A. Contents

Contents

A.	Со	ntents	1
B.	Ce	rtificate of Occupancy: Commercial	1
1	. '	When is a Commercial CO Required?	1
2	.	How To Apply for a Commercial CO Online	2
3		The Commercial CO Process	3
	a)	Acceptance of Application and Request for Payment	3
	b)	Confirmation Email of CO Review Sent	3
	c)	Approval from Zoning and 60 Day Temp Power Letter Emailed	3
	d)	Instructions on How to Schedule Inspection Emailed	4
	e)	A CO Inspection Has been Requested and Confirmed	4

B. Certificate of Occupancy: Commercial

TYPE OF SUBMITTAL / PERMIT	Which Application do I use?	BS&A Menu Option: "What would you like to do?"	Video Example
Certificate of	Certificate of Occupancy -	Apply for CERTIFCATE OF OCCUPANCY or	<u>See Video</u>
Occupancy -	<u>Commercial</u>	COMPLETION. \rightarrow Com Certificate of Occupancy	
Commercial			

1. When is a Commercial CO Required?

Commercial COs are issued for documenting erection of new commercial structure or alteration, its proper use in relation to Zoning, tracking ownership of commercial property, tracking tenant business occupancy and use and safety compliance for employees and/or public for business use at property. So, any of the below requires an issuance of a Commercial CO:

- New construction of commercial building or any accessory structures
- Alteration of commercial building, such as removing a wall that changes occupied square footage
- An expansion of the commercial building
- An expansion / combing of tenant spaces or reduction / consolidation of tenant spaces
- A tenant buildout to accommodate business use of tenant
- New ownership of single commercial building acting as landlord
- New ownership of apartment complex acting as landlord
- New business tenant in building or suite renting from landlord

Note! All commercial business entities within the City of Eastpoint must be issued a commercial Certificate of Occupancy. The landlord of a commercial location and each individual business tenant must have a CO and business license - one for the landlord showing ownership of building and one for each tenant doing business in the City of East Point.

If two separate business entities share one business suite, each business still must be issued it's own CO and business license.

