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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 Occupancy - Commercial	Certificate of Occupancy - Commercial	Apply for CERTIFICATE OF OCCUPANCY or COMPLETION. → Com Certificate of Occupancy	See Video

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.

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 the department to correct the issue.

Owner Information on File

If the information below is incorrect, please contact the municipality

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 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.

THIS IS ONLY AN ESTIMATION OF FEES.
ONLINE PAYMENT FOR PERMITS IS UNAVAILABLE AT THIS TIME
After application review, you will be emailed the invoice for the permit. Mail in invoice with payment in the form of business check, money order or cashier's check made payable to the "City of East Point" to:
Permits
Planning and Community Development
2757 East Point Drive
East Point, GA 30344

Please reference the Planning and Community Development official [FEE SCHEDULE](#) and if options are available, proceed to select items for permit to assist with ESTIMATING fees, then click NEXT.

Step 5: Attach Documents

Documents listed below should be uploaded for acceptance of application and issuance of permit.
[Link to Certificate of Occupancy Application - Commercial](#)

Attach Documents

Document Title	Status	Description	File Name	Attach File
Certificate of Occupancy Application - Commercial	REQUIRED			<input type="checkbox"/> Attach File
State issued ID of Applicant	REQUIRED			<input type="checkbox"/> Attach File
Copy of City of East Commercial Pre-Treatment "COD" Certificate for locations with grease traps or oil-water separators.	Optional			<input checked="" type="checkbox"/> Attach File
Copy of Fulton County Health Department Service Report for food serving locations, such as restaurants, etc.	Optional			<input checked="" type="checkbox"/> Attach File
Copy of Professional Licence certification issued by GA Secretary of State office for contractors, doctors, dentists, car dealerships, barbers, salons, etc.	Optional			<input checked="" type="checkbox"/> 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:

[Attachment1.rtf](#)

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 [Click Here](#). 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. Clicking "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 Review Sent

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

Email Information

Resend Forward

Attached is the CO Submittal Confirmation for at 1453 CLEVELAND AVE.

Sent: Fri 8/20/2021 8:58 AM
To: [REDACTED]

[Attachment1.rtf](#)

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 application is complete 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.

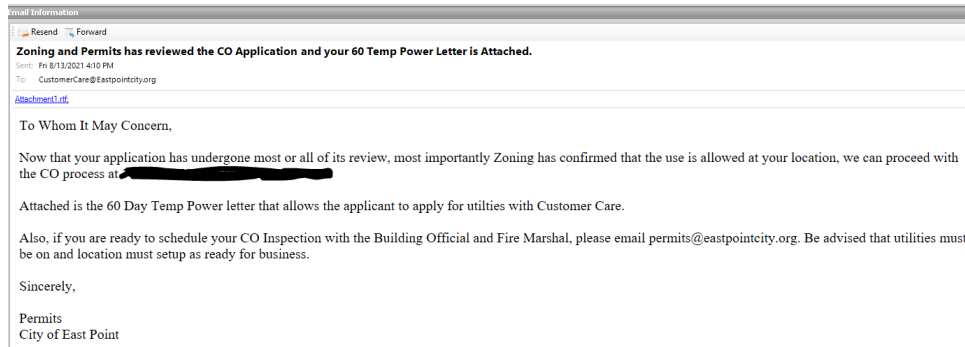
Only after approval by Zoning will the applicant be allowed to move forward with the process. The applicant will be emailed status before or on 3rd business day.

Please see attachment for more information and instructions.

Permits
permits@eastpointcity.org

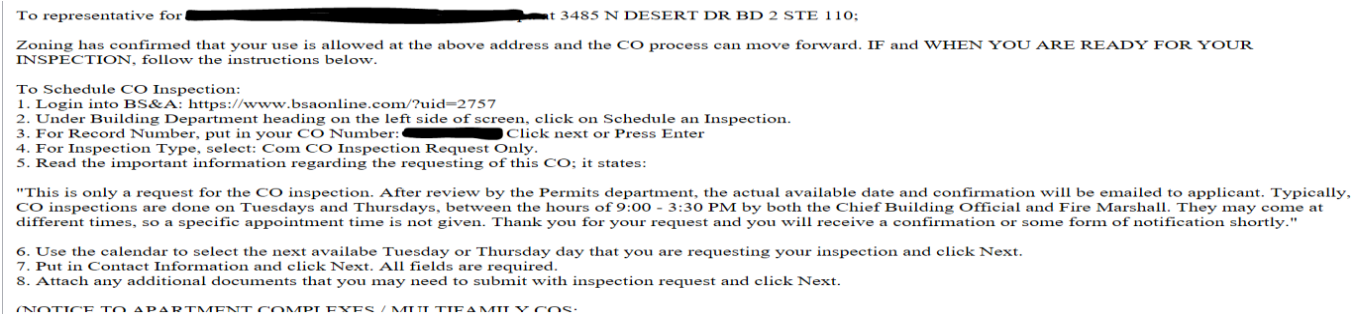
c) Approval from Zoning and 60 Day Temp Power Letter Emailed

