

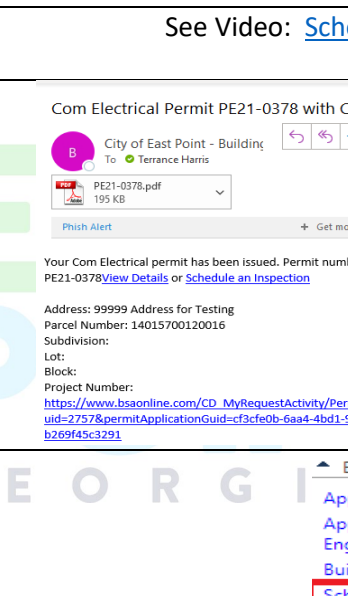
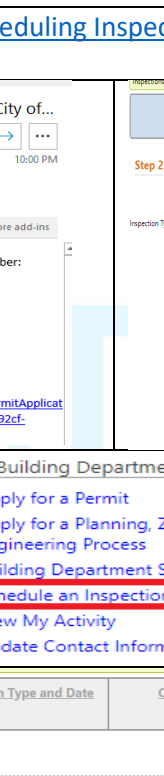
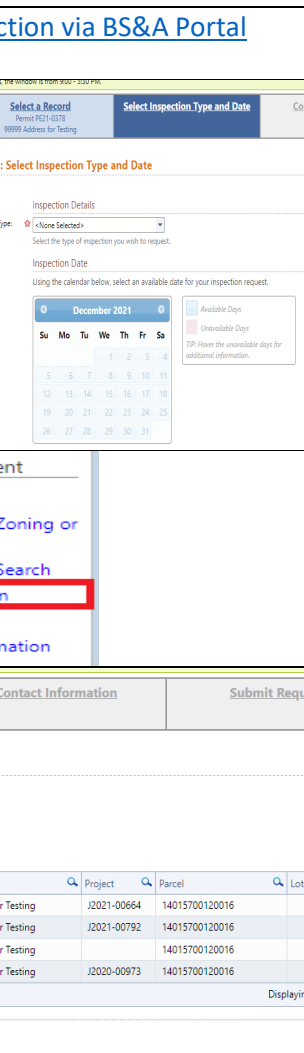
HOW TO SCHEDULE AN INSPECTION

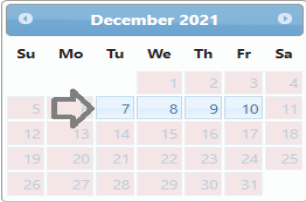
I. Table of Contents

Contents

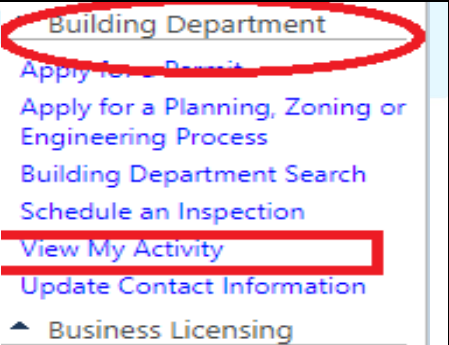
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II. Scheduling an Inspection

