

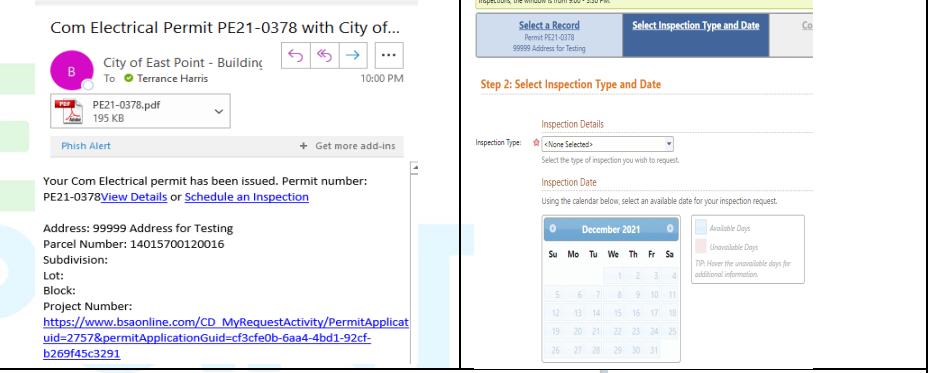
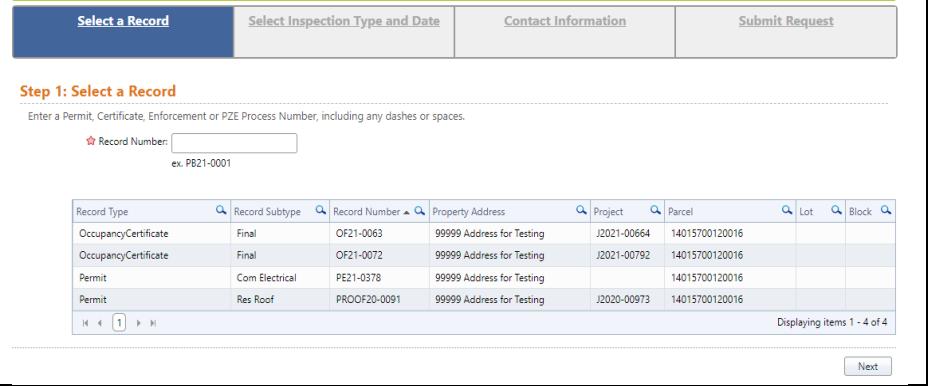
HOW TO SCHEDULE AN INSPECTION

I. Table of Contents

Contents

I. Table of Contents.....	1
II. Scheduling an Inspection	1
III. Viewing Status of Inspection.....	2

II. Scheduling an Inspection

<p>There are two simple ways to Schedule an Inspection:</p> <ul style="list-style-type: none"> • Using the Link in Permit Issued Email • Logging into BS&A Account <p>If you use the link within the email, after clicking on the Link and logging in, you will be sent directly to “Step 2: Select Inspection Type and Date” screen for that specific permit.</p>	<p>See Video: Scheduling Inspection via BS&A Portal</p> 																																								
<p>To Login and Schedule Inspection:</p> <ol style="list-style-type: none"> 1. After logging in, select “Schedule an Inspection” under Building Department. 																																									
<p>Unlike using the email, with logging in, the correct Permit must be selected 1st.</p> <ol style="list-style-type: none"> 2. Use the search and or navigation buttons to locate permit, click on it to select it and click Next. 	 <table border="1"> <thead> <tr> <th>Record Type</th> <th>Record Subtype</th> <th>Record Number</th> <th>Property Address</th> <th>Project</th> <th>Parcel</th> <th>Lot</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td>Occupancy/Certificate</td> <td>Final</td> <td>OF21-0063</td> <td>99999 Address for Testing</td> <td>J2021-0064</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Occupancy/Certificate</td> <td>Final</td> <td>OF21-0072</td> <td>99999 Address for Testing</td> <td>J2021-0072</td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Com Electrical</td> <td>PE21-0378</td> <td>99999 Address for Testing</td> <td></td> <td>14015700120016</td> <td></td> <td></td> </tr> <tr> <td>Permit</td> <td>Res Roof</td> <td>PROOF20-0091</td> <td>99999 Address for Testing</td> <td>J2020-0093</td> <td>14015700120016</td> <td></td> <td></td> </tr> </tbody> </table>	Record Type	Record Subtype	Record Number	Property Address	Project	Parcel	Lot	Block	Occupancy/Certificate	Final	OF21-0063	99999 Address for Testing	J2021-0064	14015700120016			Occupancy/Certificate	Final	OF21-0072	99999 Address for Testing	J2021-0072	14015700120016			Permit	Com Electrical	PE21-0378	99999 Address for Testing		14015700120016			Permit	Res Roof	PROOF20-0091	99999 Address for Testing	J2020-0093	14015700120016		
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<ol style="list-style-type: none"> 3. Select the type of Inspection. 4. Use the calendar to select the next available Date you want for the inspection. 5. Confirm the Contact Information. 6. Upload an supporting documents and/or pictures. 	<p>Step 2: Select Inspection Type and Date</p> <p>Inspection Details</p> <p>Inspection Type: Ele - Final </p> <p>Select the type of inspection you wish to request.</p> <p>Inspection Date</p> <p>Using the calendar below, select an available date.</p> <p></p>	<p>Step 3: Contact Information</p> <p>Enter your contact information to be included with the request.</p> <p>Name: TERRANCE HARRIS</p> <p>Phone Number: (404) 270-7212</p> <p>Email Address: tharris@eastpointcity.org</p> <p>Confirm Email: tharris@eastpointcity.org</p>
<ol style="list-style-type: none"> 7. Put in any scheduling notes that you Inspections to know, for example lockbox numbers, etc... and click submit. 	<p>Notes</p> <p><input type="checkbox"/> Notes</p>	<p>Step 4: Attach Documents</p> <p>Attach Documents</p> <p>Document Title Status Description File Name</p> <p></p> <p>Add Additional Document</p>

