

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

Project Description / Full Scope:
(Required):

ESTIMATED VALUE (Required):
(Total Value of Job *minus* Mechanical,
Electrical, Plumbing, Sprinklers, Fire
Alarm)

\$ _____

Structure Type and Info (Required):

After project is done, the property will be
or remain a/an:

- ☐ ADU / Habitable Accessory Structure
☐ Single Family Home
☐ Duplex

Multiunit:

- ☐ Townhome(s):
☐ Attached
☐ Detached

Structure Info (Required):

_____ # Units
_____ # of Floors
_____ Total Occupied Sq FT
_____ Bedrooms _____ Bathrooms
_____ Offices / Suites (Commercial)
_____ # of Parking Spaces
_____ # of Buildings (Apartment Complex)

Construction Type: _____

Occupancy Load: _____ Occupancy Type: _____

Building Permit Type (Required):

*** - Requires plan review. No
Hardcopies of plans accepted! All
drawings must be uploaded into the
BS&A portal in scalable digital
format. (See Drawing Submittal Guide
for drawing requirements)**

**** - Requires additional East Point
Forms**

A. New Construction

**Requires CO to be issued for each
individual structure and/or unit
(See/Complete CO page of this
application!):**

*Residential Dwelling(s)

☐ Single Family Home:

☐ Multiunit:

- Beginning Unit

- End Unit

(Submit a spreadsheet of all
unit addresses WITH
application)

**The attached Infill Packet MUST be
completed for all New Residential
Construction, single lots!**

BP - RESIDENTIAL NEW 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)		
☐ Homeowner / Property Owner - Tax Bill and/or Deed filed with County Required - Completed Homeowner's Affidavit Form Required - Stated Issued ID Required	☐ Contractor (if To Be Determined please check ☐) - Current Business License Required - Copy of State Certification (if applicable) Required - State Issued ID Required	
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. Signature of Permit Holder (or agent): _____ Date: _____		
Who is submitting this application: ☐ Property Owner ☐ Contractor ☐ Designer / Engineer / Architect ☐ Permit Expeditor ☐ Agent for Permit Holder		
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 ☐) 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.)		
☐ State Certified Contractor	☐ Specialty Trade (Roofer, Concrete, Siding, Sheetrock, Fence, Windows, etc...)	
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):		
☐ Designer ☐ Engineer ☐ Architect ☐ Permit Expediter		
Name:	Phone:	
Company Name:	Phone (Company):	
Address:		
City:	State:	Zip:
Email:		

Type of CERTIFICATE: At the completion of this project, I am requesting the following Certificate(s) TO BE issued.

(\$115.00 for each Certificate issued. Per Fee schedule, Certificate fees will be assessed per unit for multifamily and townhome dwellings.)

☐ **Certificate of Completion (CC - Residential and Commercial)**

For all renovations whereby the square footage and use has not changed! Can be issued when a Certificate of Occupancy is not required and can only be issued *After* the final inspection for specific permit has been approved.

☐ **Residential Certificate of Occupancy (CO)**

Required for: all new residential construction, additions/reductions where occupied square footage changes and any changes in zoning use (*i.e., as in from duplex to single family home, commercial to residential, etc....*) Can only be issued after Building Final inspection has been approved. (For multiunit permit, submit a spreadsheet of all unit addresses.

☐ **Commercial Certificate of Occupancy (CO) – This section must be completed by Property Owner!**

Required for: all new commercial construction, additions / reductions where occupied square footage changes, any change in use, after new shell builds, any tenant build outs, any change of ownership of commercial building or businesses. LANDLORDS of commercial buildings *and* business tenants must have their own CO and Business License.

This CO is for the: ☐ **Landlord** ☐ **Tenant...** ☐ **Owner Occupied** (Landlord and Tenant the same)

I, _____ (print name) , owner of the property:

(The Property Owner must select one of the three options and sign below)

1. ☐ **Owner Occupied:** WILL occupy and WILL operate the business at the permitted address.
2. ☐ **Owner as Landlord:** WILL NOT occupy the property, however, I have the intention to lease property to future and/or existing tenants.
3. ☐ **Owner Leasing to Tenant:** Agree to lease said property and/or suite to...

Tenant: _____ beginning as of date: _____.