<p>There are two simple ways to Schedule an Inspection:</p> <ul style="list-style-type: none"> Using the Link in Permit Issued Email Logging into BS&A Account <p>If you use the link within the email, after clicking on the Link and logging in, you will be sent directly to “Step 2: Select Inspection Type and Date” screen for that specific permit.</p>	<p style="text-align: center;">See Video: Scheduling Inspection via BS&A Portal</p> 																																								
<p>To Login and Schedule Inspection:</p> <ol style="list-style-type: none"> After logging in, select “Schedule an Inspection” under Building Department. 																																									
<p>Unlike using the email, with logging in, the correct Permit must be selected 1st.</p> <ol style="list-style-type: none"> Use the search and or navigation buttons to locate permit, click on it to select it and click Next. 	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Record Type</th> <th>Record Subtype</th> <th>Record Number</th> <th>Property Address</th> <th>Project</th> <th>Parcel</th> <th>Lot</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td>OccupancyCertificate</td> <td>Final</td> <td>OF21-0063</td> <td>99999 Address for Testing</td> <td>J2021-00664</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>OccupancyCertificate</td> <td>Final</td> <td>OF21-0072</td> <td>99999 Address for Testing</td> <td>J2021-00792</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Com Electrical</td> <td>PE21-0378</td> <td>99999 Address for Testing</td> <td>J2021-00973</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Res Roof</td> <td>PROOF20-0091</td> <td>99999 Address for Testing</td> <td>J2020-00973</td> <td>14015700120016</td> <td></td> <td></td> </tr> </tbody> </table>	Record Type	Record Subtype	Record Number	Property Address	Project	Parcel	Lot	Block	OccupancyCertificate	Final	OF21-0063	99999 Address for Testing	J2021-00664	14015700120016			OccupancyCertificate	Final	OF21-0072	99999 Address for Testing	J2021-00792	14015700120016			Permit	Com Electrical	PE21-0378	99999 Address for Testing	J2021-00973	14015700120016			Permit	Res Roof	PROOF20-0091	99999 Address for Testing	J2020-00973	14015700120016		
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<ol style="list-style-type: none"> Select the type of Inspection. Use the calendar to select the next available Date you want for the inspection. Confirm the Contact Information. Upload an supporting documents and/or pictures. 	<p>Step 2: Select Inspection Type and Date</p> <p>Inspection Details <input checked="" type="radio"/> Ele - Final <small>Select the type of inspection you wish to request</small></p> <p>Inspection Date Using the calendar below, select an available date</p> 	<p>Step 3: Contact Information</p> <p>Enter your contact information to be included with the request.</p> <p>Name: TERRANCE HARRIS Phone Number: (404) 270-7212 Email Address: tharris@eastpointcity.org Confirm Email: tharris@eastpointcity.org</p> <p>Step 4: Attach Documents</p> <table border="1"> <thead> <tr> <th>Document Title</th> <th>Status</th> <th>Description</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>No records to display</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Additional Document</p>	Document Title	Status	Description	File Name	No records to display			
Document Title	Status	Description	File Name							
No records to display										
<ol style="list-style-type: none"> Put in any scheduling notes that you Inspections to know, for example lockbox numbers, etc... and click submit. 	<p>Notes</p> <div style="border: 1px solid #ccc; height: 40px;"></div> <p>Back Submit</p>									

III. Viewing Status of Inspection

<ol style="list-style-type: none"> Login into BS&A Account Click on View My Activity Click on Inspections tab Uncheck the Box: Only Show Future Inspections 	<p>See Video: View Status of Past Inspection</p> 	<p>View activity with: City of East Point</p> <p>If the desired municipality is not in this list click here to add a new municipality</p> <p>Contractor Information Inspections Permits</p> <p>Certificates</p> <p><input checked="" type="checkbox"/> Inspections</p> <p>View, reschedule or cancel inspections.</p> <p><input checked="" type="checkbox"/> Only Show Future Inspections</p>																					
<ol style="list-style-type: none"> Locate Inspect Type for correct Permit. The status of the Inspection will be under the Result column. For more details click on View link 	<p>Contractor Information Inspections Permits Permit Applications Processes Process Applications</p> <p>Certificates</p> <p><input checked="" type="checkbox"/> Inspections</p> <p>View, reschedule or cancel inspections.</p> <p><input type="checkbox"/> Only Show Future Inspections</p> <table border="1"> <thead> <tr> <th>Property Address</th> <th>Inspection Type</th> <th>Scheduled Date</th> <th>Completed Date</th> <th>Result</th> <th>Linked Record</th> <th></th> </tr> </thead> <tbody> <tr> <td>99999 Address for Testing</td> <td>Ele - Final</td> <td>12/7/2021</td> <td>12/6/2021</td> <td>Disapproved</td> <td>PE21-0378</td> <td>View</td> </tr> <tr> <td>99999 Address for Testing</td> <td>Final</td> <td>12/6/2021</td> <td></td> <td></td> <td>PROOF20-0091</td> <td>View</td> </tr> </tbody> </table>		Property Address	Inspection Type	Scheduled Date	Completed Date	Result	Linked Record		99999 Address for Testing	Ele - Final	12/7/2021	12/6/2021	Disapproved	PE21-0378	View	99999 Address for Testing	Final	12/6/2021			PROOF20-0091	View
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7. The status of the inspection will be under the Inspection Information.

If there were any Violations – reasons for a Disapproved inspection – they will be listed under the Violations tab.

8. Click View on the specific violation for more details.

Jump To: [Inspection Information](#) | [Violations](#) | [Associated Record Information](#) | [Attachments](#)

Inspection Information [Back To Top](#)

Inspection Type	Ele - Final	Status	Completed
Inspector	Not Available	Result	Disapproved
Scheduled Date	12/07/2021		
Completed Date	12/06/2021		

Violations [Back To Top](#)

Show All [\[Collapse All\]](#)

Title	Violation Type	Date Found	Corrected	Date Corrected	
▲ This is a Test by TH - Denied Denied, 20 amp appliance circuit required for Kitchen counter	Electrical Code	12/6/2021	No		View

