Instructions to Submit for a Wednesday Wind Down Food Truck or Merchandise Vendor Permit via BS&A.

To apply for a Wednesday Wind Down Vendor Permit (Food or Merchandise), in short complete the following three steps:

A. *Create a BS&A Contractor Account.*
B. *Download and complete the "Wednesday Wind Down Food Vendor Application," or the " Wednesday Wind Down Merchandise Vendor Application" (For uploading later.)*
C. *Apply for Permit through BS&A Portal*

A. **Setting Up BS&A Contractor Account:**
   1. **Go to: https://www.bsaonline.com/Account/CreateContractorAccount?uid=2757**
   2. **S**et up a Username and Password
   3. Activate the Account via the Activation Email that is sent to Your Email Address
   4. If needed, send an email to request a PIN from permitting (include your name you used to register and user name in the email): permits@eastpointcity.org. ***Within 48 hours, your account will be linked (no need for pin) or you will be emailed your pin number.***

B. **Download and complete the "Vendor Application," (For uploading later.):**
   1. Go to: www.eastpointcity.org → Apps & Forms → Planning & Community Development, or go directly to: https://www.eastpointcity.org/applications-forms/#planning-community-development
   2. Locate, Download and Complete the "Wednesday Wind Down Food Vendor Permit Application," or "Wednesday Wind Down Merchandise Vendor Permit Application."
   3. After completing, save and/or scan in as this will need to be uploaded in next step.
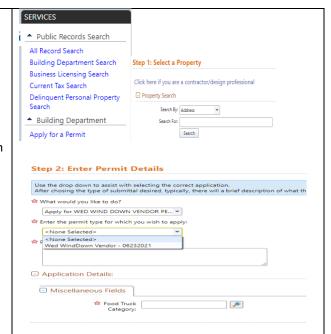
C. **Apply for permit via BS&A Portal:**

1. Go to www.bsaonline.com/?uid=2757.
 2. Login using your Sign In.
 3. Under Building Department Heading to the left of screen, Click Apply for a Permit.
 4. **Step 1: Select a Property:**
     a. In "Search For" line, put in exactly as shown below:
                   2714 East Point St
     b. Click on address to Highlight and Click on Next at bottom of screen.
 5. **Step 2: Enter Permit Details:**
     a. Select "Apply for WED WIND DOWN VENDOR PERMIT" under question "What would you like to do?" with correct date.
     b. Select the corresponding permit type for question: "Enter the permit type for which you wish to apply:"
     c. In the description box, put in a quick summary. (Required Field, cannot be blank)
     d. If this is a Food Vendor application, for "Food Truck Category," click on 'magnifying glass' to select the

appropriate category of food being provided and click Next..

6. **Step 3: Enter Applicant Information:**
    a. <mark>**DO NOT CHECK BOX for "I certify that I am the owner information." Move to Contact Information section.**</mark>
    b. Input all required Contact Information. This should your contact information.
    c. Click Next at bottom of screen.

7. **Step 4: Estimate Fees:**
    a. *Food Vendor Fees:*
    (Based on Attendance. See Chart Below)

Attendance	Fee	plus Admin	Total
up to 249	$ 125.00	$45.00	**$ 170.00**
250 to 1,999	$ 150.00	$45.00	**$ 195.00**
2,000 to 9,999	$ 200.00	$45.00	**$ 245.00**
10,000 to 19,9999	$ 325.00	$45.00	**$ 370.00**
20,000 or Greater	$ 500.00	$45.00	**$ 545.00**

    b. *Merchandise Vendor Fee:*
    $100.00 plus Admin Fee $45.00 **= $145.00**

    The Food Vendor or Merchandise Fee is not due at time of submittal; however, after application has been approved, an invoice will be emailed for payment.
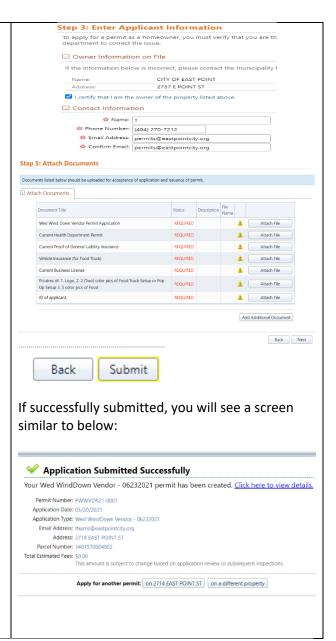
    c. FOR NOW, CLICK NEXT at bottom of screen.

8. **Step 5: Attach Documents:**
    a. Attach all required documents clicking on the "Attach File" next to each item. You also add supporting documents by click on "Add Additional Document."
    b. Click Next at bottom of screen.

9. **Step 6: Submit Application:**
    a. Review information to confirm correct
    b. Click Submit at the bottom of screen.

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are th department to correct the issue.

☐ Owner Information on File

If the information below is incorrect, please contact the municipality t

Name:	CITY OF EAST POINT
Address:	2757 E POINT ST

☑ I certify that I am the owner of the property listed above.

☐ Contact Information

Name: T
Phone Number: (404) 270-7212
Email Address: permits@eastpointcity.org
Confirm Email: permits@eastpointcity.org

Step 5: Attach Documents

Documents listed below should be uploaded for acceptance of application and issuance of permit.

☐ Attach Documents

Document Title	Status	Description	File Name		
Wed Wind Down Vendor Permit Application	REQUIRED			⚠	Attach File
Current Health Department Permit	REQUIRED			⚠	Attach File
Current Proof of General Liability Insurance	REQUIRED			⚠	Attach File
Vehicle Insurance (for Food Truck)	REQUIRED			⚠	Attach File
Current Business License	REQUIRED			⚠	Attach File
Picutres of: 1. Logo, 2. 2 (Two) color pics of Food Truck Setup or Pop Up Setup 3. 3 color pics of Food	REQUIRED			⚠	Attach File
ID of applicant.	REQUIRED			⚠	Attach File

Add Additional Document

Back   Next

Back   Submit

If successfully submitted, you will see a screen similar to below:

✅ **Application Submitted Successfully**

Your Wed WindDown Vendor - 06232021 permit has been created. Click here to view details.

Permit Number: PWWVDR21-0001
Application Date: 05/20/2021
Application Type: Wed WindDown Vendor - 06232021
Email Address: tharris@eastpointcity.org
Address: 2714 EAST POINT ST
Parcel Number: 1401570004002
Total Estimated Fees: $0.00
This amount is subject to change based on application review or subsequent inspections.

Apply for another permit: on 2714 EAST POINT ST   on a different property

Your application will undergo a "Staff" review for approval. You will be emailed of status and you can view the status online. If approved, an invoice will be generated and emailed, and payment can be made online. After payment, the Vendor permit will be issued via email, and it will be available for download and can be printed.