

City of Columbia

Guide to Submitting Projects for Development Review

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Visit www.columbiatn.com
Use the Dropdown Menu to Navigate to
City Services > Development Services>Online Permitting

The image shows a screenshot of the City of Columbia website's navigation menu. At the top, there is a dark grey header with the text "Create a Website Account - Manage notification subscriptions, save form progress and more." on the left and "Website Sign In" on the right. Below this is a main navigation bar with five items: "Government", "City Services", "Community", "Business", and "How Do L...". The "City Services" item is highlighted with a red rectangular box. A dropdown menu is open below "City Services", listing various services. The "Development Services" section is highlighted with a red rectangular box, and within it, "Online Permitting" is also highlighted with a red rectangular box. The background of the page shows a building facade on the left and a street scene on the right.

Government City Services Community Business How Do L...

City Manager
City Recorder
Business License
Business Tax Information
City Court & Citations
Garbage Fee Exemption
Permits
Property Tax
Public Records

Development Services
Online Permitting
GIS Mapping
Connect Columbia Update
Zoning and Planning
Engineering
Building Codes
Codes Enforcement
Fire Marshal and Fire Codes
Planning Commission
Architectural Design Review Team
Historic Zoning Commission
Board of Zoning Appeals

Finance
Annual Financial Reports
Bond Rating (AA+ Credit Rating)
Budgets
City Financial Policies
Purchasing

Fire & Rescue
Burn Permit Information
Chaplain
Divisions
Join CFR
Fire Reports
History
Honor Guard
Public Education
Services
Station Locator
Car Seat Program
Emergency Management

Management Information Systems
Parks and Recreation
City Home
Parks and Greenways
Recreation Centers
Parks Staff Directory

Human Resources
Employment
Employee Benefits
Americans with Disabilities Act

Police
About Us
Citizen Complaint
Community Services & Resources
Crime Information
Crime Tips
Divisions & Specialty Units
Join CPD
Police Reports
Thank an Officer

Public Works
Recycle Columbia
Sanitation / Bulky / Brush
Snow & Ice Removal
Streets & Maintenance
Traffic Division

Tourism & Marketing

Wastewater
FOG Program
Wastewater Map Viewer
Wastewater Fees
Emergency Action Plan Siren System

Accessing the Online Portal

The screenshot shows a website interface with a 'Leaving Site' dialog box on the left and a navigation menu on the bottom left. The main content area features a breadcrumb trail: 'Home > City Departments > Development Services > Online Permitting'. Below this is a large blue square icon containing a hammer and a wrench, with the text 'Columbia Permitting Portal' underneath. A red arrow points from the text 'Click on the Link to Access Portal' to this icon. The dialog box contains the following text: 'Leaving Site', 'You Are Now Leaving Our Website', a disclaimer about external links, a thank you message, and two buttons: 'Cancel' and 'Proceed to Site'. The 'Proceed to Site' button is highlighted with a red box. The navigation menu lists: 'Codes Enforcement', 'Fire Marshal and Fire Codes', 'Planning Commission', and 'Architectural Design Review Team'. The top right of the page has a 'Website Sign In' link.

Leaving Site

You Are Now Leaving Our Website

Links to external, or third-party websites, are provided solely for visitors' convenience. Following links to other sites is done so at your own risk and the owners of this website accept no liability for any linked sites or their content.

Any link from our site to an external website does not imply that we endorse or accept any responsibility for its use. It is important for users to take necessary precautions, especially to ensure appropriate safety from viruses, worms, trojans, and other potentially destructive items. Users should review the privacy policies of external websites and other terms of use to learn more about what, why, and how they collect and use any personally identifiable information.

Thank you for visiting and please come again.
Please wait to be directed to the selected URL in 2 seconds...

Proceed to External Site When Prompted

Home > City Departments > Development Services > Online Permitting

Permitting

Columbia Permitting Portal

Click on the Link to Access Portal

Website Sign In

Codes Enforcement

Fire Marshal and Fire Codes

Planning Commission

Architectural Design Review Team

Our online permitting system allows for applying for permits as well as public data about issued permits.

Please utilize our online permitting system to apply for the following permits.

Accessing the Online Portal

Open <https://columbia.onlama.com>



CITY OF COLUMBIA

[Start](#) [Help](#)

Name, number, address

[Search](#)

[Log in](#)

[Register](#)

Get Started

Click on an item below to get started



Pay

Search for payable fees with the new Fee Finder.