III. Viewing Status of Inspection

<ol style="list-style-type: none"> 1. Login into BS&A Account 2. Click on View My Activity 3. Click on Inspections tab 4. Uncheck the Box: Only Show Future Inspections 	<p>See Video: View Status of Past Inspection</p> <p>Building Department </p> <p>Apply for a Permit</p> <p>Apply for a Planning, Zoning or Engineering Process</p> <p>Building Department Search</p> <p>Schedule an Inspection</p> <p>View My Activity </p> <p>Update Contact Information</p> <p>Business Licensing</p>	<p>View activity with: City of East Point</p> <p>If the desired municipality is not in this list click here</p> <p>Contractor Information </p> <p>Certificates</p> <p><input type="checkbox"/> Inspections</p> <p>View, reschedule or cancel inspections.</p> <p><input checked="" type="checkbox"/> Only Show Future Inspections</p>																		
<ol style="list-style-type: none"> 5. Locate Inspect Type for correct Permit. The status of the Inspection will be under the Result column. 6. For more details click on View link 	<p>Contractor Information Inspections Permits Permit Applications Processes Process Applications</p> <p><input type="checkbox"/> Inspections</p> <p>View, reschedule or cancel inspections.</p> <p><input type="checkbox"/> Only Show Future Inspections</p> <table border="1"> <thead> <tr> <th>Property Address</th> <th>Inspection Type</th> <th>Scheduled Date</th> <th>Completed Date</th> <th>Result</th> <th>Linked Record</th> </tr> </thead> <tbody> <tr> <td>99999 Address for Testing</td> <td>Ele - Final</td> <td>12/7/2021</td> <td>12/6/2021</td> <td>Disapproved</td> <td>PE21-0378 View</td> </tr> <tr> <td>99999 Address for Testing</td> <td>Final</td> <td>12/6/2021</td> <td></td> <td></td> <td>PROOF20-0091 View</td> </tr> </tbody> </table>	Property Address	Inspection Type	Scheduled Date	Completed Date	Result	Linked Record	99999 Address for Testing	Ele - Final	12/7/2021	12/6/2021	Disapproved	PE21-0378 View	99999 Address for Testing	Final	12/6/2021			PROOF20-0091 View	
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7. The status of the inspection will be under the Inspection Information.

If there were any Violations – reasons for a Disapproved inspection – they will be listed under the Violations tab.

8. Click View on the specific violation for more details.

Jump To: [Inspection Information](#) | [Violations](#) | [Associated Record Information](#) | [Attachments](#)

[Inspection Information](#)

[Back To Top](#)

Inspection Type	Ele - Final	Status	Completed
Inspector	Not Available	Result	Disapproved
Scheduled Date	12/07/2021		
Completed Date	12/06/2021		

[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		View

Denied, 20 amp appliance circuit required for Kitchen counter

