G	Select and Continue
4217 WASHINGTON ROAD SUITE 07	KRG, EVANS MULLINS LLC	078 137G	Select and Continue
4217 WASHINGTON ROAD SUITE 08	KRG, EVANS MULLINS LLC	078 137G	Select and Continue

Permits and Inspections

Apply Online

[Return to Location Search](#)

Details of project/activity

Department BUILDING STANDARDS

Project SMALL CELL IN RIGHT OF WAY

Describe location

Describe project/activity

Your role in project *

Reason for applying

Estimated cost

Proposed start date

Proposed end date

Contractor is involved or owner is acting as contractor
 I will enter applicant information, no contractor is involved

Contractor (or applicant if no contractor) *

Name *

Address

City

State

Zip

Phone *

Fax

Email *

Additional information

Any additional information you would like to provide

Complete the form using the table below and click Continue.

Field	Definition
Describe location	Do not use
Describe project/activity	Provide a brief description of the project
Your role in project	Chose the most appropriate role. The majority of applicants for construction permits should chose Contractor.
Reason for applying	Do not use
Estimate cost	Provide the estimated construction cost rounded to the nearest whole dollar
Proposed start date	Do not use
Proposed end date	Do not use
Contractor	Always use the default setting 'Contractor is involved or owner is acting as contractor.' The information from the occupational tax account linked to the login will automatically populate.
Additional information	Do not use

Verify the accuracy of the details of the project, enter the validation number, check the acknowledgement box and click submit.
Note: The acknowledgement is likely to change as the site is developed. The screen shot below is as of July 2019.

COLUMBIA COUNTY

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Details of Project/Activity [change](#)

Location Description	
Project/Activity Description	
Your Role in Project	CONTRACTOR
Reason for Applying	unspecified
Estimated Cost	0
Proposed Dates	Start: unspecified End: unspecified
Contractor	COLUMBIA COUNTY CONSTRUCTION INC
Address	123 ANY STREET, EVANS GA 30809-7603
Phone	706-555-1234
Fax	
E-mail	CCCINC@FAKE.COM
Additional information	

Enter these validation numbers into the box below them

Enter the following validation numbers into the box provided. *



Check the following box to signify acknowledgement

I agree to the following terms.
I hereby acknowledge that the information submitted is 100% accurate.

A confirmation with the application reference number will display. At the bottom of the screen is the menu to upload documents. If you do not attached the required documents at this time, you must notify the Licensing and Permits Department when the documents are attached. The software does not provide notice of added document. You may return later to make payments.

Permits and Inspections

Apply Online

Confirmation

 Thank you. Your application has been submitted on **8/7/2018**. Your application reference is **201805903**.

You may want to print this page for your records.

To check the status of your application:

- Call our offices at: 706-868-3420
- [Check the status of your application online](#)
- [View/select payable items](#)
- [Pay all payable items now](#)

Location	
Location	4217 WASHINGTON ROAD SUITE 02
Owner	KRG, EVANS MULLINS LLC
Parcel ID	078 137G

Project/Activity	
Department	BUILDING STANDARDS
Project	SMALL CELL IN RIGHT OF WAY

Details of Project/Activity

Location Description

Project/Activity Description

Your Role in Project	CONTRACTOR
Reason for Applying	unspecified
Estimated Cost	0
Proposed Dates	Start: unspecified End: unspecified
Contractor	COLUMBIA COUNTY CONSTRUCTION INC
Address	123 ANY STREET, EVANS GA 30809-7603
Phone	706-555-1234
Fax	
E-mail	CCCINC@FAKE.COM
Additional information	

Check the following box to signify acknowledgement. I agree to the following terms. I hereby acknowledge that the information submitted is 100% accurate.

You could now...

Attach one or more documents

- Use the **Browse...** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

Attachments: No file selected.

- [Use other online services](#)
- [Log out](#)

Attach one or more documents

- Use the **Browse...** button to select a document to attach.
- As each document is selected, an additional file selection button will appear, allowing you to select multiple documents.
- Click the **Upload** button to upload the selected attachment(s).

APPLICATION.docx [Remove](#)

SITE PLAN.pdf [Remove](#)

Attachments: No file selected.

You could now...

