

## DOWNLOADING AND PRINTING STAMPED DRAWINGS

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### II. Printing Approved / Stamped Plans

#### A. Using Link in Email

When the plans have been stamped with the City of East Permit's stamp, the plans will be made available for downloading and an email notification will be sent to the application.

To print the stamped plans using the email sent,

1. Click on the link within the email.

The screenshot shows an email client interface. At the top, under 'Property Information', it lists: Address: 2757 EAST POINT ST, Parcel Number: 14015700..., Owner: GEORGIA MUNICIPAL AS..., and Other owner properties... Below this is a 'Sent Emails' section with a table containing one entry: To: tharris@eastpointcity.org, Subject: Stamped Plans are available for downlo..., Sent: 11/20/2021 8:07 PM. The main body of the email is under 'Email Information' and includes 'Resend' and 'Forward' buttons. The subject line is 'Stamped Plans are available for download for PTREE20-00'. The body text reads: 'Sent: Sat 11/20/2021 8:07 PM', 'To: tharris@eastpointcity.org', and 'Stamped Plans are available for download for PTREE20-0001, 2757 EAST POINT ST.' A blue hyperlink 'Click here to view Document Summary' is provided. The email concludes with 'Also, the comments during plan review must be printed and kept with plans, as there may be "Approved w/ Comments" line items provided by the reviewers that have further instructions eventhough the plans have been approved. If not already issued, the permit will be issued shortly and you will receive a notification email.' and is signed 'Sincerely, Permits.'

2. If you are requested to Login, click on the Login link

Resend Forward

**Stamped Plans are available for download for PTREE20-0001, 2757 EAST POINT ST.**

Sent: Sat 11/20/2021 8:07 PM  
To: tharris@eastpointcity.org

BS&A Online Home Services Employment Opportunities Municipalities Currently not signed in

City of East Point | Fulton County | GA powered by BS&A SOFTWARE

Search: All Records By: Address Error

Home > Search Results

**Error**  
You must be logged in to view the details of this Process Step.  
[Click here to log in.](#)

An error has occurred:  
User '<Anonymous User>' does not have access to this page.

\*\*Disclaimer: BS&A Software provides BS&A Online for reference only and WITHOUT WARRANTY of any kind, expressed or implied. Please contact your local municipality if you believe there are errors in the data.

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3. Login into BS&A

Sign In  
Sign in with your existing account or create a new account

**I Have an Account**  
If you have previously created an account through BS&A Online (or through another system), please use your existing account information to sign in.  
Please note that passwords are case-sensitive.

User Name:   
Password:

Keep me signed in.  
(Clear this check box if you're on a shared computer.)

Sign In

Sign In Help  
Forgot your User Name/Password? [Click here for help.](#)

4. Click on the Document Summary Link

Home > Search Results > Record Details > Permit > Process Step

**Process Step Details**  
Property Address: 2757 EAST POINT ST, EAST POINT, GA 30344 | Parcel: 1401570003042

**Property Owner:** GEORGIA MUNICIPAL ASSOCIATION INC

**Summary Information**  
> 1 Revision(s) Found > 0 Review(s) Found

Jump To: Process Step Information | Associated Record Information | Previous Revisions | Review Comments/Concerns | **Document Summary** | Attachments

Process Step Information

5. Locate the plans that say, "EP Stamped Plans" and click on the "View Document Link"

Associated Record Information Back T

Previous Revisions Back T

Review Comments/Concerns Back T

Document Summary Back T

Document Title	Review Status	Date Received	Date Complete	
11/20/2021 - EP STAMPED PLANS	Approved	11/20/2021	8/3/2020	<a href="#">View Document</a>

Attachments Back T

[Expand All]

- Use whatever associated application that opens to view the file and then print. Typically, this will be Adobe Reader or some other application that can view and print pdf files.

**Remember, the plans must have the "City of East Point" Permit stamp of approval on them. If the stamp is not on the plans and you have received the email notification that Stamped Plans were available for download, email [permits@eastpointcity.org](mailto:permits@eastpointcity.org) for assistance!**

B. Using BS&A Login Portal

- Go to [www.bsaonline.com/?uid=2757](http://www.bsaonline.com/?uid=2757) and Login with webusername and password
- Click on "View My Activity" under Building Department

Building Department

- Apply for a Permit
- Apply for a Planning, Zoning or Engineering Process
- Building Department Search
- Schedule an Inspection
- View My Activity**
- Update Contact Information

Business Licensing

- Select the Permits Tab
- Locate the corresponding Permit # and click on "View"

Inspections **Permits** Permit Applications Processes Process Applications Certificates

Permits

View or schedule inspections on permits.

Status: ALL

Permit Number	Permit Type	Status	Property Address	Date Issued	View
PFILM20-0009	Film Production	ISSUED	2757 EAST POINT ST	11/20/2020	<b>View</b>
PPEVIC20-0030	Res Fence	HOLD FOR REVIEW	2757 EAST POINT ST		View
PSOWREV20-0001	SOW - CONSENT REVIEW	HOLD FOR REVIEW	2757 EAST POINT ST		View

5. Click on the Document Summary Link

Home > Search Results > Record Details > Permit > Process Step

### Process Step Details

Property Address: 2757 EAST POINT ST, EAST POINT, GA 30344 | Parcel: [1401570003042](#)

**Property Owner:** GEORGIA MUNICIPAL ASSOCIATION INC

**Summary Information**

> 1 Revision(s) Found > 0 Review(s) Found

**Jump To:** [Process Step Information](#) | [Associated Record Information](#) | [Previous Revisions](#) | [Review Comments/Concerns](#) | **[Document Summary](#)** | [Attachments](#)

Process Step Information

6. Locate the plans that say “EP Stamped Plans” and click on the “View Document” Link

7. Use whatever associated application that opens to view the file and then print. Typically this will be Adobe Reader or some other application that can view and print pdf files.

Associated Record Information Back T

Previous Revisions Back T

Review Comments/Concerns Back T

Document Summary Back T

Document Title	Review Status	Date Received	Date Complete	
11/20/2021 - EP STAMPED PLANS	Approved	11/20/2021	8/3/2020	<a href="#">View Document</a>

Attachments Back T

[Expand All]

**Remember, the plans must have the “City of East Point” Permit stamp of approval on them. If the stamp is not on the plans and you have received the email notification that Stamped Plans were available for download, email [permits@eastpointcity.org](mailto:permits@eastpointcity.org) for assistance!**