

Planning and Community Development Department is the plan submittal department. Our website is <https://www.eastpointcity.org/planning-community-development/>, click on the link to learn how to complete fillable pdf applications and upload your plans, permits and development applications/ documents on to our new online portal and tracking system.

All commercial and most residential reviews have a 2 week turn-around time for the 1st plan review.

All plan submittals and resubmittals are to be submitted via the BS&A portal – [Online BSA City of East Point Portal Link Click Here](#) - and to submit, upload documents to the respective application.

Plan Resubmittals

Resubmittals are not to be sent to any individual reviewer. This will not count as a submission and will delay the review process. Please wait until all reviews have been completed and then resubmit any necessary documents via the BS&A portal utilizing the “Submit Document” email.

If a review is denied, whereby the plans need to be revised:

- 1) the applicant is emailed the status*
 - 2) a copy of the comments and*
 - 3) contact information for all reviewers so that any questions can be addressed about any reviewer’s comments before resubmitting*
 - 4) a “Submit Document” email that allows the applicant to Resubmit necessary documents*
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Concept Reviews

Concept Plan Zoom meetings are scheduled on Thursdays two weeks after submittal. A Zoom invitation is sent to applicant and any participants requested to attend. Once concept review has been completed, the applicant is advised to utilize all of the comments and notes from meeting to assist with required subsequent submittals – Zoning submittals, LDPs, Building Permits, etc.. No plans are stamped and No permit is issued. [Concept-Review-Application Link Click Here](#)

Land Disturbance Permits (LDP’s)

LDP submittals are reviewed by all City of East Point service departments. After all reviewers have approved, the applicant contacts Reza Aral, Stormwater Engineer – raral@eastpointcity.org, 404.270.7130 - for further instructions on the issuance of the LDP. Typically, if the disturbed area is less than acre, plans will not have to be sent to the State for approval, however, the LDP still must be issued by the Stormwater department. [Pre-Construction-Land Disturbance Permit Application Packet Link Click Here](#)

AFTER PLANS HAVE BEEN APPROVED

ALL DEPARTMENTS AND PERMITS DIVISION WILL

- 1) CONFIRM THAT PERMIT AND PLAN REVIEW FEES HAVE BEEN PAID
- 2) THERE ARE NO OTHER REQUIREMENTS BEFORE PERMIT CAN BE ISSUED AND
- 3) CONFIRM THAT ALL NECESSARY CREDENTIALS FOR CONTRACTOR HAVE BEEN RECEIVED AND VERIFIED. AFTER THIS, THE PLANS WILL BE STAMPED DIGITALLY, THE PERMIT WILL BE ISSUED, AND THE PLANS AND PERMIT WILL BE MADE AVAILABLE FOR DOWNLOAD VIA THE BS&A PORTAL.

COMMON CONCERNS LISTED BY THE REVIEWERS THAT SHOULD BE TAKEN INTO CONSIDERATION PRIOR TO SUBMITTING COMMERCIAL PLANS

Building

- Plans, all pages are not stamped by a design Professional (Architect or Engineer).
- Plans do not have correct code year used.
- Life safety plans have no travel distances, location of fire extinguishers and emergency lighting.
- Rest rooms have not met 2010 ADA compliance requirements.
- When using items and material not listed in code, the manufactures design specifications are not included in plan submittal.

Commercial Pre-Treatment (Grease Traps / Oil & Water Separators)

- If a commercial site will not have any food service, restaurants, or car maintenance facilities planned, a note on the site utility sheet will be sufficient by stating the following: "No commercial facilities are designed for this site that will require commercial pretreatment systems such as a Grease trap, Oil water interceptor or sand/grit trap".
- If Plans are not required, please provide a notarized letter from the owner of the above statement.
- Fulton County Standard Details must be on the plans 701, 702 and 111.
- Plans must show the size of the Pretreatment system and delineation showing appropriate entrance of inlet/outlet with cleanouts.
- All interior Grease Traps must be PDI certified and approved prior to installation, (including emergency instances)
- Stamped Plans must be on site.

