

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 Permitting Portal: <https://bsaonline.com/?uid=2757>

PROJECT ADDRESS:

Unit/Suite/Apt#:

Parcel:

Residential **Commercial**

Project Description / Full Scope:
(Required):

ESTIMATED VALUE (Required):
(Total Value of Job *minus* Mechanical, Electrical, Plumbing, Sprinklers, Fire Alarm)

\$ _____

Structure Type and Info (Required):

After project is done, the property will be or remain a/an:

- ADU / Habitable Accessory Structure
- Business / Commercial Building
- Residence**

Single Family Home
Multiunit:

- Duplex
- Triplex
- Quadruplex
- Townhome(s):**
 - Attached
 - Detached

- Apartment Complex
- Other: _____

Structure Info (Required):

_____ # Units

_____ # of Floors

_____ Total Occupied Sq FT

_____ Bedrooms _____ Bathrooms

_____ Offices / Suites (Commercial)

_____ # of Parking Spaces

_____ # of Buildings (Apartment Complex)

Construction Type: _____

Occupancy Load: _____ Occupancy Type: _____

Building Permit Type (Required):

* - Requires plan review. No Hardcopies of plans accepted! All drawings must be uploaded into the [BS&A portal](#) in scalable digital format. (See [Drawing Submittal Guide](#) for drawing requirements)

** - Requires additional [East Point Forms](#)

A. * Antennas / Colocators

B. * Conveyor/Material Handling

C. * Charging Stations (Electric Vehicle)

D. * Decks/Porches/Ramps/Steps/Gables

E. ** Demolition (Whole structure removed):

- 1. Main Building
- 2. ADU / Habitable Accessory Structure
- 3. Shed / Detached Garage (Small)

Additional Required Documents (all demolitions above):

- [City of East Point's EPA Acknowledgement / Building Disclaimer Form](#)
- City of East Point's Power Kill Request Form
- Asbestos Survey Report
- Credentials from Asbestos Inspector
- Rodent Letter
- Site Plan indicating which structure to be demolished.
- Gas Utility Termination letter from Atlanta Gas Light confirming gas utilities have been terminated and capped off.
- Deed Filed with County or Tax Bill showing current proof of ownership.
- Copy of Contract Agreement between Property Owner and Contractor if Contractor is demolishing property.

After submission for Demolition permit, the Permit department will submit the Service Kill Request to the respective utility departments - electric, water and gas. **Ten (10) to Fifteen (15) business days** is allotted for confirmations; the permit can only be issued AFTER receiving all confirmations.

F. Existing (Additions/Alterations/General Repairs / Rehabs / Conversions):

(Residential or Commercial):

- 1. * Additions / Reductions (square footage changes)
- 2. * Alterations (different configuration and/or floor plan)
- 3. * Conversions:
From _____ To _____
(i.e. Duplex to SFH, SFH to Triplex, Residential to Commercial, vice versa, etc)
- 4. General Repairs (no sheetrock removal, no structural!)

BUILDING PERMIT INFORMATION

5. Rehabs / Renovations:

1. ** INTERIOR Demo Only (removing Sheetrock and/or Covering Only) same sq ft and no floor plan changes.

Additional Required Documents

- [City of East Point's EPA Acknowledgement / Building Disclaimer Form](#)
- Asbestos Survey Report
- Credentials from Asbestos Inspector

2. * Rehab / Renovation (After Interior Demo - if applicable)

F. * Driveways / Walkways / Parking Pads

G. * Fences & Exterior Decorative Walls

H. Fire/Smoke/Water Damage:

1. Interior Demo Only
2. * Restoration

I. * Garages (Detached)/Carports/Gazebos

J. * Grease Trap Installation Only

K. (New Construction

Requires CO to be issued for each individual structure and/or unit (See/Complete CO page of this application!):

1. *Residential Dwelling(s)
1. ** Single Unit
• [City of East Point's Infill Packet](#) Required.
2. Multiunit:
• Beginning Unit # _____
• End Unit # _____
(Submit a spreadsheet of all unit addresses application)

2. * Commercial Shell/White Box Only
3. * Commercial with Complete Tenant Build Out

Trailers

1. Construction Trailer (during project only)
2. Modular Office and/or Class Trailer

K. Pools:

1. * In Ground
2. Above Ground
3.

