

## How to Obtain a Certificate of Appropriateness from the Historic Landmarks and Preservation Commission

All construction activities within the City of Columbus require a permit. Properties located in a Historic District also require a certificate of appropriateness from HLPC. Applications for all permits are available from the City Clerk's office. The Building Inspector issues permits.

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### Process:

1. The City Clerk's office will provide the applicant with the necessary information and application for a permit for all construction activities. An application for a Certificate of Appropriateness will also be provided to the applicant if the project site is within one of the City's Historic Districts. When the applications are complete, the fee is paid to the City Treasurer.
2. The Building Inspector receives the completed applications and reviews the proposed project.
3. After review by the Building Inspector, the application will be forwarded to the Historic Landmarks and Preservation Commission (HLPC) for review for a Certificate of Appropriateness.
4. HLPC will meet with the applicant to discuss the proposed project's impact on the building and the district. HLPC has 30 days to either grant or deny the application. HLPC will then return the application to the Building Inspector with an attached copy of the certificate as granted or denied.
5. Applicant picks up the approved permit at City Hall and begins work on the project.

Applicants are requested to attend the Historic Landmarks and Preservation Commission meetings for the review of the application.

The Building Inspector may contact applicants with questions on the project at any time during the review process.