## PLANNING & COMMUNITY DEVELOPMENT <u>eastpointcity.org</u>

2757 East Point Street, East Point, GA 30344 \* Phone: (404) 270-7212

This application is not a permit until fees are received and drawings/plans (if applicable) are approved.  Any work prior to permit issuance is prohibited. Permits are non-transferable and Fees are Non-Refundable! All permit applications are to be completed and submitted through the BS&A Online					
PROJECT ADDRESS: Unit/Suite/Apt#: Parcel:					
□ Residential □ Commercial	Building Permit Type (Required):				
	* - Requires plan review. No Hardcopies of plans accepted! All drawings must be uploaded into the				
Project Description / Full Scope:	BS&A portal in scalable digital format. (See				
(Required):	Drawing Submittal Guide for drawing requirements)				
	** - Requires additional <u>East Point Forms</u>	$\sim$			
	A. * Antennas / Colocators				
	B. * Conveyor/Material Handling	F			
ESTIMATED VALUE (Required): (Total Value of Job minus Mechanical,	C. *□ Charging Stations (Electric Vehicle)	<u></u>			
Electrical, Plumbing, Sprinklers, Fire Alarm)	D. * Decks/Porches/Ramps/Steps/Gables	$\overline{\geq}$			
	E. ** Demolition (Whole structure removed):				
\$	1.  Main Building				
	2. ADU / Habitable Accessory Structure				
Structure Type and Info (Required):	3.   Shed / Detached Garage (Small)  Additional Required Documents (all demolitions				
After project is done, the property will be	above):				
or remain a/an:	City of East Point's EPA Acknowledgement /				
☐ ADU / Habitable Accessory Structure	Building Disclaimer Form				
☐ Business / Commercial Building	City of East Point's Power Kill Request Form     Asbestos Survey Report				
Residence	Credentials from Asbestos Inspector	_			
☐ Single Family Home Multiunit:	Rodent Letter				
Duplex	Site Plan indicating which structure to be demolished.				
☐ Triplex	Gas Utility Termination letter from Atlanta Gas				
☐ Quadruplex	Light confirming gas utilities have been				
☐ Townhome(s):	terminated and capped off.				
☐ Attached	Deed Filed with County or Tax Bill showing current proof of ownership.				
☐ Detached	Copy of Contract Agreement between Property				
☐ Apartment Complex	Owner and Contractor if Contractor is demolishing property.	(6)			
<pre>Other:</pre>	After submission for Demolition permit, the Permit				
Structure Info (Required):	department will submit the Service Kill Request to	$\mathbb{Z}$			
Structure into (Required).	the respective utility departments - electric, water and gas. Ten (10) to Fifteen (15) business				
# Units	<pre>days is allotted for confirmations; the permit can only be issued AFTER receiving all confirmations.</pre>				
# of Floors	F. Existing (Additions/Alterations/General				
Total Occupied Sq FT	Repairs / Rehabs / Conversions):				
Bedrooms Bathrooms	(Residential or Commercial):				
Offices / Suites (Commercial)	1. * Additions / Reductions (square footage changes)				
# of Parking Spaces	2. * Alterations (different configuration				
# of Buildings (Apartment Complex	and/or floor plan 3. *□ Conversions:				
<del></del>	From To To (i.e. Duplex to SFH, SFH to Triplex,				
Construction Type:	Residential to Commercial, vice versa, etc)				
Occupancy Load:Occupancy Type:	4. General Repairs (no sheetrock				



