A. Contents

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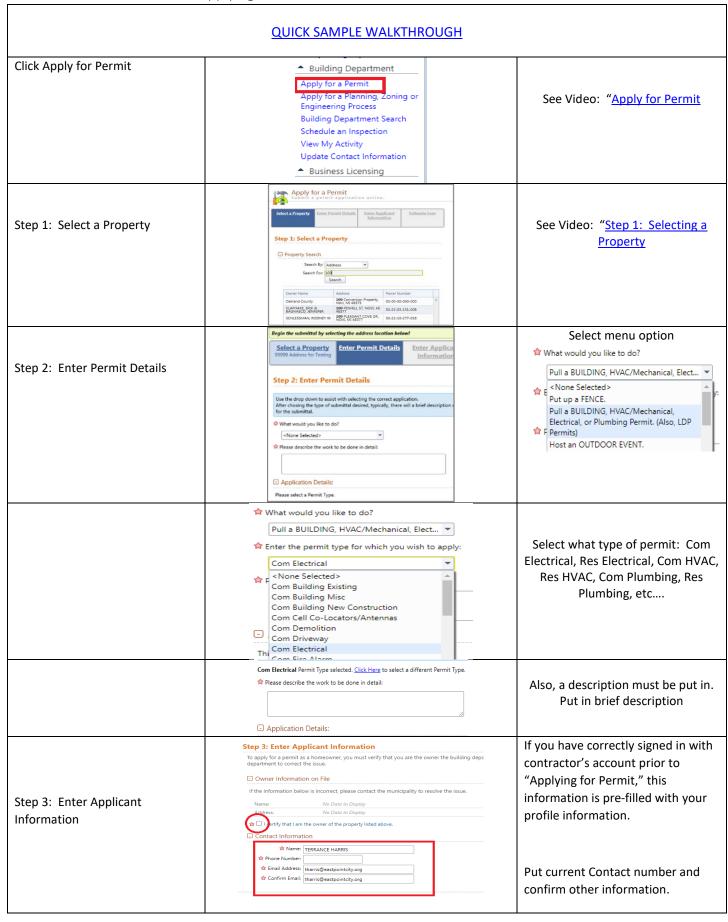
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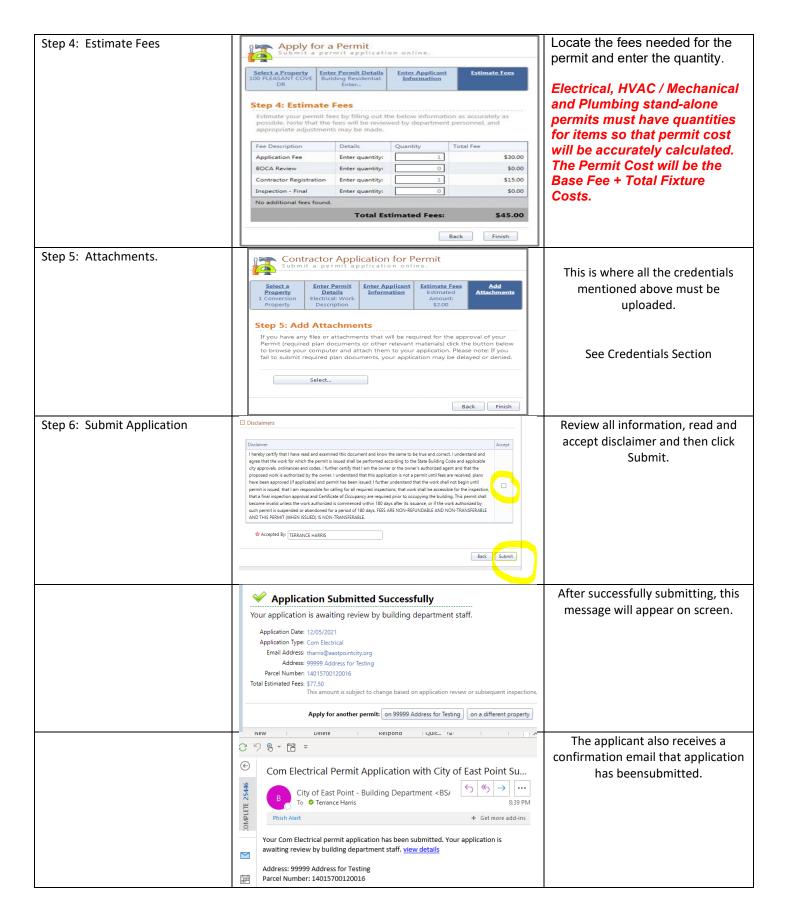
- B. Trade Permits (Electrical, HVAC / Mechanical, Plumbing) Quick Steps Guide
 - 1. Credentials for Contractor that Must be Uploaded when Applying for Permit
- 1. Valid State Issued ID of Licensee
- 2. Copy of GA Secretary of State Certification (also known as "State Card")
- 3. Copy of current GA issued Business License
- 4. Signed and Notarized <u>AUTHORIZED AGENT FORM</u> (if acting as agent on behalf of Licensee)

