

This application is not a permit until fees are received and drawings/plans (if applicable) are approved. Any work prior to permit issuance is prohibited. Permits are non-transferable and Fees are Non-Refundable! All permit applications are to be completed and submitted through the BS&A Online Permitting Portal: <https://bsaonline.com/?uid=2757>

PROJECT ADDRESS:

Unit/Suite/Apt#:

Parcel:

☐ **Residential** ☐ **Commercial**

Fee:

\$75.00 Base Permit Fee + # of
Fixtures (* \$25) + Plan Review Fee
+ \$45.00 Admin Fee

Plan Review:

(Fire Alarm or Sprinkler submittals
require a plan review. Commercial
drawings must be stamped by design
professional.)

Permit Type (Required):

1. ☐ **Fire Alarm System**
2. ☐ **Fire Sprinkler System**
3. ☐ **Fire Suppression**
4. ☐ **Irrigation Sprinkler System**

Project Description (Required):

Permit Holder Required Credentials:

This permit will be issued to the Contractor doing the work. If an agent is submitting on behalf of the contractor, an [East Point Authorized Agent Form](#) MUST be submitted also.

Contractor:

1. Current Business License / Occupational Tax Certificate
2. Copy of GA State Certifications
3. US Issued ID of State Card Holder
4. US Issued ID of Agent if submitting of State Card Holder

How to Apply Online:

After [Setting Up Your Online Account](#),

1. Go to [BS&A Portal](#).
2. Click on Apply for Permit

Building Department

Apply for a Permit

**Apply for a Planning, Zoning
or Engineering Process**

3. Step 1: Put in street number of address, locate address, and click Next.
4. Step 2: Select "Pull a BUILDING, HVAC/Mechanical, Electrical or Plumbing Permit)..."
5. Select Com Fire Alarm, Com Sprinkler System or Res Sprinkler System (Irrigation).
6. Input description. See Sample below. Click Next:

Step 2: Enter Permit Details

Use the drop down to assist with selecting the correct type of submittal desired, typically, For Building Permits, when asked for Construction Value is put on the application.

★ What would you like to do?

Pull a BUILDING, HVAC/Mechanical, Elect...

★ Enter the permit type for which you wish to apply:

Com Sprinkler System

★ Please describe the work to be done in detail:

Sprinkler System

7. Step 3: Confirm Applicant information and click Next.
8. Step 4: Input Estimated Fees. Click Next.
9. Step 5: Attach all required documents for this submittal. This application will be required to be uploaded. Click Next
10. Step 6: Confirm information and click Submit.

FIRE ALARM OR SPRINKLER PERMIT INFORMATION

Who is the PERMIT HOLDER – the person responsible for, will supervise <i>and do the work</i> for this permit: (Reference the “Who Can Pull a Permit document)		
<input type="checkbox"/> Homeowner / Property Owner <ul style="list-style-type: none"> Tax Bill and/or Deed filed with County Required Stated Issued ID Required 	<input type="checkbox"/> Contractor (if To Be Determined please check <input type="checkbox"/>) <ul style="list-style-type: none"> Current Business License Required Copy of State Certification (if applicable) Required State Issued ID Required 	
<p style="color: red; font-weight: bold;">The signature below is a binding statement that the permit holder will be responsible for and supervise the job at the permitted address and that the Property Owner is aware of, agrees with and has granted permission for this permit to be applied for and issued.</p> <p>Signature of Permit Holder (or agent): _____ Date: _____</p>		
<p style="text-align: center;">Who is submitting this application:</p> <p style="text-align: center;"> <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Designer / Engineer / Architect <input type="checkbox"/> Permit Expeditor <input type="checkbox"/> Agent for Permit Holder </p>		
AGENT FOR PERMIT HOLDER: (All Contact Information Required! Authorized Agent Form required!)		
Name: _____		Phone: _____
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
PROPERTY OWNER: (REQUIRED – APPLICATION WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER'S INFORMATION!)		
Name: _____		Phone: _____
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
CONTRACTOR: (All Contact Information Required - if To Be Determined, please check <input type="checkbox"/>) If contractor is to be determined, an ‘ASSIGNING CONTRACTOR TO PERMIT AFTER SUBMISSION’ form must be submitted with updated information and signatures before permit can issued.)		
<input type="checkbox"/> State Certified Contractor	<input type="checkbox"/> Specialty Trade <small>(Roofers, Concrete, Siding, Sheetrock, Fence, Windows, etc...)</small>	
Name: _____		Phone: _____
Company Name: _____		Phone (Company): _____
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
Business License #: _____		State Card # (if applicable): _____
DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):		
<input type="checkbox"/> Designer <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Permit Expediter		
Name: _____		Phone: _____
Company Name: _____		Phone (Company): _____
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____		

CONTACT INFORMATION