Property Owner's Signature Date

Notary's Signature Date (seal)

Business Name:

Address (No PO Boxes) : _____ **City** _____ **State** _____ **Zip** _____

Email:

Use, Services and Products Provided (*must be very specific, i.e – "Warehouse storing shipping logistic products, "Administration Tax Office for seeing clients only, etc..."*):

CERTIFICATE OF OCCUPANCY OR COMPLETION REQUEST

PLANNING & COMMUNITY DEVELOPMENT

RESIDENTIAL INFILL & PUBLIC PARTICIPATION CHECKLIST

ALL DOCUMENTS AND QUANTITIES ARE REQUIRED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Item #	Required Document	Number of Copies	Check ☐
1.	Survey Area Table	1 original hardcopy and 1 digital copy (PDF format)	
2.	Proposed Project Design Specifications	1 original hardcopy and 1 digital copy (PDF format)	
3.	Pictures (in Color) of all 13 Homes Surveyed with the Address Labeled on Each Picture.	1 original hardcopy with no more than 2 pictures per page and 1 digital copy (PDF format)	
4.	Public Participation Plan	1 original hardcopy and 1 digital copy (PDF format)	
5.	Copy of Filled Out Notification Postcard or Notification Letter	1 original hardcopy and 1 digital copy (PDF format)	
6.	Public Participation Report	1 original hardcopy and 1 digital copy (PDF format)	
7.	Applicant Acknowledgement of Public Participation	1 original (signature and notarization) and 1 digital copy (PDF format)	
8.	Community Meeting Sign-In Sheet	1 original hardcopy and 1 digital copy (PDF format)	
9.	List of Property Owners within 500 ft	1 original hardcopy and 1 digital copy (PDF format)	
10.	Copy of Development Plan presented to the community	1 original hardcopy and 1 digital copy (PDF format)	

REQUIRED ITEMS FOR INFILL AND PUBLIC PARTICIPATION PACKET:

Applications are available at the Department of Planning and Community Development or at www.eastpointcity.org. All application submittals must be done in person at 2757 East Point Street, East Point, GA 30344 between 8:00 a.m. and 3:30 p.m. The applicant must meet with a City Planner to obtain a survey area and public participant contact information before submitting this packet.

- SURVEY AREA TABLE:** Identify the scope of work and complete the appropriate columns as indicated. The survey area consists of thirteen (13) single-family homes including: three (3) houses on each side, six (6) houses in the front and one (1) house in the rear of the proposed infill development. Total square footage data can be found by searching "[Fulton County qPublic.net](http://FultonCountyqPublic.net)," within an internet browser.
- PROPOSED PROJECT DESIGN SPECIFICATIONS:** Provide all details of the applicant's proposed project. The City of East Point Ordinances regarding rules and regulations on design standards can be found within [Chapter 4, Article J, Section 10-4091\(5\)](#).
- PICTURES OF 13 SURVEYED HOMES:** Submit clear and visible colored photos with addressed labeled on each picture. The applicant may submit no more than two pictures per page. Make sure and label each photo with the correct address.
- PUBLIC PARTICIPATION PLAN:** Applicants are required to submit a public participation plan for meeting with interested citizens to advise residents of residential infill applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development. The requirement for a public participation plan does not give communities decision making powers.

5. **COPY OF NOTIFICATION POSTCARD OR NOTIFICATION LETTER:** The applicant must provide a copy of letter of notification to the impacted adjacent property owner. This letter may come in the form of a postcard that is provided within this packet.
6. **PUBLIC PARTICIPATION REPORT:** An applicant's responsibilities are to inform the public, solicit input, and provide a summary of these activities in the form of a written report. Applicants are encouraged to listen to the concerns of the community and seek to reach a consensus on the outstanding issues.
7. **ACKNOWLEDGEMENT OF PUBLIC PARTICIPATION FORM:** This notarized and signed document states that the applicant has done their due diligence in gathering public input thus fulfilling their public participation requirement for this packet. This form also needs to be signed by the community representative that participated in the residential infill public participation program.
8. **COMMUNITY MEETING SIGN-IN SHEET:** The applicant needs to document ALL participants who attend their community meeting by documenting their names, phone numbers and email addresses. The applicant must show how many people participated.
9. **LIST OF PROPERTY OWNERS WITHIN 500-FEET:** This list will need to be issued and distributed by the Planning Division. Once this document is obtained, the applicant will need to notify all property owner's addresses on this list with either a notification postcard or a notification letter regarding details of their community meeting for their public participation plan.
10. **COPY OF DEVELOPMENT PLAN PRESENTED TO THE COMMUNITY:** The applicant shall attach a copy of the development plan presented to the community representative. This can come in the form of a powerpoint presentation or a word document.

DEFINITION OF RESIDENTIAL INFILL DEVELOPMENT

For the purposes of this section, the term "Infill" shall apply to all residential zoning categories excluding townhomes and apartments.

PURPOSE OF RESIDENTIAL INFILL AND PUBLIC PARTICIPATION

In order to establish and maintain compatibility among residential developments and to preserve the aesthetic qualities of neighborhoods, which serves to preserve the property values of all residential land owners and developers, promote the health, welfare and safety of neighborhoods, and preserve the tax base of the City of East Point. The public participation program is in place to ensure that applicants pursue early effective public involvement in conjunction with their petitions, ensure that the citizens of East Point have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, neighborhood groups, community associations and other organizations, elected officials and city staff. A minimum target area for public participation shall be a 500-foot radius from the affected property.

