

2757 East Point Street, East Point, GA 30344 | Phone: (404) 669-4399, option 2 | inspections@eastpointcity.org

## HOW TO SCHEDULE AN INSPECTION

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## II. Scheduling an Inspection

There are two simple ways to Schedule	See Video: Scheduling Inspection via BS&A Portal						
an Inspection:							
<ul> <li>Using the Link in Permit Issued Email</li> </ul>	Com Electrical Permit PE21-0378 with City of City of East Point - Building $\bigcirc \bigcirc \bigcirc \bigcirc \rightarrow \bigcirc \cdots$						
Logging into BS&A Account	B     To     © Terrance Harris     10:00 PM       Step 2: Select Inspection Type and Date       Image: PE21-0378.pdf       Image: PE21-0378.pdf       Image: PE21-0378.pdf						
If you use the link within the email,	Phish Alert + Get more add-ins regettion right W (done Seetable * * ) Your Com Flectrical permit has been issued. Permit number:						
after clicking on the Link and logging in,	PE21-0378 <u>View Details or Schedule an Inspection</u> Using the calendar below, select an available date for your inspection request.						
you will be sent directly to "Step 2:	Address: 99999 Address for Testing Parcel Number: 14015700120016						
Select Inspection Type and Date"	Subdivision: Lot:						
screen for that specific permit.	Block: Project Number: 12 13 14 15 16 17 18						
	nttps://www.sasonine.com/col/wykequestactwity/vermitapplicat         19         20         21         22         24         25           uid=27578&permitApplicationGuid=cf3cfe0b-6aa4-4bd1-92cf-         26         27         26         26         31						
To Login and Schedule Inspection: G 1. After logging in, select "Schedule an Inspection" under Building Department.	EORG I Building Department Apply for a Permit Apply for a Planning, Zoning or Engineering Process Building Department Search Schedule an Inspection View My Activity Update Contact Information						
Unlike using the email, with logging in, the correct Permit must be selected 1 <sup>st</sup> .	Select a Record         Select Inspection Type and Date         Contact Information         Submit Request           Step 1: Select a Record         Enter a Permit. Certificate. Enforcement or PZE Process Number. including any dashes or spaces.         Enter a Permit. Certificate. Enforcement or PZE Process Number. including any dashes or spaces.						
<ol><li>Use the search and or navigation buttons to locate</li></ol>	☆ Record Number: ex. P821-0001						
permit, click on it to select it	Record Type         Record Subtype         Record Number & Q         Property Address         Q         Project         Q         Parcel         Q         Lot         Q         Block         Q           OccupancyCertificate         Final         OF21-0063         99999 Address for Testing         J2021-00664         14015700120016         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V         V						
and click Next.	OccupancyCertificate         Final         OF21-0072         99999 Address for Testing         J2021-00792         14015700120016						
	Permit         Com Electrical         PE21-U3/8         99999 Address for lesting         14U15700120016           Permit         Res Roof         PROOF20-0091         99999 Address for Testing         J2020-00973         14015700120016						
	IL 4 1 I I I Displaying items 1 - 4 of 4						
	Next						

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<ul> <li>Select the type of Inspection.</li> <li>Select the type of Inspection.</li> <li>Use the calendar to select the next available Date you want for the inspection.</li> <li>Confirm the Contact Information.</li> <li>Upload an supporting documents and/or pictures.</li> </ul>	Inspection Details       Step 3: Contact Information         Section Type:       Select the bree of inspection vou wish to request.         Inspection Date       Inspection Date         Using the calendar below, select an available da       Image calendar below, select an available da         Image calendar below, select an available da       Image calendar below, select an available da
7 Dut in any schoduling notes	12       13       14       15       16       17       18         19       20       21       22       23       24       25         26       27       28       29       30       31         Sup 4 Attach Documents         Document for       Sup 4         Notes       Attach Documents
that you Inspections to know, for example lockbox numbers, etc and click submit.	

# III. Viewing Status of Inspection

1. 2. 3.	Login into BS&A Account Click on View My Activity Click on Inspections tab	See Video: View Status of Past Inspection								
4.	Uncheck the Box: Only Show Future Inspections	Apply Apply Engir Build Schee View Upda	ilding Dep / for a Plan beering Pro- ing Departr dule an Insp My Activity te Contact siness Lice	artment ining, Zor cess ment Sea pection Informat nsing	ning or rch	View I Con Cert	activity with: If the desired of tractor Inform tificates Inspection View, resch Only	City of East I municipality i nation I Ins ons nedule or car Show Future	Point s not in this I spections	ist cl Pen
5.	Locate Inspect Type for correct Permit. The status of the Inspection will be under the Result column.	Contractor Information Inspections Permits Permit Applications Processes Process Applications Certificates Contractor Information Inspections Certificates Contractor Information Inspections Certificates Certificat								
6.	For more details click on View link		Only Show Futur Property Address for Testing 99999 Address for Testing	e Inspections Inspection Type Ele - Final Final	Scheduled Date • 12/7/2021 12/6/2021	Completed Date Q 12/6/2021	Result Q Disapproved	Linked Record PE21-0378 PROOF20- 0091	<u>View</u>	

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7. The status of the inspection will be under the Inspection Information.	Jump To: Inspection Information   Violations   Associated Record Information   Attachments
If there were any Violations – reasons for a Disapproved inspection – they will be listed under the Violations tab	Inspection Information Inspection Ele - Final Type Inspector Not Available Result Disapproved
<ol> <li>8. Click View on the specific violation for more details.</li> </ol>	Scheduled 12/07/2021 Date
	Completed 12/06/2021 Date
	Violations     Back To Top
	Show All Collapse All]
	Title Violation Type Date Found Corrected Date Corrected
	This is a Test by TH - Denied Electrical Code 12/6/2021 No <u>View</u>
	Denied, 20 amp appliance circuit required for Kitchen counter
GE	ORGIA