- [Attach a document](#) **Successfully attached 2 documents.**
- [Use other online services](#)
- [Log out](#)

Click Browse to select the files to upload. They must be selected one at a time. Click Upload when complete. The page will refresh and the message at the bottom of the page will tell you the number of documents that attached. You may now select and pay items or return

PLAN REVIEW STATUS

You have real time access to the plan review status and comments provided by reviewers. You may not submit revisions until all plan reviews are complete so that all comments may be addressed on the revised drawings.

COLUMBIA COUNTY
GEORGIA

Permits and Inspections
Application reference **201805903** 2 Permits | 4 Inspections

Status: ACTIVE / ONLINE APPLICATION
 Project/Activity: C - SMALL CELL IN RIGHT OF WAY
 Location: 4217 WASHINGTON ROAD SUITE 02 EVANS
 Owner: KRG, EVANS MULLINS LLC
 Parcel ID: 078 137G

[View Application Information](#) [View Issue Alerts](#) [View Plan Reviews](#)

Permits (2 found)						
<input type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input type="checkbox"/> Pay	ELEC COMM	REVIEWING	\$100.00	\$100.00	Details	Alert
<input type="checkbox"/> Pay	SMALL CELL	REVIEWING	\$0.00	\$0.00	Details	Alert

Inspections (4 found)						
<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due
<input type="checkbox"/> Pay	ZONING COMPLIANCE FINAL	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC			\$0.00	\$0.00 Details Alert
<input type="checkbox"/> Pay	GIS MAP	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC			\$0.00	\$0.00 Details Alert
<input type="checkbox"/> Pay	SMALL CELL UTILITY PERMITTING	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC			\$0.00	\$0.00 Details Alert
<input type="checkbox"/> Pay	SMALL CELL BUILDING STANDARDS	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC			\$0.00	\$0.00 Details Alert

You may see all reviewers, the department they review for, and the status of their review. You may click on 'View Comments' beside a plan review for the comments only related to that reviewer or 'View All Comments' for all comments for the review cycle. Note: We do not use attachments in the plan review.

COLUMBIA COUNTY
GEORGIA

Permits and Inspections
Plan Reviews [Return to view permits and inspections](#)

Application reference: 201805903
 Status: ACTIVE / ONLINE APPLICATION
 Project/Activity: C - SMALL CELL IN RIGHT OF WAY
 Location: 4217 WASHINGTON ROAD SUITE 02 EVANS
 Owner: KRG, EVANS MULLINS LLC
 Parcel ID: 078 137G

[View All Comments](#)

Department	Review Cycle	Reviewer	Status	Completed	
GEOGRAPHIC INFO SYSTEMS	1	LEE HARTLEY	REVIEWED	8/10/2018	
PLANNING	1	WILL BUTLER	DENIED	8/14/2018	View Comments
ENGINEERING CONSTRUCTION	1	DON BARROW	REVIEWED	8/15/2018	
ELECTRICAL	1	VICKIE GUAY			
STRUCTURAL	1	JOSHUA CROCKETT	DENIED	8/15/2018	View Comments

Permits and Inspections
Plan Review Comments [Return to view plan reviews](#)

Application reference: 201805903
 Status: ACTIVE / ONLINE APPLICATION
 Project/Activity: C - SMALL CELL IN RIGHT OF WAY
 Location: 4217 WASHINGTON ROAD SUITE 02 EVANS
 Owner: KRG, EVANS MULLINS LLC
 Parcel ID: 078 137G

Department	Completed	Comment
PLANNING	8/14/2018	Materials used are inconsistent with surrounding structures
STRUCTURAL	8/15/2018	NO ATTACHMENT DETAIL PROVIDED

Permits and Inspections
Plan Review Comments [Return to view plan reviews](#)

Application reference: 201805903
 Status: ACTIVE / ONLINE APPLICATION
 Project/Activity: C - SMALL CELL IN RIGHT OF WAY
 Location: 4217 WASHINGTON ROAD SUITE 02 EVANS
 Owner: KRG, EVANS MULLINS LLC
 Parcel ID: 078 137G

Department	Completed	Comment
STRUCTURAL	8/15/2018	NO ATTACHMENT DETAIL PROVIDED

PAYMENT

MasterCard and Visa payments are accepted. A \$3.00 convenience fee is applied to each credit card transaction. We encourage you to pay for as many permits and inspections as possible at one time to keep your convenience fees to a minimum.

