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B. Certificate of Occupancy: Commercial

TYPE OF SUBMITTAL / PERMIT	Which Application do I use?	BS&A Menu Option: "What would you like to do?"	Video Example
Certificate of Occupancy - Commercial	Certificate of Occupancy - Commercial	Apply for CERTIFICATE OF OCCUPANCY or COMPLETION. → Com Certificate of Occupancy	See Video

1. When is a Commercial CO Required?

Commercial COs are issued for documenting erection of new commercial structure or alteration, its proper use in relation to Zoning, tracking ownership of commercial property, tracking tenant business occupancy and use and safety compliance for employees and/or public for business use at property. So, any of the below requires an issuance of a Commercial CO:

- New construction of commercial building or any accessory structures
- Alteration of commercial building, such as removing a wall that changes occupied square footage
- An expansion of the commercial building
- An expansion / combing of tenant spaces or reduction / consolidation of tenant spaces
- A tenant buildout to accommodate business use of tenant
- New ownership of single commercial building acting as landlord
- New ownership of apartment complex acting as landlord
- New business tenant in building or suite renting from landlord

Note! All commercial business entities within the City of Eastpoint must be issued a commercial Certificate of Occupancy. The landlord of a commercial location and each individual business tenant must have a CO and business license - one for the landlord showing ownership of building and one for each tenant doing business in the City of East Point.

If two separate business entities share one business suite, each business still must be issued it's own CO and business license.

2. How To Apply for a Commercial CO Online

- Download and complete Commercial CO application, which can be found at www.eastpointcity.org → Applications and Forms → [Planning and Community Development](#).
- Go to www.bsaonline.com/?uid=2757. If you have setup a "Contractor" account, sign In before step 3 below.
- Under Building Department Heading to the left of screen, Click Apply for a Permit.
- Step 1: Select a Property:**
 - In "Search For" line, put in street number of address
 - Click Search
- Find correct address and click on address to Highlight. Click on Next at bottom of screen.
- Step 2: Enter Permit Details:**
 - Select "Apply for CERTIFICATE OF OCCUPANCY or COMPLETION" under question "What would you like to do?"
 - Select "Com Certificate of Occupancy" under question "Enter the permit type for which you wish to apply:"
 - Please READ information concerning submitting for Commercial Certificate of Occupancy.
 - In the description box, put in detail all the services that will be provided at location.
 - Under the Application Details section:
 - Set Basic Usage to Commercial
 - Put in the # of Floors at your location.
 - Put in Total Square Footage of your space
 - Put in the Total Number of Employees that will be at the location.
 - Put in Name of Business as it will appear on Certificate of Occupancy
 - Click Next at bottom of screen.
- Step 3: Enter Applicant Information:**
 - If you have not setup a Contractor's account for your business, you can still move forward at this point.**

Check the box: I certify that I am the owner of the property listed above even if you are not the owner. This will allow you to move forward with this submittal.

The Permit department will use the information on the application to confirm the owner of the property.
 - Input all required Contact Information.
 - Click Next at bottom of screen.
- Step 4: Estimate Fees:**
 - Click Next at bottom of Screen.
 - CO applications are a flat fee of \$115.00. An invoice will be emailed after application has been processed.
- Step 5: Attach Documents:**
 - Attach the Completed Certificate of Occupancy Application. The Link to the application is provided.
 - Attach ID of applicant.
 - Attach all necessary supporting documents.
 - Click Next at bottom of screen.
- Step 6: Submit Application:**



FOR OFFICE USE ONLY

Submit Date: _____ Permit #: _____ Ward: _____ Initials: _____

PLANNING & COMMUNITY DEVELOPMENT eastpointcity.org

2757 East Point Street, East Point, GA 30344 * Phone: (404) 270-7212 * Fax: (404) 270-2784

CERTIFICATE OF OCCUPANCY (CO): COMMERCIAL

A Business License must be obtained within thirty (30) days of issuance of Certificate of Occupancy.