Apply

Apply for a permit, project, or license.



Your Items

Manage your applications, reports, and requests.



Contractor Status

Check your current contractor status.



Renew

A quick guide for renewing your license online.



Advanced Search

Use the many available filters to find what you're looking for.



Inspections

Search for available inspection scheduling items.



Open Data

View and download from the available reports.

Create an Account



CITY OF COLUMBIA

[Start](#) [Help](#)

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Create an Account

UNIVERSITY OF COLUMBIA

Search [v] Log in Register

Registration Code

What's a Registration Code?

A registration code will look something like **1A2B3C4D**. This code would have already been provided to you or your organization. If you were not provided a registration code, click the 'Skip' button below to continue the registration process.

Registration Code

If you have been provided a registration code, enter it here.

Skip Continue

Passwords are required to be a minimum of 6 characters in length.

Confirm Password *

Email *

ster

below to create a new

ormation >

ormation >

Registration >

Click "Skip" if prompted to enter a registration code.

Create an Account

Account Information

User Name *

Password *

Passwords are required to be a minimum of 6 characters in length.

Confirm Password *

Email *

The email address can only be used for one account on this site.

Confirm Email *

**Create a User Name &
Password**

Create an Account

If registering on behalf of a business, enter the business name here and check the box below. Otherwise, type your first and last name.

I am registering on behalf of a business

Full Name *

John Doe

Mailing Address *

700 N Garden Street

Mailing Address 2

City *

Columbia

Country *

United States

State *

Tennessee

Zip Code *

38401

Phone Number *

931-560-1560

Phone Type *

Work

**Provide Contact
Information**



Create an Account

Contractor Registration

Registering as a contractor will allow you to apply for some permits where a contractor is required. To select multiple types, hold CTRL and select each of the applicable types.

I am registering as a contractor

Submit

 I'm not a robot 
reCAPTCHA
Privacy · Terms

[Register](#)

**Skip the Contractor
Registration**

**Confirm that you are
not a Robot**

Create an Account

Thank You for Registering!

Your account with the user name **Kmccarthy** was successfully created. A verification email was sent in order to verify your web account. Once your account has been verified, you will be able to favorite items, apply and track your case(s), and pay fees.

Dear John Doe,

Your account was successfully created.

Click on the following link to verify your account: <https://columbia.onlama.com/Account/Verify.aspx?vc=838a0603-3cd4-45ec-a0ee-c34097f1d826&us=7abcc36f-5a46-47da-9d10-3e86fdaa5ea0>

(If this link is not clickable, please copy it and paste it into your web browser's address bar.)

Once registered, you will be able to favorite items, apply and track your case(s), and pay fees.

City of Columbia

(931) 560-1560

development@columbiatn.com

**Follow link in the
Confirmation Email**

Create an Account

Account Verification

You have successfully verified your Email address. Please login to access your account information. Information will not be available to you until your requests are processed. Please feel free to request access to any information which you feel should be available to you. You can check on the status of your requests by going to the Your Items page.

*

[Resend Verification Email](#)

Already verified your account?

[Log In](#)

Follow link in the Confirmation Email

Log In to Your Account



CITY OF COLUMBIA

[Start](#) [Help](#)

Name, number, address

[Search](#)

[Log in](#)

[Register](#)

Get Started

Click on an item below to get started



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Check your current contractor status.



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A quick guide for renewing your license online.



Advanced Search

Use the many available filters to find what you're looking for.



Inspections

Search for available inspection scheduling items.



Open Data

View and download from the available reports.

Log In to Your Account

Welcome back!

This place hasn't been the same without you. If you can't remember your account information, the options below may be helpful.

[Forgot your password?](#)
[Forgot your user name?](#)

Don't have an account?

[Register](#)

Log in.

Log in with the credentials you entered when you registered.

User Name

Kevmccart

Password

.....

Remember Me?