L. Retaining Walls:

1. * 3 ft or less
2. * 4 ft or more

M. Roof:

1. Shingles Only
2. * w/ Some Framing

N. * Sheds (over 200 sq ft only)

O. Siding Only:

Old material: _____
New material: _____
(Pics of old and new material must be submitted)

1. Less than 25%
2. More than 25%

(New material and more than 25% will require an [Infill Packet](#) to be submitted with application.)

O. * Signs

Affidavit in this section must be signed by property owner and notarized!

- | | |
|---|---|
| <input type="checkbox"/> Aerial View # _____ | <input type="checkbox"/> Banner (Temporary) # _____ |
| <input type="checkbox"/> Billboard # _____ | <input type="checkbox"/> Digital Billboard # _____ |
| <input type="checkbox"/> Construction # _____ | <input type="checkbox"/> Directional # _____ |
| <input type="checkbox"/> Flag # _____ | <input type="checkbox"/> Monument# _____ |
| <input type="checkbox"/> Mural # _____ | <input type="checkbox"/> Projecting # _____ |
| <input type="checkbox"/> Sidewalk # _____ | <input type="checkbox"/> Sidewalk # _____ |
| <input type="checkbox"/> Street Pole Banner (Temporary) # _____ | |
| <input type="checkbox"/> Wall # _____ | |

Affidavit for Authorization by Property Owner for Sign Permit (Property Owner Signature Required)

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:

(Property Owner Name)

(Property Owner Signature)

(Notary) (Date)

(Notary Seal)

P. * Temp Storage/PODS (Private Property)
(The Permitting Dept. CANNOT issue a permit for PODs to be placed on street! Consult the Police Dept. for this type of permit.)

Q. * Tenant (Commercial Interior) Build Out

R. Tree Removal:

1. 1 to 5 Trees
(Pics of trees showing dbh measurement must be submitted with application)
2. * 6 or more Trees
(An Arborist report and site plan layout with tree specimen type, dbh of each tree and erosion control method must be submitted for plan review.)

S. Windows:

1. In Kind (no Framing)
2. * w/ Framing

T. **Other:** _____

Who is the PERMIT HOLDER – the person responsible for, will supervise <i>and do the work</i> for this permit: (Reference the “Who Can Pull a Permit document)		
<input type="checkbox"/> Homeowner / Property Owner <ul style="list-style-type: none"> • Tax Bill and/or Deed filed with County Required • Completed Homeowner’s Affidavit Form Required • Stated Issued ID Required 	<input type="checkbox"/> Contractor (if To Be Determined please check <input type="checkbox"/>) <ul style="list-style-type: none"> • Current Business License Required • Copy of State Certification (if applicable) Required • State Issued ID Required 	
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 issued.		
Signature of Permit Holder (or agent): _____ Date: _____		
Who is submitting this application: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Designer / Engineer / Architect <input type="checkbox"/> Permit Expeditor <input type="checkbox"/> Agent for Permit Holder		
AGENT FOR PERMIT HOLDER: (All Contact Information Required! Authorized Agent Form required!)		
Name:		Phone:
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 <input type="checkbox"/>) If 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.)		
<input type="checkbox"/> State Certified Contractor	<input type="checkbox"/> Specialty Trade <small>(Roofer, Concrete, Siding, Sheetrock, Fence, Windows, etc...)</small>	
Name:		Phone:
Company Name:		Phone (Company):
Address (Physical / No PO Boxes):		
City:	State:	Zip:
Email:		
Business License #:		State Card # (if applicable):
DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):		
<input type="checkbox"/> Designer <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Permit Expediter		
Name:		Phone:
Company Name:		Phone (Company):
Address:		
City:	State:	Zip:
Email:		

CONTACT INFORMATION

