






























BUILDING PERMIT APPLICATIONS AND FORMS

















ADMINISTRATIVE PERMITS












	Duplex or Triplex in R1A
	Food Truck
	Special Events (Outside) – Application A Small outdoor events with 2000 or less attendees. (Races, walks, parades, festivals, etc.... <i>Exception: All events occurring at and completely contained within any City of East Point Park, please contact Parks and Recreation.</i>)
	Special Uses – Application B

BUILDING PERMITS

	Building Permit Application 1- Residential New Only 1 and 2 Family Dwellings Only, single lots. <i>(3 or more units are reviewed as Commercial per IRC and IBC code, use Building Permit Application 2)</i>
	Building Permit Application 2 - (All Commercial, Residential Existing, Other) <ul style="list-style-type: none"> • Residential New Construction <i>3 or More Units (Multifamily)</i>, including: <ul style="list-style-type: none"> ○ Triplexes, ○ Quadraplexes, ○ Apartment Buildings • Residential Existing, including (links to Safebuilt Plans Submittal Guides): <ul style="list-style-type: none"> ○ Additions, Alterations, General Repairs, Renovations. ○ Fire Restorations; ○ Pools; ○ Siding ○ Windows • ALL Commercial New Construction and Commercial Existing, including: <ul style="list-style-type: none"> ○ Antenna / Co-locators Installations ○ Charging (EV) Stations ○ Conveyor / Material Handling; Racking / Shelving Installations ○ Grease Trap Installations ○ Interior Tenant Build Outs and Interior Alterations, such as expanding / combining / reducing suites and/or office spaces. ○ New Commercial Construction ○ Trailers: <ul style="list-style-type: none"> ▪ Construction (only allowed during construction project) ▪ Modular Offices and/or Class Trailers

MEPs (Mechanical / Electrical / Fire / Plumbing) Trade PERMITS	
	Electrical and Electrical Low Voltage
	Fire ALARM System
	Fire SPRINKLER System
	Fire SUPPRESSION System
	HVAC / Mechanical
	Plumbing
	Residential Irrigation (Sprinkler) System
OTHER SPECIFIC APPLICATIONS	
	Address Creation and/or Change (Established Lots / Parcels)
	Closing an Active Permit Form
	Concept Review Submittal Packet
	DECKS / Covered Patios / Car Ports / Gables / Pergolas / Porches / Ramps / Steps
	DEMOLITION (Completely Removing Structure)
	Driveways / Parking Pads / Paved Parking Lots / Walkways
	Fences / Gates / Decorative Walls / Retaining Walls
	Film Production
	Garage / Yard Sale
	Interior Demo or Fire / Smoke / Water Damage Demo
	Land Disturbance Permit (LDP) Application Packet
	Reinstating an Expired or Extending near Expired Permit Form
	Roof (Shingles Only, no Framing)
	Signs
	Solar Panel Installation (EP Solar & Interconnect Agreement attached)
	Temporary Storage / PODS

	Tree Removal	
	Utility Release (Power / Water) Inspection Request Form	
	Vacant or Foreclosed Property Registrations	
SHORT TERM LODGING		
	Short Term Lodging Permit Application	
	Guide: How to Apply for Short Term Lodging	
	Frequently Asked Questions	
CERTIFICATES		
	Certificate of Completion	
	Certificate of Occupancy - Commercial Guide: The Commercial CO Process	
	Certificate of Occupancy - Residential	
	Guide: Certificate of Completion or Occupancy - what's the difference and when do I need one?	
FORMS AND GUIDES		
FORMS		
	Authorized Agent Form	
	Electrical Load Calculation Form	
	EPA Notification Acknowledgement and Building / Demolition Disclaimer Form (for DEMOLITION Permit)	
	Homeowner's Affidavit Form	
	Power Kill Request Form (for DEMOLITION Permit)	
	Residential Infill Survey with Public Participation Packet	

GUIDES (In Logical Order)	
	STEP 1: What Requires a Permit? Who can pull a permit? What Credentials do I need?
	STEP 2: Fee Schedule – How much will the permit cost?
	STEP 3: Setting up Your Online Permitting BS&A Account.
	STEP 4: How to apply for your Permit via BS&A Account.
	STEP 5: The Plan Review Process <ul style="list-style-type: none"> • SafeBuilt Plan Review Submittal Guides <ul style="list-style-type: none"> ○ Accessory Structures (Non-Habitable, such as Sheds) ○ Additions (Residential) ○ Basement Finish ○ Covered Patios, Carports, and Pergolas ○ Decks and Uncovered Patios ○ Re-roofs ○ Swimming Pools
	STEP 6: The Technical Review Team
	STEP 7: Downloading and Printing Stamped Plans
	STEP 8: Tradesmen – How to Apply for a permit.
	STEP 9: Scheduling an Inspection
	STEP 10: Certificate of Completion or Occupancy – What’s the difference and when do I apply?
	STEP 11: The Commercial Certificate of Occupancy Processed Explained!

G E O R G I A