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2757 East Point Street, East Point, GA 30344 \* Phone: (404) 270-7212 5. Rehabs / Renovations: **N.** \*  $\square$  Sheds (over 200 sq ft only) 1. ☐ \*\* INTERIOR Demo Only (removing Sheetrock and/or Covering Only) same O. Siding Only: sq ft and no floor plan changes. Old material: New material: Additional Required Documents (Pics of old and new material must be submitted) City of East Point's EPA 1. ☐ Less than 25% Acknowledgement / Building 2.  $\square$  More than 25% <u>Disclaimer Form</u> (New material and more than 25% will require an Infill Packet Asbestos Survey Report to be submitted with application.) Credentials from Asbestos Inspector O. \* Signs 2. ★□ Rehab / Renovation (After Affidavit in this section must be signed by Interior Demo - if applicable) property owner and notarized! ☐ Aerial View #\_\_\_\_ ☐ Banner (Temporary # ☐ Billboard # ☐ Digital Billboard # \_\_\_ F. \*□ Driveways / Walkways / Parking Pads ☐ Construction #\_\_\_\_ ☐ Directional #\_\_\_\_ G. \*□ Fences & Exterior Decorative Walls ☐ Flag #\_\_\_\_ ☐ Monument# ☐ Mural #\_\_\_ ☐ Projecting # H. Fire/Smoke/Water Damage:  $\square$  Sidewalk #\_\_\_\_ ☐ Sidewalk # ☐ Interior Demo Only ☐ Street Pole Banner (Temporary) # 2. \*□ Restoration □ Wall # Affidavit for Authorization by Property Owner for I. \*□ Garages (Detached)/Carports/Gazebos Sign Permit (Property Owner Signature Required) J. \*□ Grease Trap Installation Only I swear that I am the owner of said property and that I authorize the name Contractor / Applicant to act in the pursuit of action: K. (New Construction Requires CO to be issued for each individual structure and/or unit (See/Complete CO page of this application!): (Property Owner Name) \*Residential Dwelling(s) 1.  $\square$  \*\* Single Unit • City of East Point's (Property Owner Signature) Infill Packet Required. 2. ☐ Multiunit: • Beginning Unit (Notary) (Date) End Unit # (Notary Seal (Submit a spreadsheet of all unit addresses application) P. \*□ Temp Storage/PODS (Private Property) 2. \*□ Commercial Shell/White Box Only (The Permitting Dept. CANNOT issue a permit for PODs to be placed on street! Consult the Police 3. \*□ Commercial with Complete Tenant Dept. for this type of permit.) Build Out Trailers Q. \* Tenant (Commercial Interior) Build Out 1. ☐ Construction Trailer (during project only) R. Tree Removal: 2.  $\square$  Modular Office and/or Class 1. □ 1 to 5 Trees Trailer (Pics of trees showing dbh measurement must be submitted with application) K. Pools: 2. \*□ 6 or more Trees 1. \*□ In Ground (An Arborist report and site plan layout 2. 

Above Ground with tree specimen type, dbh of each tree and erosion control method must be submitted for plan review.) L. Retaining Walls: 1. \*□ 3 ft or less S. Windows: 2. \*□ 4 ft or more 1.  $\square$  In Kind (no Framing) 2. \*□ w/ Framing M. Roof: 1. ☐ Shingles Only T. ☐ Other: 2. \*□ w/ Some Framing



