

**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

**Project Description / Full Scope:**  
**(Required):**

**ESTIMATED VALUE (Required):**  
**(Total Value of Job)**

\$ \_\_\_\_\_

**ROOF REPLACEMENT (Shingles Only):**

1.  Shingles Only - no decking (\$75.00 fee)
2.  Shingles Only - some decking (\$75.00 fee)

How much decking?  
\_\_\_\_\_

Permit Holder Required Credentials

This permit will be issued to the entity/person doing the work - Contractor or Homeowner/Property; *the Homeowner/Property owner cannot apply for Roof Contractor unless granted permission by Roof Contractor with [East Point Authorized Agent Form](#).*

Roof Contractor:

1. Current Business License / Occupational Tax Certificate
2. US Government Issued ID of Applicant

Homeowner:

1. Tax Bill or (Stamped) Fulton County Deed
2. US Government Issued ID of Applicant

How to Apply Online:

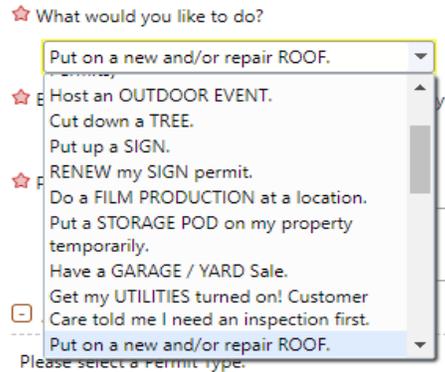
After [Setting Up Your Online Account](#),

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 "Put on new and/or repair ROOF", select commercial or residential and put in description. Click Next.



5. Input Value of Job and click Next.
6. Step 3: Confirm Applicant information and click Next.
7. Step 4: Input Estimated Fees. If Residential, the flat fee of \$75.00 is precalculated, whereas Commercial will be based on Value of Job. Click Next.
8. Step 5: Attach all required documents for this submittal. This application will be required to be uploaded. Click Next
9. Step 6: Confirm information and click Submit.

ROOF PERMIT INFORMATION

<b>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)</b>		
<input type="checkbox"/> <b>Homeowner / Property Owner</b> <ul style="list-style-type: none"> <li>• Tax Bill and/or Deed filed with County Required</li> <li>• Stated Issued ID Required</li> </ul>	<input type="checkbox"/> <b>Contractor</b> (if To Be Determined please check <input type="checkbox"/> ) <ul style="list-style-type: none"> <li>• Current Business License Required</li> <li>• Copy of State Certification (if applicable) Required</li> <li>• State Issued ID Required</li> </ul>	
<p>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>		
Signature of Permit Holder (or agent): _____ Date: _____		
<b>Who is submitting this application:</b> <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		
<b>AGENT FOR PERMIT HOLDER: (All Contact Information Required! <a href="#">Authorized Agent Form</a> required!)</b>		
Name:		Phone:
Address (Physical / No PO Boxes):		
City:	State:	Zip:
Email:		
<b>PROPERTY OWNER: (REQUIRED – APPLICATION WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER'S INFORMATION!)</b>		
Name:		Phone:
Address (Physical / No PO Boxes):		
City:	State:	Zip:
Email:		
<b>CONTRACTOR: (All Contact Information Required - if To Be Determined, please check <input type="checkbox"/>)</b> <b>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.)</b>		
<input type="checkbox"/> <b>State Certified Contractor</b>	<input type="checkbox"/> <b>Specialty Trade</b> <small>(Roofer, 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):
<b>DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):</b>		
<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