

## Contents

- I. WHAT REQUIRES A PERMIT? ..... 1
  - A. Overview ..... 1
  - B. Construction Permit Types Chart and Corresponding Applications ..... 2
- II. WHO CAN PULL A PERMIT, AUTHORIZED AGENTS AND REQUIRED CREDENTIALS ..... 5
  - A. Permit Holders: Homeowners, Contractors, and Specialty Trades..... 5
  - B. Authorized Agents pulling Permits on behalf of Permit Holder? ..... 6
  - C. Required Credentials for Permit Holders ..... 7

### I. WHAT REQUIRES A PERMIT?

#### A. Overview



In addition to the picture reference above and the Permit Type Chart below, please reference the list of applications on the City of East Point’s website to see what type of permits are required in the City of East Point. This may not include all circumstances; if you have any further questions, email [permits@eastpointcity.org](mailto:permits@eastpointcity.org).

A List of Applications can be found at: [www.eastpointcity.org](http://www.eastpointcity.org) → Applications & Forms → [Planning and Community Development](#).

B. Construction Permit Types Chart and Corresponding Applications

Below are the options for the question: “What would you like to do,” on the Step 2: Enter Permit details screen when apply for your permit via the BS&A portal. A chart is being provided of most of the permit types, the application required, and the menu option to choose to apply for that type of permit..

(Prior steps, see Videos: “[Apply for Permit](#)” and “[Step 1: Selecting a Property](#)”)

All Applications and Forms referenced below can be found at: [www.eastpointcity.org](http://www.eastpointcity.org) → Applications & Forms → [Planning and Community Development](#).

TYPE OF SUBMITTAL / PERMIT	Which Application do I use?	BS&A Menu Option: "What would you like to do?"	Video Example
Building Permit (General Repairs)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Cell Tower (Existing): Co-locators / Antennas	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → Com Cell Colocators / Antennas	<a href="#">See Video</a>
Certificate of Completion	Certificate of Completion	Apply for CERTIFICATE OF OCCUPANCY or COMPLETION. → Com Certificate of Completion (or) Res Certificate of Completion	
Certificate of Occupancy - Commercial	Certificate of Occupancy - Commercial	Apply for CERTIFICATE OF OCCUPANCY or COMPLETION. → Com Certificate of Occupancy	<a href="#">See Video</a>
Certificate of Occupancy - Residential	Certificate of Occupancy – Residential	Apply for CERTIFICATE OF OCCUPANCY or COMPLETION. → Res Certificate of Occupancy	<a href="#">See Video</a>
Charging Stations (EV) (Commercial)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
CLOSE / CANCEL Active Permit	Closing An Active Permit Form	Close an Active Permit!	<a href="#">See Video</a>
Commercial NEW CONSTRUCTION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Commercial REHAB / RENOVATION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Commercial TENANT BUILD OUT	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Commercial WHITEBOX / SHELL	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
CONCEPT Review	CONCEPT Review Application	Submit for CONCEPT REVIEW	<a href="#">See Video</a>
Conveyor Belts (Commercial)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Decks, Porches, Ramps, Steps, Gables	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
DEMOLITION (Complete)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → Com Demolition (or) Res Demolition	<a href="#">See Video</a>
Driveway and Walkways	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Electrical	Trade Permits Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → Com Electrical (or ) Res Electrical	<a href="#">See Video</a>

Electrical - Low Voltage	Trade Permits Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Fences	Building Permit Application	Put up a Fence	<a href="#">See Video</a>
Film Production	Film Application	Do a FILM PRODUCTION at a location.	
Fire Alarm (Commercial)	Trade Permits Application		
Fire Sprinkler (Commercial)	Trade Permits Application		
Food Truck	Food Truck Application		
Garage / Yard Sale	N/A	Have a GARAGE / YARD Sale	
Grease Trap (Commercial)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
HVAC / Mechanical	Trade Permits Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → Com HVAC / Mechanical (or) Res HVAC / Mechanical	<a href="#">See Video</a>
LDP (Land Disturbance Permit)	LDP Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → LDP (Soil Erosion)	
MOVING Permit (Pre-fabbed Structure)	Building Permit Application	MOVING Permit (Pre-fabbed Structure Placed at Location)	
Outside Event	Admin A - Event Application	Host an OUTDOOR EVENT	
Parade / Walk / Race	Admin A - Event Application	Host an OUTDOOR EVENT	
Parking Lot (Commercial)	LDP Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Permit Reinstatement - Building	Reinstating and Expired Permit Application	REINSTATE Inactive / Expired Permit.	<a href="#">See Video</a>
Permit Reinstatement - Electrical	Reinstating and Expired Permit Application	REINSTATE Inactive / Expired Permit.	<a href="#">See Video</a>
Permit Reinstatement - HVAC / Mechanical	Reinstating and Expired Permit Application	REINSTATE Inactive / Expired Permit.	<a href="#">See Video</a>
Permit Reinstatement - Plumbing	Reinstating and Expired Permit Application	REINSTATE Inactive / Expired Permit.	<a href="#">See Video</a>
PLAN / Drawings REVISIONS / AMENDMENTS - for Existing Active Permit	Building Permit Application	Submit REVISED / AMENDED Plans for Existing Active Permit!	
Plumbing	Trade Permits Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits) → Com Plumbing (or) Res Plumbing	<a href="#">See Video</a>
PODS - Temporary Storage Units	Building Permit Application	Put a STORAGE POD on my property temporarily.	
Power Release Inspection Only (No Permit)	Utility (Power/ Water) Safety Inspection Request Form	Get my UTILITIES turned on! Customer Care told me I need and inspection first.	
Racking / Shelving (Commercial)	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential ADDITION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential ALTERATION / CONVERSION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential FIRE INTERIOR Demolition	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	