SUBMITTING YOUR RESIDENTIAL INFILL PACKET

Please submit your infill packet in the order as specified within the checklist at the top of page 1. Completed residential infill and public participation packets are one item needed in order to apply for a building permit and shall be submitted simultaneously with a building permit application. Because of the amount of time and work that is put into the City of East Point's infill packets, the applicant should make sure that they maintain a copy of all documents for their records.



FOR OFFICE USE ONLY

Date: _____ Permit #: _____

PLANNING & COMMUNITY DEVELOPMENT

2757 East Point Street, East Point, GA 30344
Phone: (404) 270-7029 | Email: planning&communitydevelopment@eastpointcity.org

www.eastpointcity.org
Kimberly Smith, Director

SURVEY AREA TABLE**PROJECT DETAILS**

Address: _____ Print Name: _____ Phone: _____

SCOPE OF WORK (Check One):

- ☐ Project consists of installing new exterior material only and will not add any square footage to the home **(Complete columns A and B only)**
☐ Project consists of adding square footage to the existing home **(Complete columns A, B and C only)**
☐ Project consists of constructing a new single-family home **(Complete columns A through H)**

SURVEY AREA TABLE

A	B	C	D	E	F	G	H
Address	Exterior Material Type	Total Square Feet	Orientation of Home (Home Faces What Street?)	Foundation Type	Front Porch, Stoop or Neither?	Garage, Carport or Neither?	Fireplace, Chimney or Neither?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
AVERAGE OF COLUMNS B-H:							

Date: _____ Permit #: _____

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PROPOSED PROJECT DESIGN SPECIFICATIONS FORM

PROJECT LOCATION

Address: _____

PROPOSED PROJECT DETAILS

Provide us details of your proposed project. All fields are required. Incomplete forms will not be accepted.

Exterior Material Type: ☐ Brick ☐ Stone ☐ Stucco ☐ Siding ☐ Other

If **Siding**, What Type? _____

If **Other**, What Type? _____

Total Square Footage (including existing and proposed): _____

Orientation of Home (Home Faces What Street?): _____

Foundation Type: ☐ Slab ☐ Crawl ☐ Basement ☐ Partial

Front Porch: ☐ Yes ☐ No

Front Stoop: ☐ Yes ☐ No

Garage: ☐ None ☐ Attached ☐ Detached
Size: ☐ 1-car ☐ 2-car ☐ 3-car

Carport: ☐ None ☐ Attached ☐ Detached
Size: ☐ 1-car ☐ 2-car ☐ 3-car

Fireplace ☐ None ☐ Internal ☐ External

Chimney ☐ None ☐ Internal ☐ External

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PHOTOS OF 13 HOMES SURVEYED
(Must be in color and no more than two photos per page)

EXAMPLE ONLY

(Do not submit this page with your packet)

ADDRESS: 2777 EAST POINT STREET



ADDRESS: 2791 EAST POINT STREET



Date: _____ Permit #: _____

PLANNING & COMMUNITY DEVELOPMENTwww.eastpointcity.org

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Kimberly Smith, Director

Phone: (404) 270-7029 | Email: planning&communitydevelopment@eastpointcity.org**PUBLIC PARTICIPATION PLAN**

(Page 1 of 2)

Public participation plans are required with all residential infill applications and must be filed simultaneously with the application.

PROJECT DETAILS

Address: _____

Describe Project's Scope of Work: _____

APPLICANT

Name: _____ Phone: _____

Address: _____ E-mail: _____

City/State/Zip: _____ Fax: _____

IDENTIFY MEETING DETAILSMeeting Type: ☐ Neighborhood Meeting ☐ Social Media ☐ Video Conferencing ☐ *Other (Provide Details Below)

Meeting Location: _____

Meeting Date: _____ Meeting Time: _____

*Other Meeting Details: _____

NOTIFY THE FOLLOWING PUBLIC PARTICIPANTS

1. Property owners within 500-feet of project address **(REQUIRED)** – *attach this list to infill packet (checklist item #9)*
Contact the Planning Division (404-270-7029 or pcd@eastpointcity.org) for this list.
2. East Point Neighborhood Association **(REQUIRED)** – *or closest Neighborhood Association if project is located outside of one.*
Applicant must fill out all fields below. Incomplete applications will not be accepted.
Neighborhood Name: _____
Neighborhood Representative Name: _____ Phone: _____
Neighborhood Representative E-mail: _____
3. Council Members in Ward _____. **(REQUIRED)**
Applicant must fill out all fields below. Incomplete applications will not be accepted.
Councilmember _____ Address: 2757 East Point Street, East Point, GA 30344
Councilmember _____ Address: 2757 East Point Street, East Point, GA 30344

Date: _____ Permit #: _____

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PUBLIC PARTICIPATION PLAN

(Page 2 of 2)

4. Other Organization(s) (IF APPLICABLE)

Specify Organization, Contact Name, Phone and E-mail: _____

HOW WILL YOU NOTIFY PUBLIC PARTICIPANTS?

