

Plan Submission Standards and Instructions

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DEPARTMENT OF BUILDING
AND ZONING SERVICES

For CC-Plans, E-Plans, Waterline Only, Grade and Fill, and Plats

Submission Instructions

Option 1 (Preferred)

Please create a folder in the shared drive. Link Here: [Plan Submissions](#)

https://columbusoh-my.sharepoint.com/:f:/g/personal/bzsmsonedrive2_columbus_gov/EmlI6E8e-2VGslyVmRAfacgBnbzz7LJ827yWFIAd7Hi4dg?e=eNKLeE

Name this folder your plan number, for example: CC-20002.

Send an email to engineeringinfo@columbus.gov notifying us of your plan submission. **Your plans may NOT be routed unless you provide an email to engineeringinfo@columbus.gov notifying us of the submission.**

If this is an initial plan submission for first review, please name the folder "New Submission – Project Name".

Option 2

Email engineeringinfo@columbus.gov with all plan documents in the attachments. Please include the Plan number in the subject line. We can only accept files up to 25 MB in size in email attachments (Per Email).

Option 3

Email engineeringinfo@columbus.gov with a link to the files in a OneDrive shared folder. Please ensure the folder does not have email or password requirements, captcha's, or restricted permissions, as we will not be able to access the files. We cannot access Sharefile or Dropbox links.

With all submission options you will receive a confirmation email when your plans have been routed for review.

Submission Standards

Required Documents

Note: Non-PDF Documents cannot be reviewed, this includes Excel, PNG, JPEG, Outlook files, etc. Please convert your other documents to PDF format. This does not include the required TIF images and DWG files.

Initial Submissions

- Completed Site Development Application
- PDF of Plan Set (Single Document)
- PDF of Stormwater Management Report (CC-Storm Plans only)

- TIF Format images of each individual plan set page. One Sheet per TIF image.
- A CAD .DWG File of the Plans
- Any Additional documents such as Calculations, SCPMPs, SWP3's, etc., should be submitted in a PDF format.

Re-Submissions (Back-checks)

- PDF of Plan Set (Single Document)
- PDF of Stormwater Management Report (CC-Storm Plans only)
- PDF's of Comment Dispositions. These must be made on the return comments document as direct responses to reviewer comments.
- PDF's of any additional documents. (SWP3, SCPMP, Calcs, etc.)

File Formatting

For plan submissions, please see the following instructions for file naming conventions. New plan submissions should retain the same structures, just without the Plan Number until it is assigned. All document titles should be formatted as follows:

PLAN NUMBER_DOCUMENT TYPE_REVIEW/REVISION NUMBER

CC-Plan Example: CC-20001_Plans_1st Review

E-Plan Example: E-4010_Plans_1st Review

Waterline Only Example: 24675-00050_Plans_1st Review

CC-Plan Revision Example: CC-20001_Plans_1st Revision_1st Review

For comment responses to previous markups, please add “– Responses” to the end of the document name.

Example: CC-20001_SWMR_1st Review – Responses

Document abbreviations should use the following standards:

Plan Sets: **Plans**

Stormwater Management Report: **SWMR**

Storm Water Control Practice Inspection and Maintenance Report: **SCPMP**

Storm Water Pollution Prevention Plan: **SWP3**

Operations and Maintenance Plans: **O&M**

Sanitary Sewer Calculations: **San Calcs**

Any other Calculations pages: **Calcs**

Additional supporting documents may use whatever terminology, just please ensure proper formatting:

Example: CC-20001_Exhibit A_1st Review

If you have ANY questions on submission standards, please contact engineeringinfo@columbus.gov.