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Homeowner / Property Owner   Contractor   Completed Hed with County Required   County Hed Hed With County Required   State Issued ID Required   County Hed	Who is the PERMIT HOLDER – the person responsible for, will supervise and do the work for this permit: (Reference the "Who Can Pull a Permit document)						
Who is submitting this application:    Property Owner   Contractor   Designer / Engineer / Architect   Permit Expeditor   Designer / Engineer   Architect   Designer   Designer   Engineer   Architect   Dermit Expeditor	<ul> <li>Tax Bill and/or Deed filed with County Required</li> <li>Completed Homeowner's Affidavit Form Required</li> <li>Stated Issued ID Required</li> <li>The signature below is a binding statement that the permit holder will be responsible for and supervise the job at the permitted address and that the Property Owner is aware of, agrees with and has granted permission for this permit to be applied for and</li> </ul>						
Property Owner   Contractor   Designer / Engineer / Architect   Permit Expeditor   Agent for Permit Holder	Signature of Permit Holder (or agent): Date:						
Name:	Who is submitting this application: ☐ Property Owner ☐ Contractor ☐ Designer / Engineer / Architect ☐ Permit Expeditor —						
Address (Physical / No PO Boxes):  City: State: Zip:  Email:  PROPERTY OWNER: (REQUIRED - APPLICATION WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER'S INFORMATION!)  Name: Phone:  Address (Physical / No PO Boxes):  City: State: Zip:  Email:  CONTRACTOR: (All Contact Information Required - if To Be Determined, please check Different contractor is to be determined, an 'Assigning Contractor To PERMIT AFTER SUBMISSION' form must be submitted with updated information and signatures before permit can issued.)  State Certified Contractor Specialty Trade (Roofer, Concrete, Siding, Sheetrock, Fence, Windows, etc)  Name: Phone:  Company Name: Phone (Company):  Address (Physical / No PO Boxes):  DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  DESIGNER / Engineer Architect Permit Expediter  Name: Phone:  Company Name: Phone (Company):  Address:  City: State: Zip:				required!)			
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Company Name:  Address (Physical / No PO Boxes):  City:  State:  Zip:  Email:  Business License #:  DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  Designer				Windows, etc)			
Address (Physical / No PO Boxes):  City: State: Zip:  Email:  Business License #: State Card # (if applicable):  DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  Designer	Name:	P	hone:				
City: State: Zip:  Email:  Business License #: State Card # (if applicable):  DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  Designer	Company Name:		Phone (Company):				
Email:  Business License #:  DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  Designer	Address (Physical / No PO Boxes):						
Business License #:    DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):	City:	S	State:	Zip:			
DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):  Designer		<u>'</u>					
□ Designer □ Engineer □ Architect □ Permit Expediter   Name: □ Phone:   Company Name: □ Phone (Company):   Address: □ State: Zip:							
Name: Phone:  Company Name: Phone (Company):  Address:  City: State: Zip:							
Company Name:  Address:  City:  State:  Zip:							
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Email:	City:	S	State:	Zip:			
	Email:			1			

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Type of CERTIFICATE: At the completion of this project, I am requesting the following Certificate(s) TO BE issued. ONEST ONEST (\$115.00 for each Certificate issued. Per Fee schedule, Certificate fees will be assessed per unit for multifamily and townhome dwellings.) ☐ Certificate of Completion (CC - Residential and Commercial) For all renovations whereby the square footage and use has not changed! Can be issued when a Certificate of Occupancy is not required and can only be issued After the final inspection for specific permit has been approved. 峢 ☐ Residential Certificate of Occupancy (CO) 2 Required for: all new residential construction, additions/reductions where occupied square footage changes and any changes in zoning use (i.e., as in from duplex to single family home, commercial to residential, etc....) OCCUPANCY OR COMPLETION Can only be issued after Building Final inspection has been approved. (For multiunit permit, submit a spreadsheet of all unit addresses. ☐ Commercial Certificate of Occupancy (CO) – This section must be completed by Property Owner! Required for: all new commercial construction, additions / reductions where occupied square footage changes, any change in use, after new shell builds, any tenant build outs, any change of ownership of commercial building or businesses. LANDLORDS of commercial buildings and business tenants must have their own CO and Business License. ☐ Tenant... ☐ Owner Occupied (Landlord and Tenant the same) This CO is for the: ☐ Landlord (The Property Owner must select one of the three options and sign below) 1.  $\square$  Owner Occupied: WILL occupy and WILL operate the business at the permitted address. 2.  $\square$  Owner as Landlord: WILL NOT occupy the property, however, I have the intention to lease property to future and/or existing tenants. 3. \( \subseteq \text{ Owner Leasing to Tenant:} \text{ Agree to lease said property and/or suite to...} \) Tenant: beginning as of date: . Property Owner's Signature Date (seal) Notary's Signature Date Business Name: 껜 Address (No PO Boxes): City State Zip RTIFICA Email: Use, Services and Products Provided (must be very specific, i.e – "Warehouse storing shipping logistic products, "Administration Tax Office for seeing clients only, etc..."): 呵 <u>₩</u>