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



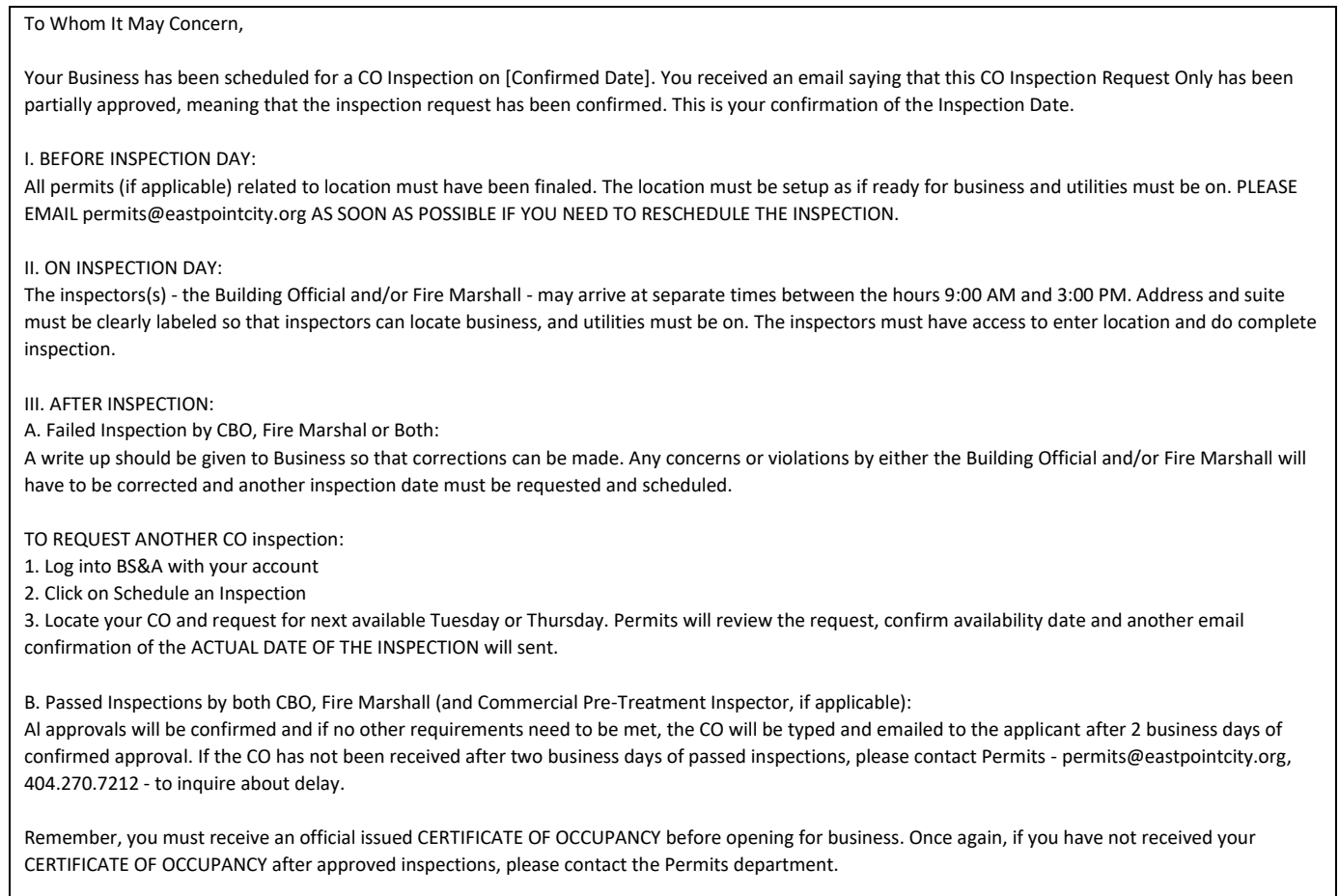
d) Instructions on How to Schedule Inspection Emailed

- 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)



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:



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)