



Department of Planning &  
Community Development

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## Concept Reviews

Concept Reviews is a pre-submission program that allows customers to meet with the City of East Points Technical Review Committee. The purpose is to allow East Points departments to review and refine plans for specific scopes of work. Concept reviews apply to projects that are 1) greater than 5,000 sq ft. 2) 3 lots or greater, or 3) new commercial construction / renovation.

Please note: Concept Reviews are **NOT** permits. They are neither approved nor denied. The Concept Review Process serves as a guide to streamline the permitting process by providing applicants with technical feedback prior to starting the permit review process.

### What is the Process?

Concept review applications and supporting documents are submitted into BSA. The process starts after payment is made and takes approximately 2 weeks. The first week is for the technical review committee to review site plans and concept drawings. The next week is a meeting via Microsoft Teams, where all parties will discuss the requirements with the review departments, including but not limited to Zoning and Engineering.

Concept Review meetings are held on Thursdays at 2:00p.m. You will receive notification of your meeting date once the plan review cycle has been completed. During this meeting, participants will discuss the project, any comments by the review team and provide an outline of the path in which the applicant is to follow for any subsequent submittals.

### How to Apply?

- 1) Download and Complete Concept Review Application
- 2) Submit Concept Application and Site / Concept drawings via the BS&A Portal. [Click here to create your BS&A account.](#)
- 3) Permit staff processes initial submittal and sends invoice. (Here is the link to pay your invoice when received: [Online Payment](#))
- 4) After payment is made, the plans are routed to appropriate divisions for review via BS&A.
- 5) Once all reviews have been completed, your concept review meeting will be scheduled.

## **Resource Links**

[BSA Online Portal](#)

[Apply in BSA](#)

[BSA Online Payments](#)

[Concept Review Application](#)

[A guide to apply for Concept Reviews](#)

[Technical Review Committee Contact List](#)