2. Setting Contractor's Account and Logging In

Setup a BS&A Contractors account.)	See Setting Up Account		
After setting up account, go to City of East Point BS&A Home	BS&A Home Page		
Page.			
Sign into Contractor's Account	Sign In Register Why Register? Remote Assistance	<u>See Video</u>	

3. Applying for Permit



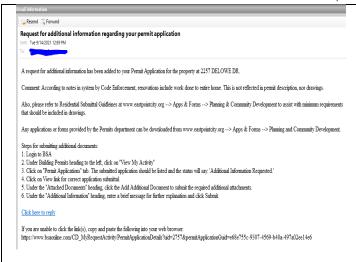


4. How Long before I get a Status of Application Submittal

The following is posted on the East Point BS&A portal home page:

The applicant should receive a status email and notice via this portal no later than two (2) business days after submitting the application. This notice will indicate 1) enough information was provided to continue with the process 2) more information is needed or 3) the application submittal is denied.

5. I received an email requesting Additional Information



The applicant must answer a question to assist the Permit staff with processing application, upload additional documents or both.

To simply reply to a question, click on "Click to reply" link within the email

6. Uploading additional Requested Documents

Steps for submitting additional documents:

- 1. Login to BSA
- 2. Under Building Permits heading to the left, click on "View My Activity"
- 3. Click on "Permit Applications" tab. The submitted application should be listed and the status will say: 'Additional Information Requested.'
- 4. Click on View link for correct application submittal.
- 5. Under the "Attached Documents" heading, click the Add Additional Document to submit the required additional attachments.
- 6. Under the "Additional Information" heading, enter a brief message for further explanation and click Submit.

Follow the instructions in the email to upload the additional necessary documents.

See Video: How to Submit Requested Documents

7. My Application was Denied!

The reason for denial will be in the email.

If the application was denied, additional documents cannot be submitted – the submittal has been closed.

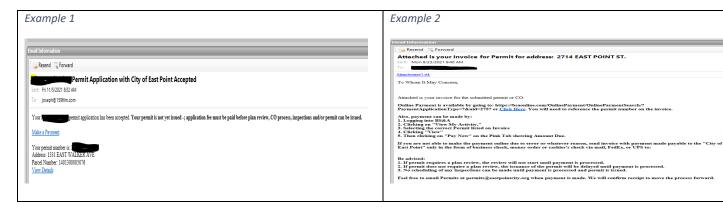
Applicant must submit again!

Reasons for denial may be:

- APPLICATION OR SUBMITTAL IS UNDER WRONG TYPE OF PERMIT
- NOT ENOUGH INFORMATION IS GIVEN TO DETERMINE HOW TO PROCESS
- THE APPLICATION IS INCOMPLETE OR MISSING
- NECESSARY FEE ITEMS WERE NOT SELECTED
- REQUIRED DOCUMENTS WERE NOT UPLOADED
- BUILDING PERMIT MUST BE ISSUED FIRST
- PROPERTY IS ON 50 WORST LIST
- STOP WORK OR OTHER FLAG FOR PROPERTY IS IN SYSTEM

8. Application is Accepted and Request for Payment

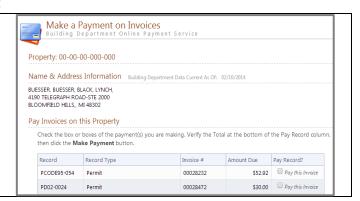
When the application is accepted, the applicant will receive an acceptance email and a request for payment. Sometimes the acceptance email and payment be in the same email and other times a separate email requesting payment may be sent. See both examples below:



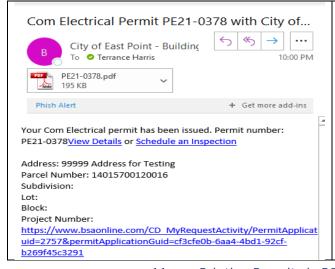
9. Making Payment for Permit

Payment can be made by:

- Clicking on link in email sent
- Going directly to the <u>Payment Portal</u>
- Logging into contractor's account within BS&A and seeing what payments are due. With this option, click on "View My Activity" and select the appropriate invoice.



10. *Permit is Issued* and Attached in Email



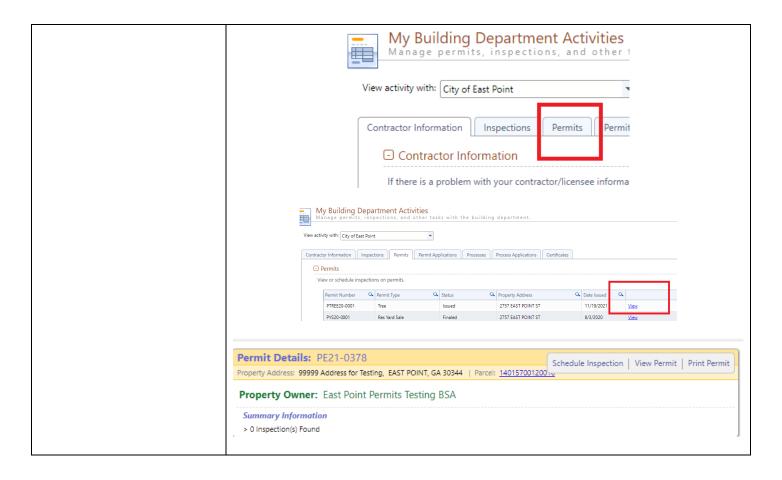
An email is sent to applicant stating that permit has been issued. Oftentimes, the permit will be attached to the email so that applicant can print and post at jobsite.

11. Printing Permit via BS&A Portal

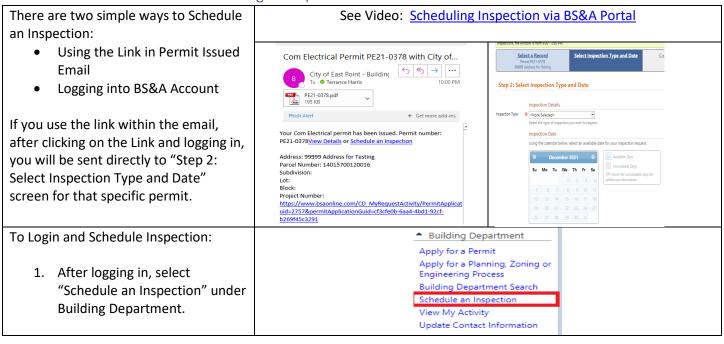
- 1. Login BS&A
- Click on "View My Activity" under Building Department
- 3. Click on Permits tab.
- 4. Click on "View" for correct permit number.
- 5. At top of Screen, Click on Print Permit..

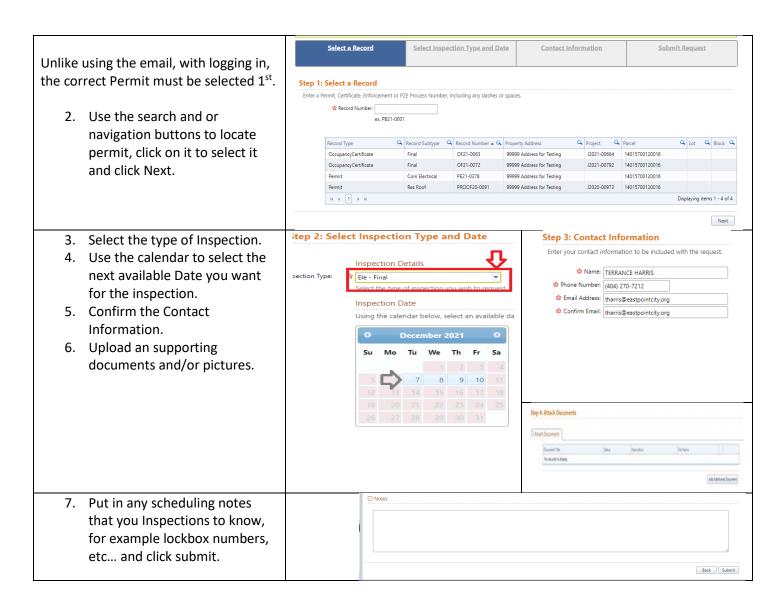
See Video: How to Print Permit via BS&A Portal