Provide a detailed explanation of how interested parties will be informed of residential infill:

PROVIDE METHOD OF DISCUSSING PROJECT WITH PARTICIPANTS

Describe method for providing opportunities for discussion with interested parties before meetings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties of the purpose, place and time of meeting.

Attach an additional sheet if needed.

INCLUDE PROJECT DETAILS

During the meeting, the applicant must provide a site plan and sketches, including at least the building footprint and front and side elevations, of any structure to be built. (REQUIRED)

The applicant shall bring to the community meeting copies of the plan which can be distributed and kept by the community. (Size not to exceed 11 × 17 inches).

The applicant shall conduct an additional community meeting if any modifications are made to the application after it has been reviewed by the appropriate property owners, neighborhood groups, community associations other organizations and any political subdivision of the state (elected council ward representatives) affected by the application.

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COPY OF THE NOTIFICATION POSTCARD

The applicant may fill out the postcard below with the exact details that are being provided to the public participants in their actual postcards. If the applicant chooses not to use the provided postcards, they may submit a self-written notification letter instead.

NOTIFICATION OF PUBLIC PARTICIPATION POSTCARD

Location of Project: _____

Description of Project: _____

A presentation has been scheduled for:

Meeting Location: _____

Date: _____ Time: _____

Applicant Name: _____ Phone: _____

Applicant E-mail: _____

Please R.S.V.P. with applicant if you plan to attend.

The intent of this postcard is to invite the notified participant to attend a presentation provided by the applicant regarding their Infill Development project within the City of East Point per Zoning Ordinance Chapter 4, Article J.



FOR OFFICE USE ONLY

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PUBLIC PARTICIPATION REPORT

DATE AND LOCATION OF MEETING

Provide dates and locations of all community and/or other meetings that were attended by the applicant to discuss the residential infill application (Attach meeting notices, letters, etc.)

NUMBER OF PEOPLE WHO PARTICIPATED

Provide the number of people who participated in meetings held to discuss the residential infill application. (Attach sign-in sheets)

SUMMARY OF CONCERNS AND ISSUES

Provide a summary of concerns and issues expressed by interested parties.

SUMMARY OF APPLICANT'S RESPONSE TO CONCERNS AND ISSUES

Provide a summary of the applicant's response to concerns and issues.

Attach an additional sheet if needed



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APPLICANT ACKNOWLEDGEMENT FOR PUBLIC PARTICIPATION

ACKNOWLEDGEMENT

I acknowledge that I have received and understand the public participation requirements for meeting with interested citizens to advise residents of pending zoning, variance, special use permit, residential infill or subdivision of property applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development. Moreover, I attest that all information provided herein is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

NOTARIZATION

PRINT NAME

NOTARY SIGNATURE

SIGNATURE

COMMISSION EXPIRES

[SEAL]

DATE

DATE

COMMUNITY REPRESENTATIVE SIGNATURE

Provide a signed copy of this notification form, signed by both the applicant and a representative of the community presented to.

ORGANIZATION NAME

PRINT NAME

SIGNATURE

DATE



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RESIDENTIAL INFILL COMMUNITY MEETING SIGN-IN SHEET

The applicant is required to submit a sign-in sheet with their Residential Infill packet. They may include this form or provide their own.

PROJECT LOCATION

Address: _____

PARTICIPANT SIGN-IN

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

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Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Attach additional sheets as needed.

NOTIFICATION OF PUBLIC PARTICIPATION POSTCARD

Location of Project: _____

Description of Project: _____

A presentation has been scheduled for:

Meeting Location: _____

Date: _____

Applicant Name: _____

Applicant E-mail: _____

Time: _____

Phone: _____

Please R.S.V.P. with applicant if you plan to attend.

The intent of this postcard is to invite the notified participant to attend a presentation provided by the applicant regarding their Infill Development project within the City of East Point per Zoning Ordinance Chapter 4, Article J.

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Department of Planning & Community Development
2757 East Point Street
East Point, GA 30344

POST
OFFICE
WILL NOT
DELIVER
WITHOUT
STAMP



Department of Planning & Community Development
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East Point, GA 30344

POST
OFFICE
WILL NOT
DELIVER
WITHOUT
STAMP

Current Resident

Current Resident



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WILL NOT
DELIVER
WITHOUT
STAMP



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Current Resident

Current Resident