[Login](#)

Log In to Your Account



CITY OF COLUMBIA

Start Help

Name, number, address

Search

Kevmccart



- Your Items
- Your Watch List
- Your Contractor Status
- Manage Account
- Log off

Create New Applications

Get Started

Click on an item below to get started



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Manage Your Account

Manage Existing Applications

Submit a New Application



CITY OF COLUMBIA

Start Help

Name, number, address

Search

Kevmccart



Select Apply



Get Started

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- Your Contractor Status
- Manage Account
- Log off

Submit a New Application: Getting Started

Filter for
Planning
Projects

Select the
Appropriate
Project Type
and Click
"Start"

The screenshot shows a web interface titled "Apply" with the subtitle "Choose from the available applications below to begin". At the top, there are navigation tabs: "All", "Planning Projects", "Structure Permits", "Accessory Permits", "Other Permits", "Trade Permits", "Fire Permits", and "Engineering Permits". The "Planning Projects" tab is highlighted with a red box. Below the tabs is a search bar labeled "Filter by keyword" and a "Clear" button. The main content area displays six project type cards, each with a gear icon, a title, a description, and a "Start" button. The "Annexation" card is highlighted with a red box. Red arrows point from external text labels to the "Planning Projects" tab, the "Annexation" card, and the "Certificate of Appropriateness" card.

Project Type

Description of
Project Type

Submit a New Application: Application Requirements

An Informational Pop-Up Explains the Application

Before You Begin

Final PUD master plan applications are initiated through application to the Planning Commission. Preliminary master plans submitted for consideration by the Planning Commission must conform to the approved preliminary master plan with sufficient detail to control development. The plan must include all of the information listed at 8.5.21.O-S of the Zoning Ordinance. The Department of Development Services will review the application for completeness, coordinate technical review by the Development Review Committee (DRC), and present the request to the Planning Commission along with technical comments. The Planning Commission is the decision-making authority for all final PUD master plans.

As part of your online submittal, be prepared to upload the following documents:

1. A complete online application form.
2. A detailed final master plan that demonstrates compliance with the standards of the City of Columbia Zoning Ordinance
3. All applicable items on the Preliminary Plat, Site Development Plan, and PUD Checklist

Once the application has been deemed complete by staff the


[Continue](#)

Description of Process

List of Application Items

Click "Continue" to Proceed

Submit a New Application: Identify a Location

 **Final Planned Unit Development Master Plan**

[Continue](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

Location

Choose the location of the desired project. *

[Choose Location](#) ← **Identify a Location**

Description

Type a description for this project here. *

Submit a New Application: : Identify a Location

Enter an
Address

Project Location ×

Enter the location for the project. *

Don't have an address? [Enter Parcel ID.](#)

Help Continue

Choose Location ×

If the desired location is not listed, click "Back" below, modify your search, and try again. For further assistance, click "Help".

Back Help Choose

OR

Enter Parcel Number ×

Specify the parcel number of the proposed permit: *

Back Help Continue

Choose a Parcel ×

If the desired parcel is not listed, click "Back" below, modify your search, and try again. For further assistance, click "Help".

Back Help Continue

Provide a
Parcel ID

Submit a New Application: Describe the Project

**Enter a →
Description with
all Pertinent
Information**

Description

Type a description for this project here. *


Final PUD Master Plan for Hipster Flats. A mix of townhomes (20) apartments (80) and single-family homes (20) for a total of 120 residential units with associated infrastructure and amenities.

Save and Continue

Continue

← Save & Continue

Submit a New Application: Upload Documents

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb
LAMA on 8/17/2023

Save Changes

Cancel

Delete Application

Document Submittals

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office. Files over 100MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.
Applications will not be processed until all required documents have been submitted.

Submit General Document(s)

Submit relevant documents to the current application. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

Choose File StaffReport.pdf **Add**

Existing Documents:

Review and Submit Application

Submit **View & Print** **Save Changes**


Select a File

Click "Add"

Note: Our software vendor currently limits file sizes to 30 MB. Please break up large documents.

Do not email documents to planning staff as an alternative to uploading. Emailed documents may be rejected and lead to delayed project review.

Submit a New Application: Finalize the Application

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb LAMA on 8/17/2023

[Save Changes](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

[Submit Documents](#) >

[Review and Submit](#) >

Document Submittals

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office. Files over 100MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

Applications will not be processed until all required documents have been submitted.

Submit General Document(s)


Submit relevant documents to the current application. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

StaffReport.pdf [Add](#)


Existing Documents:

Review and Submit Application

[Submit](#) [View & Print](#) [Save Changes](#)

Click "Submit" 

Submit a New Application: Electronic Signature

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb LAMA on 8/17/2023

[Save Changes](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

[Submit Documents](#) >

[Review and Submit](#) >

Project Application Submittal [X]

E-Signature

In completing this application, I attest that I am familiar with the rules, regulations, and procedures of the City of Columbia and all information contained herein is in accordance and true to the best of my knowledge.