Select the permits and inspections to pay and then click 'Add to Cart'. You may now move to another project and select those items to pay or proceed to checkout by clicking 'My Cart'.

COLUMBIA COUNTY
GEORGIA

My Cart (2 items) Resources CCCINC

Permits and Inspections

Application reference 201805903 2 Permits | 3 Inspections

Status: ACTIVE / PREREQUISITES COMPLETED

Project/Activity: C - SMALL CELL IN RIGHT OF WAY

Location: 4217 WASHINGTON ROAD SUITE 02 EVANS

Owner: KRG, EVANS MULLINS LLC

Parcel ID: 078 137G

[View Application Information](#) [View Plan Reviews](#)

Permits (2 found)

<input type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input checked="" type="checkbox"/>	ELEC COMM	REVIEWING	\$100.00	\$100.00	Details	Alert
<input type="checkbox"/>	SMALL CELL	ISSUED	\$0.00	\$0.00	Details	Alert

[Select Inspections for scheduling](#)

Inspections (3 found)

<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due
<input type="checkbox"/>	ZONING COMPLIANCE FINAL	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC		FAIL	\$0.00	\$0.00
<input type="checkbox"/>	ZONING COMPLIANCE FINAL REINSP	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC		FAIL	\$0.00	\$0.00
<input checked="" type="checkbox"/>	ZONING COMPLIANCE FINAL REINSP	KRG, EVANS MULLINS LLC / COLUMBIA COUNTY CONSTRUCTION INC			\$50.00	\$50.00

Add to Cart

select Permits/Inspections you would like to pay now, then click "Add to Cart"

* Indicates pending web payments exist that are not reflected in the Payments/Credits amount at this time.

Permits and Inspections

- Accounts
- Plan Reviews
- Contact Us
- Application Details**
- Search Results
- New Search

Pay Bills

Step 2 of 4: Please enter the payment information

Step 1 2 3 4

Enter the details needed to process this payment.

Credit card

Card type: [Where is this?](#)

Card number:

Card ID (CVV) number:

Expiration date:

- [Home](#)
- [Citizen Self Service](#)
- [Business License](#)
- [General Billing](#)
- [Non-Emergency Requests](#)
- [Other Services](#)
- [Permits and Inspections](#)

Pay Bills

Step 3 of 4: Billing address

Step 1 2 3 4

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name:

Last name:

Address line 1:

Address line 2:

City:

State:

Zip code:

Contact phone number:

E-Mail:

Remember these values

* indicates required field

- [Home](#)
- [Citizen Self Service](#)
- [Business License](#)
- [General Billing](#)
- [Non-Emergency Requests](#)
- [Other Services](#)
- [Permits and Inspections](#)

Pay Bills

Step 4 of 4: Review

Step 1 2 3 4

Please review the information below. Make changes if necessary, then submit your payment request.

Payment Amount

Bill Description	Due Now	Payment Amount
Permit fee: ELEC COMM 201906424	\$100.00	\$100.00
Permit fee: SIGN PERM 201906424	\$50.00	\$50.00
Subtotal		\$150.00
Total		\$150.00

Payment Method: [change](#) Mastercard

Billing Address: [change](#)

Name: ERIN HALL
 Address: 630 RONALD REAGAN DRIVE
 EVANS, GA, 30809
 Phone Number: 7063127301
 E-mail: EHALL@COLUMBIACOUNTYGA.GOV

- [Home](#)
- [Citizen Self Service](#)
- [Business License](#)
- [General Billing](#)
- [Non-Emergency Requests](#)
- [Other Services](#)
- [Permits and Inspections](#)

MUNIS Self Services

Payment Processing

Your payment is processing.
 You will be redirected to a confirmation page in a moment.

- [Home](#)
- [Citizen Self Service](#)
- [Business License](#)
- [General Billing](#)
- [Non-Emergency Requests](#)
- [Other Services](#)
- [Permits and Inspections](#)

Upon completion of the payment processing, a payment verification screen with a confirmation (reference number) will load and you will receive a confirmation email.

