PLANNING & COMMUNITY DEVELOPMENT eastpointcity.org
2757 East Point Street, East Point, GA 30344 | Phone: (404) 669-4399, option 3 | Email: permits@eastpointcity.org

CLOSING AN ACTIVE PERMIT

(Only the original Permit Holder or current Property Owner can close an active permit.)

Project Address: _____

Original Permit # (Required)_____

Who is requesting to close this permit?

All the credentials below must be attached as proof of your credentials to close active permit.

☐ Property Owner / Homeowner
(must be current owner)

- Tax Bill and/or Deed filed with County Required
- Stated Issued ID Required

☐ Contractor
(must be same contractor that pulled original permit)

- Current Business License Required
- Copy of State Certification (if applicable) Required
- State Issued ID Required

I, _____(print name), am officially requesting that the above permit be closed! I am aware that this action is non-reversible and that all incomplete work in relation to this permit must cease at the jobsite until another active permit is in effect. I am also aware that permits are non-transferable and that all fees are non-refundable and non-transferable.

_____
(Applicant's Signature)

_____ _____
(Notary's Signature) (Date)

(Notary's Seal)

Applicant / Requester's Information: (All Contact Information Required! Authorized Agent Form required if acting as Agent)

Name:	Phone:	
Company Name:		
Address (Physical / No PO Boxes):	City, State	Zip:
Email:		