Economic Development (Film)

- Application
- Copy of Insurance with City listed as Additional Insured: City of East Point, 2757 East Point Street, East Point, GA 30344
- Google Site Map showing Filming Location, Base Camp, Crew Parking locations
- Traffic Control Plan (can be Google map as well)
- Notice of Filming
- Copy of Driver's License (*if this is still a requirement for permitting department(?), otherwise leave it off)

Electric

- No electric load calculations included in plans.
- Meter dimensions needed not included.
- Solar panel application not submitter.
- Interconnection forms for solar power not completed and/or included.

Fire

- Listing and use of current required code books
- Architect stamp, and date of submission
- Missing pages from plans
- Listing of egress requirements, to include exits signs, exit lights and emergency lighting and illumination
- Even though fire sprinkler system and fire alarm system plans are to be submitted separately, they must be noted on the initial plans that they will be installed if they are required.

50 Worst

- Not submitting in accordance with Submittal Guidelines and in accordance with 50 Worst Consent Order

Stormwater / Soil & Erosion

- Certificate number, signature, and seal of the design professional.
- Vicinity map and FEMA floodplain map
- Estimate of the total area of the site and the total area expected to be disturbed.
- Not having adequate BMP's and erosion control plans.
- Description of the nature of construction activity.

Transportation

- Entrance Site Distance Profiles – This is a requirement of the existing Concept Review Application.
- Location of all utilities, trees, etc.
- Traffic Impact Study
- Subdivisions – often do not include a signing and markings for proposed streets.
- For subdivisions, when the applicant is submitting to build individual units, it would be helpful if they provided the complete subdivision as well for reference. Sometimes the individual submittals do not include all the requirements approved for the subdivisions (i.e. sidewalks)
- Single family driveway submittals - Site plans are often not drawn to scale, and proposed dimensions not provided.

Zoning

1. Have not completed through due diligence and research on the property.
 - a. Zoning Verification Letter requests are recommended as due diligence
 - i. How to check zoning online
 - ii. Zoning Verification Letter request link:
2. Site plan is often missing
3. Make sure site plan has address
4. Fences often do not meet zoning code
5. Setbacks are not shown on plans
6. Use is not permitted



Helpful Development and Permitting Links
City of East Point’s BS&A-Online Portal Links

[Online Permitting Inspections Licensing Links](#)

[Online Payment Link](#)

[Direct Link Municipal Home Page](#)

[Planning and Zoning Application Online Submittal Link](#)

[Contractors Account Creation Link](#)

[Apply for Permit \(Homeowner*\)](#): Link for how to apply for permit video [Online Permit Application | BS&A Software](#)

[Apply for Permit \(Contractor\)](#)

[Schedule Inspection](#) Link for how to schedule on inspection video [Schedule an Inspection Online | BS&A Software](#)

[Schedule Inspection \(Contractor\)](#)

**NEW....[Online Payment is available Click Link](#) or [Click Here](#).
You will need to reference the permit number on the invoice.**

If you are not able to make the payment online due to error or whatever reason, send invoice with payments made payable to the "City of East Point" are only in the form of business check, money order or cashier's check via mail, FedEx, or UPS sent to:

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

[New Business Occupational License Application LINK](#)

[Inspection Request Form LINK](#)

Certificate of Occupancy Application Link

<https://www.eastpointcity.org/wp-content/uploads/2020/09/Permits-Certificate-of-Occupancy-Commercial.pdf>

If or when you are asked for a Webpin, please email permits@eastpointcity.org with the Business Name, online Username and we will reply with a pin number.

