

CITY OF EAST POINT
PLANNING AND COMMUNITY DEVELOPMENT

DEPARTMENT PERMITS, LICENSES, INSPECTIONS, PLANNING + ZONING DIVISIONS



How to Submit Permits, Licenses, Plans and Certificate of Occupancy and Inspection Applications (Planning and Community Development - COVID-19 Measures Announcement)

Questions pertaining to any of the following, please email permits@eastpointcity.org.

***All applications with credentials, plans and payment (only Business Checks, Money Orders or Cashier's Checks Accepted) **must be submitted by mail, UPS or FedEx** to the following:

By Standard Mail: Attention: Permits Division Planning and Community Development 2757 East Point Street East Point, GA 30344	UPS or FedEx: Attention: Permits Division Planning and Community Development 2757 East Point Street East Point, GA 30344
--	--

REVISED
07/13/2020
Bayard St. is CLOSED

THE PROCESS

Permits that DO NOT Require Plan Submittal

1. Mail in completed applications with all credentials for applicant and payment. (Building permit fees are calculated based on the 'value of the job.' Please refer to the [Fee Schedule](#) or email permits@eastpointcity.org for assistance. Only Residential Roof permits and Fire / Interior Demo permits have a flat fee of \$75.00)
2. Applications are processed on **Tuesdays and Thursdays.**
3. If the application is complete, all credentials are attached and verified, payment is enclosed and correct, then the application will be processed, and the permit and inspection card will be **emailed to the email address listed on the application for the appropriate** 'Permit Holder.' If no email address is provided, the permit will be put in Standard US Mail. If the application cannot be processed, it will be mailed back to the applicant with details as to why the permit could not be issued.

Permits with Plan Submittals

1. Mail in completed application, 1 digital copy of plans (**one pdf file**; not multiple files) on flash drive or CD, credentials of applicant and payment. (Please be aware, that for large commercial projects, the reviewers may request that a hard copy of the plans be submitted also.) (Building permit fees are calculated based on 'value of the job.' Please refer to the [Fee Schedule](#) or email permits@eastpointcity.org for assistance.)
2. Applications are processed on **Tuesdays and Thursdays.**
3. If the application is complete, all credentials are attached and verified and payment is enclosed and correct, the application will be processed and a confirmation email with the review due date will be **emailed to the email address listed on the application.** If no email address is provided, the applicant may email permits@eastpointcity.org for a status of submittal after the review due date. Typically, Residential submittals are due after 5 business days from the time of payment and Commercial submittals are due in two weeks from date of payment.

CITY OF EAST POINT PLANNING AND COMMUNITY DEVELOPMENT

DEPARTMENT PERMITS, LICENSE, INSPECTIONS, PLANNING + ZONING DIVISIONS



4. After the review due date, the status will be emailed to the applicant.
If approved and all credentials have been verified for applicant, the plans will be stamped and the permit, inspection card and stamped drawings will be emailed to the 'Permit Holder.'
If denied, the comments will be emailed to the applicant after corrections. The applicant can email back revised drawings for another review (if file is small enough), or mail in the updated digital file on a flash drive or CD.

Certificate of Occupancies

1. Mail in completed application and payment of \$115.00.
2. Applications are processed on **Tuesdays and Thursdays**.
3. If the **application is complete**, all credentials are attached, verified and payment is enclosed and **correct**, then the application will be processed. A confirmation will be emailed to the applicant using the email address provided on the application. Be sure to provide a **contact person's name, number & email**.
4. Typically, **Residential COs** will be processed within 5 business days from the time of payment, if all inspections have been approved; after approval, the Residential CO will be emailed to applicant using email provided on applicant.
5. **Commercial CO** inspections will have to be coordinated with the Permit Department, the Chief Building Official and the Fire Marshall for approval: please email permits@eastpointcity.org for further details.

Building Inspections

The following procedure will ensure that inspections will be obtained during City closure due to COVID-19. When permit has been obtained inspections can be requested through Planning and Community Development to the Inspections Division via e-mail at inspection@eastpointcity.org.

Inspections contact number is 404-270-7025.

1. All Inspection Request must be filled in completely including address and permit number contact information.
2. 48 hours after such request are received and no inspection has been conducted by the Inspections Division of the City of East Point the services of a Georgia Licensed Registered Professional Engineer can be obtained to make inspection.
3. If approved by said Engineer an approval letter containing the Address, Permit number, inspection performed, date of inspection, and the seal of engineer is required.
4. A copy of the engineer letter must be e-mailed to inspection@eastpointcity.org and the original letter to remain at location to be retrieved by the Inspections Division when regular scheduled work resumes.
 - ✓ This includes all inspections starting with the foundation, plumbing slab, electrical slab, building slab, electric rough, plumbing rough, mechanical rough, framing, insulation, plumbing final, electrical final, mechanical final, these inspections shall also include roofs, house wrap & siding, driveway apron, fences, signs, water and sewer connections, t-poles and temp power, and all these inspections that apply to your permit shall be completed before the building final.

CITY OF EAST POINT
PLANNING AND COMMUNITY DEVELOPMENT
DEPARTMENT PERMITS, LICENSE, INSPECTIONS, PLANNING + ZONING DIVISIONS



Business Licenses

Due to COVID-19 affecting normal operations of the Business License Division, the processing of 2020 Renewal Business Licenses has been delayed; however, they are still being processed. We appreciate your patience and cooperation. Below is an outline of the process:

1. Mail the Business License Renewal application – completed, front and back to:

Using Standard Mail:

Business License Division
Planning and Community Development
2757 East Point Street
East Point, GA 30344

**UPDATE: BAYARD STREET -WARE
HOUSE IS CLOSED UNTIL
FURTHER NOTICE (ADDRESS ALL
MAIL TO CITY HALL)**

Using UPS or FedEx:

Business License Division
Planning and Community Development
2757 East Point Street
East Point, GA 30344

If you have submitted your application and awaiting your invoice, it is still "In Process." You can request a status by emailing bl@eastpointcity.org.

2. After the application is processed, you will receive an invoice in the mail at the mailing address provided on application. You can elect to also have the invoice emailed if you provide an email address.
3. Mail the invoice with payment (only Business Checks, Money Orders, Cashier's Checks accepted; no personal checks) back to the Business License Division.
4. After the payment has been processed, you will receive the Business License by mail at the mailing address provided on application. You can elect to also have the Business License emailed if you provide an email address.

Any Questions Concerning

Permits * Plan Review * Licensing * Certificate of Occupancy

Email permits@eastpointcity.org or Call 404-270-7212

Business Licensing

Email bl@eastpointcity.org or Call 404 270-7185

Inspections

Email inspection@eastpointcity.org or Call 404-270-7025

Planning * Zoning

Email zoning@eastpointcity.org or Call 404-270-7029