Residential FIRE REHAB / RESTORATION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential INTERIOR Demolition	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential NEW CONSTRUCTION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Residential REHAB / RENOVATION	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	
Retaining Walls	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	<a href="#">See Video</a>
Roof	Building Permit Application	Put on a new /or repair ROOF. → Com Roof (or) Res Roof	<a href="#">See Video</a>
Short Term Rental Lodging	Short Term Rental Lodging Application	Apply for Short Term Lodging License	
Siding Only	Building Permit Application	Replace the SIDING (Only) on my House.	
Sign and Banner	Building Permit Application	Put up a SIGN	
Sign Renewals	N/A	Renew my SIGN permit.	
Solar Panel Installation	Building Permit Application	Install / Attach SOLAR PANELS to Residence	
Tree (Removal)	Building Permit Application	Cut Down a Tree	<a href="#">See Video</a>
Vacant / Foreclosed Property Registration	Vacant Property Registration Application	Register a FORECLOSED / VACANT Property	
Windows Only	Building Permit Application	Pull a BUILDING, HVAC / Mechanical, Electrical or Plumbing Permit. (Also, LDP Permits)	



## II. WHO CAN PULL A PERMIT, AUTHORIZED AGENTS AND REQUIRED CREDENTIALS

### A. Permit Holders: Homeowners, Contractors, and Specialty Trades

The Permits department issues permits to the **actual entity DOING THE WORK!** This can be the Homeowner, Contractor, or Specialty Trade. If a Contractor or Specialty Trade is hired to do the work, the *Homeowner cannot pull the permit.* Lastly, East Point recognizes a Homeowner as the person – not business – who owns and lives in a property as their primary residence.

Definition of different type of Permit Holders		
Homeowner	Contractor	Specialty Trade
<ul style="list-style-type: none"> <li>The City of East defines a Homeowner as the person(s) who own the property and live in (or intend to live in) said structure as their primary residence.</li> <li>A Homeowner IS NOT a company that holds title to property but must be an actual person. Any other entity other than the homeowner must have Contractor or Specialty Trade pull the permit.</li> <li>For the Homeowner to pull a Homeowner’s permit, the homeowner MUST be doing the work themselves – this includes family and friends - without paying a company to do the work.</li> </ul>	<ul style="list-style-type: none"> <li>This is state certified Contractor as defined by the ICC and the GA Department of Community Affairs.</li> <li>Typically, these are:               <ul style="list-style-type: none"> <li>General Contractors</li> <li>Electrical Contractors</li> <li>Electrical Low Voltage Contractors</li> <li>Fire Alarm Contractors</li> <li>Fire Sprinkler Contractors</li> <li>HVAC / Mechanical Contractors</li> <li>Plumbing Contractors</li> <li>Grease Trap Installers</li> <li>Etc...</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>This is a trade that is not in the category of a Contractor, is not required to be state certified and has a limited focus of work or “specialty.”</li> <li>Typically, these are:               <ul style="list-style-type: none"> <li>Roofers</li> <li>Tree / Landscaping companies</li> <li>Concrete / Pavement companies</li> <li>Window Installers</li> <li>Fence Installers</li> <li>Sign Installers</li> <li>Siding (Only) Installers</li> <li>Certain Handyman trades</li> <li>Conveyor Belt Installers</li> <li>Racking / Shelving Installers</li> <li>Etc...</li> </ul> </li> </ul>

**B. Authorized Agents pulling Permits on behalf of Permit Holder?**

If the applicant is not the actual Permit Holder as defined by the chart above but is pulling the permit on behalf of the Permit Holder, a City of East Point's **Authorized Agent Form** is required to be submitted with the application. This form must be completed by the actual Permit Holder and clearly state who is being allowed to pull this specific permit on their behalf.

**Authorized Agent Forms** are specific to that one project, permit, and address at the time of submittal and issuance!

**Sections on Authorized Agent Form:**

(In each case, the Permit Holder must designate the Authorized Agent)

- Section 1: State Card Holder (Contractor) allowing someone else to pull permit on his/her behalf.
- Section 2: Specialty Trade (Owner of business) allowing someone else to pull permit on his/her behalf.
- Section 3: Homeowner is allowing someone else to pull permit on his/her behalf.