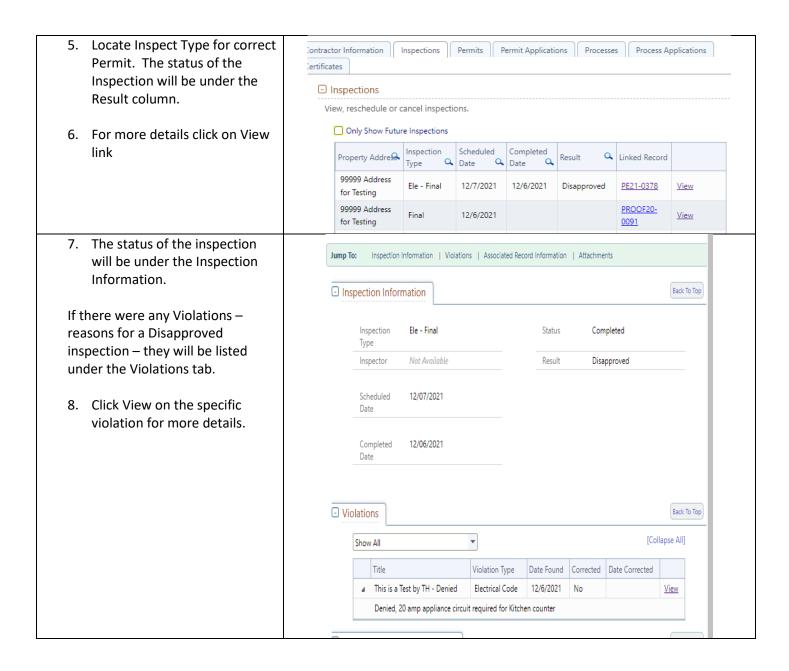
12. Scheduling an Inspection





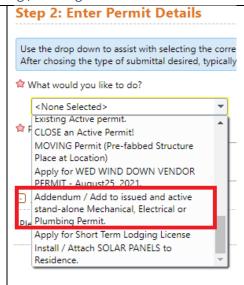
13. Viewing Status of Inspection





14. Amending / Adding to an Issued Permit

- To add to an issued permit, the same steps must be followed as if applying for a new permit. (Review Applying for Permit above)
- 2. The Only difference is that the contractor will indicate that the items added are in addition to and existing issued permit.
- 3. After this submitting is accepted and paid for this Amendment will have another issued Permit Number. This Permit should be printed and placed at jobsite with original Permit.

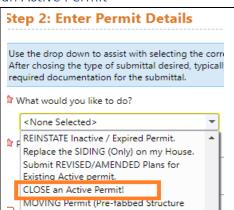


See Video: <u>Steps for Amending an Issued Permit</u>

15. Closing an Active Permit

Only the current property owner of original contractor of issued permit can close an active permit.

Proof of authority to close permit – credentials for a contractor – and a notarized letter stating to close permit and why must be submitted.



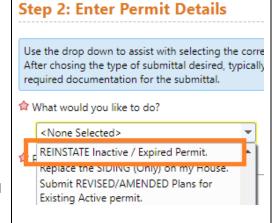
See Video

16. Reinstating an Expired Permit

Only the Original Permit Holder – the original contractor - can request to Reinstate an expired permit.

All Current and Up to Date Credentials for a contractor must be uploaded to reinstate permit.

After acceptance of application and payment of \$75.00, the original issued permit will be reinstated for 180 days as allowed by code.



See Video

Note! If Contractor does not have an active City of East Point Bond at the time of reinstatement, an updated Waiver must be submitted.