



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue

Suite 100

East Point, GA 30344

404.270.7212 (Phone) 404.765.2784 (Fax) www.eastpointcity.org

NOTICE TO PERMIT HOLDERS

PERMITS ARE VALID FOR SIX MONTHS

**Permits and Associated Fees are non-transferable.
All Fees are due at time of application and are non-refundable.**

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO:

1. Comply with state or local rules and regulations concerning licensing adopted by the City of East Point.
2. Have a copy of approved plans on the job site.
3. Post all permit cards on the job site in a conspicuous place protected from the weather and located in such position as to permit inspectors to conveniently make the required entries thereon.
4. Adhere to all posted orders or notices left at job site by inspectors.
5. Provide all testing materials and tools needed for inspection.

6. **SCHEDULE AN INSPECTION**

Homeowners: Between the hours of 7:00 a.m. and 8:30 a.m. by calling (404) 270-7025.

Contractors: Please fax an Inspection Request to 404.305.8220.

Click below to obtain a copy of the **Inspection Request Form**.

<http://www.eastpointcity.org/DocumentCenter/View/6773>

A re-inspection fee will be imposed for the following conditions:

- (a) Work not ready when inspection called for;
- (b) Work turned down for code violations, inferior quality of work, or neglect.

Re-Inspection Fees are:

	Commercial	Residential
1 st	\$ 90	\$ 70
2 nd	110	90
3 rd	130	110

7. Remove all debris resulting from repairs, remodeling, or construction. The City will not dispose of the debris; it is the responsibility of the contractor, owner of the property, or other person having such work done.
8. The homeowner cannot obtain a permit for a contractor.

Your cooperation is greatly appreciated. If you have questions regarding your permit, please call (404) 270-7212.