



420 10th Street  
Post Office Box 1340  
Columbus, Georgia 31902-1340

Telephone (706) 225-4126  
Fax (706) 225-4129

**Ryan Pruett**  
Director

## DIGITAL PLAN REQUIREMENTS

The Columbus Consolidated Government Inspections & Code Department requires that digital versions of construction documents be submitted to the Department for commercial projects that require plan review. **Digital submittals are in addition to and do not replace any current submission requirements.** This includes the site plan, floor plans, building elevations and all other building plan documents as required by the checklist for your project type.

**For applications, checklists, and further information please visit our website at:**

<http://www.columbusga.org/incode>

### SUBMITTAL REQUIREMENTS

**Submit plans to: Columbus Consolidated Government Inspections & Code Department**

#### WHEN TO SUBMIT

- Submit paper plans, application, etc. as outlined on the checklist for your specific project type
- The Plans Examiner will notify you when your plans are approved and request that you submit the approved plans in a digital format. This digital submittal must be received with a signed affidavit prior to the issuance of a building permit.

#### WHAT TO SUBMIT

- **DOCUMENT FORMAT**

- PDF (Adobe Acrobat/Portable Document File)**

- There are many free and low-cost alternatives to Adobe Acrobat available online to convert existing files created in other formats to the PDF format- you can perform a search for "pdf converter"

- All plan sheets should be separate pages in a single file- please do not submit a separate file for each sheet.

- **MEDIA**

- EMAIL:**

- For files less than 5 MB (megabytes) email to designated Plan Examiner

- CD-R, CD-RW, DVD-R, DVD-RW, THUMB DRIVE:**

- Bring to permit desk or mail to Inspections & Code Department address provided above;

- **ACCURACY REQUIREMENTS**

- The data must be a proportionally accurate representation of the construction project, sufficient to fully explain the project, **to scale**, with the defined scale clearly labeled.

- All PDF documents must be created/ scanned at required sheet size with a minimum of 200 DPI.

- **DIGITAL PLAN AUTHENTICATION AFFIDAVIT**

- This affidavit must be completed, signed and submitted along with your digital plans.



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**DIGITAL PLAN AUTHENTICATION AFFIDAVIT**  
*To be completed prior to issuance of a permit*

The Columbus Consolidated Government requires that construction documents for projects are to be submitted in a digital format to the Inspections & Code Department after the originals have been approved by the Plans Examiner and **prior** to issuance of a building permit. This submission is in addition to any existing requirements for commercial plan review. The digital documents submitted shall be a true copy of the documents reviewed and approved by the Plans Examiner; however, in the case of a conditional approval, the digital submission shall include properly notated revisions. See the Digital Plans Submittal checklist for specific requirements and format for the digital submission.

I \_\_\_\_\_ hereby affirm that the digital  
(Print name of Design Professional, Contractor, or Owner)  
**construction drawings submitted to the Columbus Consolidated Government’s Inspections & Code Department on \_\_\_\_\_ are:**  
(Date Submitted)

**A true copy of plans approved by the Plans Examiner on \_\_\_\_\_ for**  
Review # \_\_\_\_\_; or  
(Plans Examiner’s Review #) (Date Approved)

**A revised copy including all but only the changes as requested by the Plans Examiner’s conditional approval on \_\_\_\_\_ for Review #**  
(Date Approved)  
\_\_\_\_\_  
(Plans Examiner’s Review #)

Any and all permits issued are based upon the submitted and approved paper copies of the construction documents. However, in the event that the digital plans submitted with this affidavit are not as approved by the Plans Examiner, the Building Official may take actions including, but not limited to, revoking the permit and/or issuing a stop work order on the construction until the correct plans are received.

**I have read and understand the above and affirm the digital documents submitted are accurate as indicated by my signature below.**

\_\_\_\_\_  
(Signature of Design Professional, Contractor, or Owner)

\_\_\_\_\_  
(Date)