Print Name *

Email	Date & Time	Your IP Address
kmccarthy@colur	Thursday, August	75.46.244.194

[Close](#) [Submit](#)

Review and Submit Application

[Submit](#) [View & Print](#) [Save Changes](#)

Documents include site and contract/quote for work. B should be submitted on a disk

en submitted.

ats: pdf, jpg, png, tiff, txt,

Provide Electronic Signature

Manage Existing Application



CITY OF COLUMBIA

Start Help

Name, number, address

Search

Kevmccart



Select "Your Items"
to see a list of all your
active projects.

Get Started

Click on an item below to get started



Pay

Search for payable fees with the new Fee Finder.



Apply

Apply for a permit, project, or license.



Your Items

Manage your applications, reports, and requests.



Contractor Status

Check your current contractor status.



Renew

A quick guide for renewing your license online.



Advanced Search

Use the many available filters to find what you're looking for.



Inspections

Search for available inspection scheduling items.



Open Data

View and download from the available reports.

- Your Items
- Your Watch List
- Your Contractor Status
- Manage Account
- Log off

Manage Existing Application: Select a Project

Your Items

Selected Items (Select an action) Submit Clear All Recently Modified 10

Permit License Project Violation

<input type="checkbox"/>	700 N Garden St · Final Planned Unit Development Master Plan · Ref Code:11ZXC7	View Print Summary Add to Watch List	Type: Final Planned Unit Development Master Plan	Applicant: Kevin	Status: Draft Application	Date Filed: 8/17/2023	Closed: No
<input type="checkbox"/>	2248 Nashville Hwy · Preliminary Plat, Final Plat · Ref Code:P8QJQA	View Print Summary Add to Watch List	Type: Preliminary Plat, Final Plat	Applicant: Equitas Management Group, LLC, Kevin McCarthy, Kevin	Status: Application Submitted	Date Filed: 8/15/2023	Closed: No
<input type="checkbox"/>	807 S Garden St STE A · Administrative Certificate of Appropriateness, Certificate of Appropriateness · Ref Code:B8Y0ZG	View Print Summary Add to Watch List	Type: Administrative Certificate of Appropriateness, Certificate of Appropriateness	Applicant: Rosanbalm Homes LLC - Josh Rosanbalm, Kevin McCarthy, Kevin	Status: Completeness Review	Date Filed: 7/31/2023	Closed: Yes
<input type="checkbox"/>	700 N Garden St · Home Occupation · Ref Code:KZYTEK1						

Click "View" to see Project Details

Manage Existing Application: Add Documents

22-0151
Project

Final Planned Unit
Development Master Plan
Type

700 N Garden St
Location

Overview Documents Messages Reviews Inspections Users

Documents

View, download, and upload documents here.

Existing Documents

Optional Submittals

- Hipster Flats (1).docx (5/20/2022)
- Hipster Flats.docx (5/20/2022)

Upload Additional Document(s)

Choose File No file chosen Add

Upload

Select the Documents Tab to View Submitted Documents and to Add New Documents (e.g. resubmittal following DRC Comments)

**Note: Our software vendor currently limits file sizes to 30 MB.
Please break up large documents.**

Manage Existing Application: Communicating with City Staff

Select the Messages Tab

Send Messages to Planning Staff

View Messages from Planning Staff

Overview Documents **Messages** Reviews Inspections Users

Messages

Track your communications and see responses here. To add a new message, click the button below.

[New Message](#)

Subject	Text	Date
Project - 22-0151-FINAL PUD	Thank you for your application. Hipster Flats sounds like a great project. **Please do not reply to this email. Contact staff directly with questions.**	8/17/2023 10:23:46 PM

Manage Existing Application: Checking Review Status

Overview Documents Messages **Reviews** Inspections Users

Select the Reviews Tab

Reviews

View review status and review comments here.

**View Status of Technical Review
(Note: Reviewers often wait until the DRC meeting to enter comments. Some reviewers do not have access to LAMA.)**

Reviews

The table below lists all the reviews on this project.

