

# Plan Revision Online Submittal Instructions

If a project that has already been granted Plan Approval requires a change in the Approved Construction Documents, then a Plan Revision must be submitted to the Department of Building and Zoning Services. Plan Revisions must be submitted in the following format:

- Submit the **revised drawings** with revisions **clouded and dated to differentiate from other revisions**. Revised plans should include **ONLY THE REVISED PLAN SHEETS**
- Submit a **Bulletin outlining all changes to the Approved Documents**

## *Plan Revision Submission Instructions:*

- Go to the Citizen Access Portal and login
- Click the “Purchase Permit or Inspection Trip” under the building section
- From there, check the box acknowledging the Private Policy and click “Continue”
- Click the “Plan Revision” Drop Down arrow and select the applicable permit type (Multifamily, Residential or Commercial) based on your original building permit. Click “Continue Application”
- Complete the “Permit Info” Section. Specify the original permit number and address.
- Complete the rest of the application. Upload revised drawings and Bulletin as PDFs in Step 4. Please follow the submission standards located at:  
<https://www.columbus.gov/files/sharedassets/city/v/5/building-and-zoning/document-library/submission-standards-electronic-review-for-building-permits.pdf>

## *Important Links:*

- **Citizen Access Portal:** (<https://portal.columbus.gov/Permits/Default.aspx>)
- **Account Creation Guide:** ([youtube.com/watch?v=RDJuoKOFteo&t=2s](https://www.youtube.com/watch?v=RDJuoKOFteo&t=2s))
- **Associating a Registration to your Citizen Access Account:** ([youtube.com/watch?v=Li3nEtrBKXQ](https://www.youtube.com/watch?v=Li3nEtrBKXQ))
- **Common Citizen Access Issues:** (<https://www.youtube.com/watch?v=7REBPey11x8>)
- **Inspection Scheduling:** (<https://www.youtube.com/watch?v=7REBPey11x8>)



**Main Offices:** 111 North Front Street | Columbus, Ohio 43215 | **P:** (614) 645-7433 | **F:** (614) 645-0082 | [columbus.gov/bzs](http://columbus.gov/bzs)  
**License, Weights & Measures Offices:** 4252 Groves Road | Columbus, Ohio 43232 | **P:** (614) 645-8366 | **F:** (614) 645-8912

**Building Compliance Section** (614) 645-1733  
**Building Plan Review** (614) 645-7562  
**Code Enforcement** (614) 645-2202  
**Customer Service Center** (614) 645-6090

**Director's Office**  
**Engineering Plan Review**  
**License Section**  
**Research/Records Center**

(614) 645-7776  
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**Weights & Measures Section**  
**Zoning Clearance**  
**Zoning Confirmation Letters**  
**Zoning Public Hearings**

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