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1.	Download and complete Commercial CO application, which can be found at <u>www.eastpointcity.org</u> \rightarrow Applications and Forms \rightarrow Planning and Community Development.	FOIL OFFICE UNIC ON A Sobritual Date: Permit #: Ward: Instalab.
2.	Go to <u>www.bsaonline.com/?uid=2757</u> . If you have setup a	PLANNING & COMMUNITY DEVELOPMENT eastpointdty.org 2757 East Point Street, East Point, GA 30344 * Phone: (404) 270-7212 * Fax: (404) 270-2784
	"Contractor" account, sign In before step 3 below.	CERTIFICATE OF OCCUPANCY (CO): COMMERCIAL A Business License must be obtained within thirty (30) days of issuance of Certificate of Occupancy
3.	Under Building Department Heading to the left of screen, Click	SUBMITAL SQUIRE ACQUIREMENTS:
	Apply for a Permit.	Continuing a Former Accorrect — Original Signatures unit with the second and notarized; the private second and the second se
4.	Step 1: Select a Property:	 After all construction permit finals have been approved, this application is submitted to obtain a Certificate of Occupancy inspection and approval by the Building Official and Fire Inspector.
	a. In "Search For" line, put in street number of address	Copy of Fution County Health Department Service Report required for food serving locations. (Copy must be attached.) City of East Point Commercial Pre-treatment (FOG) Certificate required for food serving locations, for vehicle washing, towing, storage and/or
	b. Click Search	venicle repair locations. (Copy must be attached.) REASON FOR CO (CHECK ALL THAT APPLY)
5.	Find correct address and click on address to Highlight. Click on	CO Request Structure Construction Ownership Occupancy
	Next at bottom of screen.	CopyReprint of Existing Existing: Shell Chiy Shell Chiy Shell & Build-Out Same Owner Compared CopyReprint of Existing: Shell & Build-Out Same Owner Tenant(s) Occupied:
6.	Step 2: Enter Permit Details:	Other: Other: New Use Tenant Build-Out Only Acting as Landord: New Same Use Expansion / Reduction Business Complex Same
	a. Select "Apply for CERTIFICATE OF OCCUPANCY or	# of Buildings # of Buildings
	COMPLETION" under question "What would you like to	# of Units In the Wanagement BUSINESS INFORMATION
	do?"	Address: Business Name:
	b. Select "Com Certificate of Occupancy" under question	
	"Enter the permit type for which you wish to apply:"	SERVICES
	c. Please READ information concerning submitting for	
	Commercial Certificate of Occupancy.	Public Records Search
	a. In the description box, put in detail all the services that will be received at the settion.	Building Department Search
	will be provided at location.	Business Licensing Search
	e. Under the Application Details section:	Delinquent Personal Property
	 Set Basic Usage to Commercial Dut in the # of Floore at your location 	Search
	ii. Put in the # of Floors at your location.	Building Department
	iv. But in the Total Number of Employees that will	Apply for a Permit
	he at the location	Step 1: Select a Property
	y Put in Name of Business as it will annear on	Click hara if you are a contractor/dation professional
	Certificate of Occupancy	Click here in you are a contractor/design professional Property Search
	vi Click Next at bottom of screen	Search By: Address
7.	Step 3: Enter Applicant Information:	Search For
	a. If you have not setup a Contractor's account for your	Step 2: Enter Permit Details
	business, you can still move forward at this point.	Use the drop down to assist with selecting the correct application. After chorage to take of a university included, markets in the discriminant of where the sublicities is used for and are vanished downware take for the sublicities of the discriminant of the take of the discriminant of
		water change the type of submittal deared, ypokany, there was a time description or while the application is used for and any required documentation for the submit
	Check the box: I certify that I am the owner of the	 This application is for a Commercial Certificate of Occupancy. A Commercial Certificate of Occupancy is required to be applied for and issued before a Business License for a commercial can be issued. More Commercial Certificate of Occupancy is an annual value of the annual commercial tempting in built (2) shows of use occurs of application commercial tempting.
	property listed above even if you are not the owner.	increase / expansion or decrease / reduction in occupied space occurs Landlords of commercial protenties must apply for a Commercial Cartificate of Occupancy as well as any individual business tenants. The Commercial CO Application must be completed signed, notarized and uploaded as an attachment.
	This will allow you to move forward with this submittal.	Please describe the work to be done in detail:
	The Permit department will use the information on the	Application Details:
	application to confirm the owner of the property.	Construction Details
		Foors: Enter value
	b. Input all required Contact Information.	Miscellaneous Fields
-	c. Click Next at bottom of screen.	COM CO Nax # COM CO Naxe of Employee:
8.	Step 4: Estimate Fees:	
	a. Click Next at bottom of Screen.	
	b. CO applications are a flat fee of \$115.00. An invoice will	
~	be emailed after application has been processed.	
9.	Step 5: Attach Documents:	
	a. Attach the completed certificate of Occupancy Application. The Link to the application is provided	
	Application. The Link to the application is provided.	
	 Attach all perseary supporting documents 	
	d Click Next at bottom of screen	
10	Step 6: Submit Application	
10.	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: 🗍
	☆ Phone Number: (404) 270-7212
	😭 Email Address: permits@eastpointcity.org
	☆ Confirm Email: permits@eastpointcity.org
	Step 4: Estimate Fees
	Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.
	Documents listed below should be uploaded for acceptance of application and issuance of permit.
	Dink to <u>Centricate at Uccupanov Application - Commercial</u>
	Descent Vie
	Certificate of Occupancy Application - Commercial PICUIRED A Attach File
	State Issued ID of Applicant REQUIRED A Attach File
	Copy of City of East Commercial Pre-Treatment 'FOG' Certificate for locations with grease traps or oil-water Optional V Attach File
	Copy of Fulton County Health Department Service Report for food serving locations, such as restaurants, etc Optional 🖌 🖌 Attach File
	Copy of Professional Licence certification issued by GA Secretary of State office for contractors, doctors, dentists, Cystonal 🖌 🖌 Attach File
	Add Additional Document
	Back Submit

3. The Commercial CO Process

a) Acceptance of Application and Request for Payment

 The application will be reviewed for acceptance of submittal. If accepted, an email will be sent to applicant with request for \$115.00 payment:

diskhows1.nl.
To Whom It May Concern,
Attached is your invoice for the submitted permit or CO.
Online Payment is available by going to: https://bsaonline.com/OnlinePayment/OnlinePaymentSearch/?PaymentApplicationType=7&uid=2757 or <u>Click Here</u> .
You will need to reference the permit number on the invoice.
Also, payment can be made by:
1. Logging into BS&A 2. Clicking on "View My Activity."
3. Selecting the correct Permit listed on Invoice
4. Chrkning "View" 5. Then clicking on "Pay Now" on the Pink Tab showing Amount Due.
If you are not able to make the payment online due to error or whatever reason, send invoice with payment made payable to the "City of East Point" only in the form of business check, money order or cashier's check via mail, FedEx, or UPS to:
b) Confirmation Email of CO Raviou Cont
b) Confirmation Email of CO Review Sent

• After payment, a 3 day review process will begin. The following is an example of a Confirmation Email Sent:

Inial Information
Resend Reference Reserved
Attached is the CO Submittal Confirmation for at 1453 CLEVELAND AVE.
Attachment1.tf;
The attached letter explains that applicant has applied for a Commercial CO. The application has to undergo a 3 business day review to: 1. Confirm that applicatin is complet and accurate 2. Confirm that no Commercial Pre-Treatment requirements must be met and if so, inform applicant who to contact. 3. Confirm that use is allowed is allowed thus approved by Zoning to move forward.
Only after approval by Zoning will the applicant be allowed to move forward with the process. The applicant will be emailed status before or on 3rd business day.
Please see attachment for more information and instructions.
Permits permits@eastpointcity.org

c) Approval from Zoning and 60 Day Temp Power Letter Emailed

• Only after Zoning has approved of use can 60 Days of Temp Power be granted. (See sample below)

🛁 Resend 🔤 Forward	
Zoning and Permits has reviewed Sent: Fri 8/13/2021 4:10 PM To: CustomerCare@Eastpointcity.org	the CO Application and your 60 Temp Power Letter is Attached.
Attachment1.rtf;	
To Whom It May Concern,	
Now that your application has u the CO process at	indergone most or all of its review, most importantly Zoning has confirmed that the use is allowed at your location, we can proceed with
Attached is the 60 Day Temp Power letter that allows the applicant to apply for utilities with Customer Care. Also, if you are ready to schedule your CO Inspection with the Building Official and Fire Marshal, please email permits@eastpointcity.org. Be advised the be on and location must setup as ready for business.	
Permits	

• Also, after Zoning approves CO application, applicant will be emailed instructions on how to schedule the CO Inspection for the Building Official and Fire Marshall to do inspection (see sample below)

To representative for the second seco

(NOTICE TO APARTMENT COMPLEXES / MULTIFAMILY COS

e) A CO Inspection Has been Requested and Confirmed

When a CO Inspection has been scheduled and Confirmed, the applicant will receive the following CO Confirmation Email:

To Whom It May Concern,

Your Business has been scheduled for a CO Inspection on [Confirmed Date]. You received an email saying that this CO Inspection Request Only has been partially approved, meaning that the inspection request has been confirmed. This is your confirmation of the Inspection Date.

I. BEFORE INSPECTION DAY:

All permits (if applicable) related to location must have been finaled. The location must be setup as if ready for business and utilities must be on. PLEASE EMAIL permits@eastpointcity.org AS SOON AS POSSIBLE IF YOU NEED TO RESCHEDULE THE INSPECTION.

II. ON INSPECTION DAY:

The inspectors(s) - the Building Official and/or Fire Marshall - may arrive at separate times between the hours 9:00 AM and 3:00 PM. Address and suite must be clearly labeled so that inspectors can locate business, and utilities must be on. The inspectors must have access to enter location and do complete inspection.

III. AFTER INSPECTION:

A. Failed Inspection by CBO, Fire Marshal or Both:

A write up should be given to Business so that corrections can be made. Any concerns or violations by either the Building Official and/or Fire Marshall will have to be corrected and another inspection date must be requested and scheduled.

TO REQUEST ANOTHER CO inspection:

1. Log into BS&A with your account

404.270.7212 - to inquire about delay.

2. Click on Schedule an Inspection

3. Locate your CO and request for next available Tuesday or Thursday. Permits will review the request, confirm availability date and another email confirmation of the ACTUAL DATE OF THE INSPECTION will sent.

B. Passed Inspections by both CBO, Fire Marshall (and Commercial Pre-Treatment Inspector, if applicable): Al approvals will be confirmed and if no other requirements need to be met, the CO will be typed and emailed to the applicant after 2 business days of confirmed approval. If the CO has not been received after two business days of passed inspections, please contact Permits - permits@eastpointcity.org,

Remember, you must receive an official issued CERTIFICATE OF OCCUPANCY before opening for business. Once again, if you have not received your CERTIFICATE OF OCCUPANCY after approved inspections, please contact the Permits department.

C. Business License Before opening for business, A Business License must also be issued; a Business License must be applied for and obtained no later than 30 days after the issuance of the CO, otherwise the CO will become invalid. If you have not already submitted a Business License application, please submit for a New Business License - Commercial via the BS&A portal as soon possible. If you have any questions about the Business License process, email bl@eastpointcity.org

IV. OTHER CONSIDERATIONS BEFORE A CO CAN BE ISSUED:

*Food Serving Locations (must submit Fulton County Health Service Report and proof of issued Grease Trap Certificate from the City of East Point if not already approved.

* Other Grease Trap and/or Oil-Water Separator Locations such as Vehicle Maintenance and/or Washing, Etc..., must submit proof of issued Grease Trap Certificate from the City of East Point.

If your location requires a Grease Trap or previously had a Grease Trap, an inspection and/or approval must be done by the City of East Point Commercial Pre-Treatment department before the CO can be issued. Please contact Tanya Kebe at 404-669-4313, tkebe@eastpointcity.org.

Sincerely,

Permits City of East Point

As explained in email above, if inspection passes, the CO will be issued via email within 2 business days. If the inspection fails, after making whatever adjustments requested by Inspectors, the applicant requests another CO inspection. (Instructions in email also)