

# Revisions to CC Plans

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-0032

Email: [engineeringinfo@columbus.gov](mailto:engineeringinfo@columbus.gov)

Website: [www.columbus.gov/bzs](http://www.columbus.gov/bzs)

1. Make request for tiff images of the CC# to be emailed to you for “redline markup only”.

- Request to our DPU GIS Map Room via EMAIL: [DPU\\_GIS\\_MAPPING@COLUMBUS.GOV](mailto:DPU_GIS_MAPPING@COLUMBUS.GOV)

2. Submit redline markup digital files via email to Building and Zoning Services (BZS) at [engineeringinfo@columbus.gov](mailto:engineeringinfo@columbus.gov).

- On the title sheet, provide an overview description of the major changes and reference which sheets are affected.
- Each subsequent sheet with revisions shall have a description specific to the changes on that particular sheet.
- Provide a revision triangle symbol in the description box and place the symbol next to all applicable changes being made.
- Strike through information being revised so as to remain visible in lieu of deleting it. (Do not delete or overwrite!)
- Do not use clouds.

3. Comments will be returned to applicant as needed.

4. If a request for a resubmittal of redline is not made then proceed with the 2nd MAPROOM REQUEST for tiff images for final revision approval.

- NOTE: This step is required. A different set of tiff images are required for the signature submittal.

5. Submit final revised digital files of revised TIFF images (300 or 400 dpi, CCITT T.6 format AKA Group 4 Fax Encoding) to BZS at [engineeringinfo@columbus.gov](mailto:engineeringinfo@columbus.gov).

- Revisions TIFF images must be in the stated format. Revisions will be digitally signed and sent to DPU GIS Mapping for recording in the DPU GIS system.
- Allow one to two days for GIS to complete their process. Signed revisions can then be requested from the DPU GIS Map Room at [DPU\\_GIS\\_MAPPING@COLUMBUS.GOV](mailto:DPU_GIS_MAPPING@COLUMBUS.GOV).