INSPECTION SCHEDULING

If an inspection is eligible to be scheduled, Schedule is listed next to it:


My Cart (0 items)

Permits and Inspections

Application reference **201906425** 2 Permits | 3 Inspections

Status ACTIVE / PREREQUISITES COMPLETED

Project/Activity C - SIGN - PERMANENT

Location 630 RONALD REAGAN DRIVE
EVANS

Owner COLUMBIA, COUNTY BOARD OF

Parcel ID 072 045B

[View Application Information](#) [View Plan Reviews](#)

Permits (2 found)

<input type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input type="checkbox"/>	Pay ELEC COMM	ISSUED	\$100.00	\$0.00	Details	Alert
<input type="checkbox"/>	Pay SIGN PERM	ISSUED	\$400.00	\$0.00	Details	Alert

[Select Inspections for scheduling](#)

Inspections (3 found)

<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due		
<input type="checkbox"/>	Pay FOOTING	COLUMBIA, COUNTY BOARD OF / COLUMBIA COUNTY CONSTRUCTION INC			\$0.00	\$0.00	Details	Schedule
<input type="checkbox"/>	Pay ELECTRICAL ROUGH-IN	COLUMBIA, COUNTY BOARD OF / ELECTRICAL SERVICE OF COLUMBIA COUNTY			\$0.00	\$0.00	Details	Schedule
<input type="checkbox"/>	Pay FINAL - ELECTRICAL	COLUMBIA, COUNTY BOARD OF / ELECTRICAL SERVICE OF COLUMBIA COUNTY			\$0.00	\$0.00	Details	Schedule

* Indicates pending web payments exist that are not reflected in the Payments/Credits amount at this time. Additional payments cannot be made until pending payments have been processed.

The inspection scheduling menu will appear. Complete the form using the table below.


My Cart (0 items)

Permits and Inspections

Schedule Inspection **644759** [Return to search results](#)

Owner/Contractor COLUMBIA, COUNTY BOARD OF / COLUMBIA COUNTY CONSTRUCTION INC

Location 630 RONALD REAGAN DRIVE

Type FOOTING

Name *

Phone *

Email *

Remember these values

Schedule Preferences

Date * *
Note: Inspection scheduling requires 1 day advanced notice.

Shift/Time

Priority/Comments

Enter these validation numbers into the box below them

0955

* indicates required field

Field	Definition
Name	Requestor's name
Phone	Contact phone number
Email	Email address
Remember these values	Select the check box if you would like the values entered to default every time an inspection is scheduled using your login.

Field	Definition
Date	You may type the date or use the calendar assistant that will appear when you enter into the field. Inspections entered before 4:30 p.m. can be scheduled for the next business day. Inspections after 4:30 p.m. must be entered for the day after the next business day. There is no limitation as to how far in advance you schedule.
Shift/Time	Work Day is the only option available. We do not allow for time request.
Priority/Comments	Do not use
Validation numbers	Enter the numbers in the box above and click 'Save'

The inspection will be confirmed on screen and an email confirmation will be sent to the email address provided. If scheduling multiple inspections, an email will be sent for each inspection.

Permits and Inspections

Inspection 644759 [Return to Application Details](#)

Request has been scheduled.
 Inspection Date: 7/30/2019
 Inspection Time: DAY

Inspection Details

Inspection Type	FOOTING
Contractor	COLUMBIA, COUNTY BOARD OF / COLUMBIA COUNTY CONSTRUCTION INC
Contractor ID	278833
Application Contractor ID	278833
Requested	7/30/2019 - DAY
Scheduled	7/30/2019 - DAY
Performed	
Inspector	CJ BALDWIN
Comments	
Results	

Fees

Fee amount	\$0.00
Paid to date	\$0.00
Balance due	\$0.00

Mon 7/29/2019 1:18 PM

workflow@columbiacountyga.gov

FOOTING Scheduled 07/30/2019 at 630 RONALD REAGAN DRIVE

To: Hall, Erin

Phish Alert [Get more apps](#)

Location: 630 RONALD REAGAN DRIVE
 Inspection: FOOTING
 Date: 07/30/2019 DAY
 Inspector Assigned to Area: CJ BALDWIN
 Please note, inspections may be reassigned based on workload.

Please contact Licensing and Permits at 706-868-3420 with questions.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

CONTACTS

Byron Fulmer
 Email: bfulmer@columbiacountyga.gov
 Direct Line: 706-312-7264

Vanessa Simmons
 Email: vsimmons@columbiacountyga.gov
 Direct Line: 706-312-7305

Building Standards Department
 Office: 706-868-3420