BSA Online Portal Provider



Planning and Community Development Department

Contact Information and Directory

2757 EAST POINT STREET, Suite 100 East Point, GA 30344

www.eastpointcity.org <https://www.eastpointcity.org/planning-community-development/>

PCD Divisions

Division	Employee	Phone	Email
Planning & Zoning and Admin.			zoning@eastpointcity.org
Title			
Director	Smith, Kimberly	404.270.7028	Ksmith@eastpointcity.org
Chief of Staff	Frazer, Rainy	404.270.7028	rfrazer@eastpointcity.org
Chief Planner	Alston, Anthony	404.669.4333	Aalston@eastpointcity.org
Permits and Licensing			permits@eastpointcity.org
Title			
Chief Permits & License Mgr.	Harris, Terrance	404.270.7031	tharris@eastpointcity.org
Permits Coordinator	Jackson-Barney, Bridgett	404.270.7211	bjackson-barney@eastpointcity.org
Assistant Permits Coordinator	Price, Yunkeia	404.270.7031	yprice@eastpointcity.org
Business Licensing			BL@eastpointcity.org
Title			
Business License Coordinator	Miller, Tonya	404.270.7185	tmiller@eastpointcity.org
Building Inspections			inspections@eastpointcity.org
Title			
Chief Building Official	Bowles, Santo	404.669.4358	sbowles@eastpointcity.org
Senior Building Inspector	Price, Jay	404.270.7024	jprice@eastpointcity.org
Building Inspector	Scott, Timothy	404-270-7019	tscott@eastpointcity.org
Senior Building Inspector	Cobb, Dwight	404.270.7023	dcobb@eastpointcity.org

City Manager's Office

CM@eastpointcity.org

50 WORST-Vacant-Dilapidated Property Program, Assigned to City Manager's Office

50 Worst Program Manager	Washington, Vincent	404.270.7022	vashington@eastpointcity.org
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Plan Reviewer/Technical Review Committee Directory



Planning and Community Development Department, Permits Division
 2757 EAST POINT STREET, Suite 100 East Point, GA 30344
 Phone: 404.270.7212 Email: permits@eastpointcity.org

Department and Technical Reviewer's Directory

Dept	Employee	Office Phone	Email
Building	Bowles, Santo	404.669.4358	sbowles@eastpointcity.org
	Price, Jay	404.270.7024	jprice@eastpointcity.org
Commercial Pre-Treatment	Echevarria, Melissa	404.270.7117	mechevarria@eastpointcity.org
	Kebe, Tanya	404.270.4313	tkebe@eastpointcity.org
Economic Development	Appleby, Rhonda	404.270.7051	rappleby@eastpointcity.org
	Rodgers, Erin	404.270.7059	erodgers@EastPointCity.org
	Rogers, Maceo	404.270.7217	jmrogers@eastpointcity.org
Electric	Dowe, Shawn	404.270.7012	sdowe@EastPointCity.org
	Persons, Alicia	404.270.7129	apersons@eastpointcity.org
Fire Marshall	Marcus, Anderson	404.559.6412	manderson@eastpointcity.org
Planning & Zoning	Alston, Anthony	404.669.4333	Aalston@eastpointcity.org
	Smith, Kimberly	404.669.4322	Ksmith@eastpointcity.org
Police - Traffic	Buchanan, Maj. Shawn Copeland, Victor		sbuchanan@eastpointcity.org vcopeland@eastpointcity.org
Sanitation	Brownlow, Howard	404.270.7141	hbrownlow@eastpointcity.org
	Moore, Charles	404.270.7139	cmoore@eastpointcity.org
Stormwater	Aral, Reza	404.270.7130	raral@eastpointcity.org
	Echevarria, Melissa	404.270.7117	mechevarria@eastpointcity.org
Transportation	Hall, Cadell	404.669.4321	chall@eastpointcity.org
Water & Sewer	Brown, Anthony	404.270.4363	abrown@eastpointcity.org
	Randolph, Richard	404.270.7121	rrandolph@eastpointcity.org
	Echevarria, Melissa	404.270.7117	mechevarria@eastpointcity.org
50 WORST-Vacant-Dilapidated Property Program			
	Washington, Vincent	404.270.7022	vashington@eastpointcity.org