Plan Submission Instructions

Address: 111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-0032
Email: engineeringinfo@colubus.gov
Website: www.columbus.gov/bzs

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
DEPARTMENT OF BUILDING AND ZONING SERVICES

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

Submission Instructions

Please see the options below for different ways to submit plans to Site Engineering for review.

Site Engineering Submission Dashboard

You can access the Site Engineering Submission dashboard by navigating to the following link below:

Site Engineering Submission Dashboard

Once there, you will need to log in with a valid email account and then request access. We actively monitor access requests. This is due to Microsoft Security requirements for accessing SharePoint sites. Once access is granted, you will not have to conduct this step again. If you do not receive access within 24 hours, or receive an error message of any kind, please contact engineeringinfo@columbus.gov for assistance, and we will assist you.

Once in the dashboard, you may submit plans in one of two ways, via the Web Form or Direct Folder Sharing through SharePoint. Instructions for both submission options can be found on the front page of the Submission Dashboard.

Direct Email Submissions

Alternatively, you may also Email engineeringinfo@columbus.gov directly 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 (total) in size in email attachments. If your plans are larger than 25mb, please use the above method.

If you are unable to submit your plans through any of the above options, please email engineeringinfo@columbus.gov and request alternative submission options.

With all submission options you will receive a confirmation email when your plans have been routed for review. If you do not receive a confirmation email within 24 hours, please contact us.