



City of Columbia DEVELOPMENT CENTER

1136 Washington Street
Columbia, SC 29201
803.545.3483

DIGITAL PLAN REQUIREMENTS

The Planning and Development Services Department requires that digital versions of construction documents be submitted to the Development Center 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:
www.columbiasc.net

SUBMITTAL REQUIREMENTS

Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER

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 digitalplans@columbiasc.net
 - CD-R, CD-RW, DVD-R, DVD-RW:**
Bring to permit desk or mail to Development Center address provided above;
 - FTP**
The City does not currently have its own FTP site available, but applicants may provide access for us to download from their FTP server location;
- **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.

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

The City of Columbia requires that construction documents for commercial projects are to be submitted in a digital format to the Development Center 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 construction
(Print name of Design Professional, Contractor, or Owner)

drawings submitted to the City of Columbia Development Center on _____
(Date Submitted)

are:

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 # _____.
(Plans Examiner's Review #) (Date Approved)

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)