Case	Division	Event	Status	Status Date	Actions
Final Planned Unit Development Master Plan	Planning	Staff Review	Revisions Needed	8/17/2023	
Final Planned Unit Development Master Plan	Engineering	Staff Review	Pending	8/17/2023	
Final Planned Unit Development Master Plan	Fire	Staff Review	Pending	8/17/2023	

Manage Existing Application: Adding Users

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Overview, Documents, Messages, Reviews, Inspections, and Users. The 'Users' tab is selected and highlighted with a red box. Below the navigation bar, the 'Users' section is titled 'Users' and includes the instruction 'Manage user access to this project.' A blue 'Add User' button is highlighted with a red box. A light blue informational banner states: 'Users given access will be able to view all information and schedule inspections on this project. Added users will not be able to add or remove other users.' Below this banner is a table with columns for 'Name' and 'Email'. An 'Add User' modal form is open, showing an 'Email' input field with the address 'msanders@columbiatn.com' entered. A blue 'Add' button is located at the bottom right of the modal. Red arrows point from text annotations to the 'Users' tab, the 'Add User' button, and the email input field.

Select the Users Tab

Click "Add User"

Enter the Email Account Associated with the User. Each Team Members will Need to Create an Account. Email addresses must match.

Manage Existing Application: Adding Users

Overview Documents Messages Reviews Inspections **Users**

Users

Manage user access to this project.

[Add User](#)

Users given access will be able to view all information and schedule inspections on this project. Added users will not be able to add or remove other users.

User has been successfully added!

Name	Email	Actions
Melissa Sanders	msanders@columbiatn.com	Remove

All Users are Listed

If necessary, email planning staff (kmccarthy@columbiatn.com or msanders@columbiatn.com) and ask to have a team member identified as “petitioner.” This status allows the user to modify the project.

Manage Existing Application: Paying Fees

CITY OF COLUMBIA Start Help

Name, number, address Search

Kevmccart

Your Items
Your Watch List
Your Contractor Status
Manage Account
Log off

Get Started

Click on an item below to get started

- Pay**
Search for payable fees with the new Fee Finder.
- Apply**
Apply for a permit, project, or license.
- Your Items**
Manage your applications, reports, and requests.
- Contractor Status**
Check your current contractor status.
- Renew**
A quick guide for renewing your license online.
- Advanced Search**
Use the many available filters to find what you're looking for.
- Inspections**
Search for available inspection scheduling items.
- Open Data**
View and download from the available reports.

Navigate to Your Items

Manage Existing Application: Paying Fees

CITY OF COLUMBIA Start Help

Name, number, address Search

Kevmccart

Get Started

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- Contractor Status**
Check your current contractor status.

Your Items
Your Watch List
Your Contractor Status
Manage Account
Log off

Navigate to Your Items


700 N Garden St · Final Planned Unit Development Master Plan · Ref Code:P83UAV

View Pay Fees Print Summary Add to Watch List

Type: Final Planned Unit Development Master Plan Applicant: Kevin Status: Draft Application Date Filed: 5/24/2022 Closed: No

Items with Fees Due will Show a "Pay Fees" Tab

Manage Existing Application: Paying Fees

 CITY OF COLUMBIA [Start](#) [Help](#) [Kevmccart](#)

Checkout

Payment Information

Credit & debit cards accepted: Visa, Mastercard, and Discover

Credit Card Number

Enter the 16 digits on the front of your credit card. Do not use any spaces or special characters.

Exp. (mmyy)

CCV

Enter your Credit Card Expiration Date as 4 digits in the "mmyy" format with no spaces or special characters.

The last 3 digits on the back of your card. Usually found at the end of the signature line.

Billing Information

Full Name

Address

Address 2 (Apt. #, Ste. #, etc.)

Summary

PUD Master Plan	\$500.00
Project #: 22-0151, 700 N Garden St	
Remove	
Sub Total	\$500.00
Processing Fee	\$14.95
Total	\$514.95

**Pay by Credit Card
Online**

**Alternative: Arrange
Payment Through the
[Office of City Recorder](#)
931-560-1520**

**Note: Following DRC,
planning staff may
send additional
invoices for fees
associated with
required advertising
and public notice.**

Thank you!

Planning Staff Contacts:

kmccarthy@columbiatn.com

msanders@columbiatn.com

abrass@columbiatn.com

srichardson@columbiatn.com

rarchibald@columbiatn.com