After completing the correct section, the Permit Holder signs and dates the form in front of a notary, who signs and stamps the form.

[Form can be Found Here..](#)

**EAST POINT GEORGIA** Authorized Permit Agent Form

FOR OFFICE USE ONLY  
 Submittal Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

**PLANNING & COMMUNITY DEVELOPMENT** [eastpointcity.org](http://eastpointcity.org)  
 2757 East Point Street, East Point, GA 30344 \* Phone: (404) 270-7212 \* Fax: (404) 270-2784

**(ONE FORM PER PERMIT) \* ORIGINAL SIGNATURES with Notary Wet Seal (NO COPIES OR FAXES ACCEPTED)**  
 Permit Holder = person legally responsible for Permit; Authorized Permit Agent = person pulling the permit on Permit Holder's behalf

**PROJECT ADDRESS INFORMATION**

Address of Project: \_\_\_\_\_ Apt / Suite / Unit #: \_\_\_\_\_  
 City: East Point State: GA Zip: \_\_\_\_\_

**TYPE OF AUTHORIZATION (Choose One)**

**Licensed Contractor Authorizing Permit Agent:**

I am a Contractor who holds a GA State License / Card (aka qualifying agent or license holder), who will be the Permit Holder, and I am authorizing the following agent to pull this permit on my behalf at the property listed above.

Name of License Holder *(Copy of ID Required)*: \_\_\_\_\_  
 State Card / License # *(Copy of State Card Required)*: \_\_\_\_\_  
 Name of Company: \_\_\_\_\_  
 Business License (BL) # *(Copy of BL Required)*: \_\_\_\_\_  
 Name of Authorized Agent *(Copy of ID Required)*: \_\_\_\_\_

**Specialty Trade Owner Authorizing Permit Agent:**

I am the Business Owner of a specialty trade (not a licensed contractor) who will be the Permit Holder and I am authorizing the following agent to pull this permit on my behalf at the property listed above.

Name of Business Owner *(Copy of ID Required)*: \_\_\_\_\_  
 Name of Company: \_\_\_\_\_  
 Business License (BL) # *(Copy of BL Required)*: \_\_\_\_\_  
 Name of Authorized Agent *(Copy of ID Required)*: \_\_\_\_\_

**Homeowner Authorizing Permit Agent:**

I am the Homeowner of the property above who will be the Permit Holder and I am authorizing the following agent to pull this permit on my behalf.

Name of Homeowner *(Copy of ID Required)*: \_\_\_\_\_  
 Name of Authorized Agent *(Copy of ID Required)*: \_\_\_\_\_

**DESIGNATION OF AUTHORIZATION**

I, the Permit Holder, hereby designate the above listed Authorized Permit Agent to apply for and obtain the permit(s) for the project listed above. I do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Original Signature of Permit Holder *(no copies or faxes accepted)* \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agents are granted permission by the Permit Holder to submit and receive the permit ONLY; **they are not granted permission to request inspections!** The Permit staff does not give the agent permission to request inspections as this requires giving access to the Permit Holder's online profile. Thus, if a Permit Holder desires for an agent to be able to schedule inspections, **they must give this permission themselves** through their login.

C. Required Credentials for Permit Holders

All permit holders who apply for a permit- Homeowner, Contractor, or Specialty Trade – must submit proper credentials before permit will be issued. The credentials required must be uploaded into the BS&A portal at the time of application submittal.

Required Credentials for "Permit Holder"		
Homeowner	Contractor	Specialty Trade
<ol style="list-style-type: none"> <li>1. Valid State Issued ID</li> <li>2. Signed and Notarized <b>Homeowner's Affidavit</b></li> <li>3. Proof of Homeownership: tax bill or property deed <b>filed with County.</b></li> <li>4. If an agent is submitting on behalf of the Homeowner, a signed and notarized <b>Authorized Agent Form</b> must be submitted with credentials. A valid state ID of agent must be submitted also.</li> </ol>	<ol style="list-style-type: none"> <li>1. Valid State Issued ID of Licensee</li> <li>2. Copy of current GA Secretary of State Certification (also known as "State Card")</li> <li>3. Copy of current GA issued Business License</li> <li>4. If an agent is submitting on behalf of the Contractor, a signed and notarized <b>Authorized Agent Form</b> must be submitted with credentials. A valid state ID of agent must be submitted also.</li> </ol>	<ol style="list-style-type: none"> <li>1. Valid State Issued ID</li> <li>2. Copy of current GA issued Business License (indicating in title or description that the business specializes in type of work applicable to permit)</li> <li>3. If an agent is submitting on behalf of the business owner of the specialty trade, a signed and notarized <b>Authorized Agent Form</b> must be submitted with credentials. A valid state ID of agent must be submitted also.</li> </ol>
<p>All East Point Forms can be found at: <a href="http://www.eastpointcity.org">www.eastpointcity.org</a> → Applications &amp; Forms → <a href="#">Planning and Community Development.</a></p>		