SUBMITTAL REQUIREMENTS:
(ORIGINAL FORMS REQUIRED - Original Signatures Only with Wet Seal)

- This packet includes the Application, Right to Occupy, and Operator Sign Affidavit forms. All forms must be completed, signed and notarized; the originals must be submitted (no copies or faxes will be accepted). Fees due at time of submittal. Fees are non-refundable.
- After all construction permit fees have been approved, this application is submitted to obtain a Certificate of Occupancy inspection and approval by the Building Official and Fire Inspector.
- Copy of Fulton County Health Department Service Report required for food serving locations. (Copy must be attached.)
- City of East Point Commercial Pre-treatment (FOG) Certificate required for food serving locations, for vehicle washing, towing, storage and/or vehicle repair locations. (Copy must be attached.)

REASON FOR CO (CHECK ALL THAT APPLY)

CO Request	Structure	Construction	Ownership	Occupancy
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Shell Only	<input type="checkbox"/> New Owner	<input type="checkbox"/> Owner Occupied
<input type="checkbox"/> Copy/Reprint of Existing	<input type="checkbox"/> Existing	<input type="checkbox"/> Shell & Build-Out	<input type="checkbox"/> Same Owner	<input type="checkbox"/> Tenant(s) Occupied
<input type="checkbox"/> Other: _____	<input type="checkbox"/> New Use <input type="checkbox"/> Same Use	<input type="checkbox"/> Tenant Build-Out Only	<input type="checkbox"/> Acting as Landlord:	<input type="checkbox"/> New
		<input type="checkbox"/> Expansion / Reduction	<input type="checkbox"/> Business Complex	<input type="checkbox"/> Same
	# of Buildings _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Apartment Complex	<input type="checkbox"/> Not Occupied
	# of Units _____		<input type="checkbox"/> Single Structure / Unit	
			<input type="checkbox"/> New Management	

BUSINESS INFORMATION

Address: _____ Business Name: _____

SERVICES

- Public Records Search
 - All Record Search
 - Building Department Search
 - Business Licensing Search
 - Current Tax Search
 - Delinquent Personal Property Search
- Building Department
 - Apply for a Permit

Step 1: Select a Property

Click here if you are a contractor/design professional

Property Search

Search By: Address

Search For:

Step 2: Enter Permit Details

Use the drop down to assist with selecting the correct application. After choosing the type of submittal desired, typically, there will a brief description of what the application is used for and any required documentation for the submittal.

Com Certificate of Occupancy Permit Type selected. [Click here](#) to select a different Permit Type.

This application is for a Commercial Certificate of Occupancy.

- A Commercial Certificate of Occupancy is required to be applied for and issued before a Business License for a commercial can be issued.
- Also, Commercial Certificate of Occupancies are required when (1) a new commercial structure is built; (2) change of use occurs of existing commercial structure / expansion or decrease / reduction in occupied space occurs.
- Landlords of commercial properties must apply for a Commercial Certificate of Occupancy as well as any individual business tenants.
- The Commercial CO Application must be completed, signed, notarized and uploaded as an attachment.

Please describe the work to be done in detail:

Application Details:

Construction Details:

* Basic Usage: N/A * Building Total Square Footage:

* Floors:

Miscellaneous Fields:

* COM CO: Max # of Employees: * COM CO: Name of Business:

a. Review information to confirm correct

b. Click Submit at the bottom of screen.

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the department to correct the issue.

Owner Information on File

If the information below is incorrect, please contact the municipality 1

Name: CITY OF EAST POINT
Address: 2757 E POINT ST

I certify that I am the owner of the property listed above.

Contact Information

Name: T
Phone Number: (404) 270-7212
Email Address: permits@eastpointcity.org
Confirm Email: permits@eastpointcity.org

Step 4: Estimate Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

THIS IS ONLY AN ESTIMATION OF FEES. ONLINE PAYMENT FOR PERMITS IS UNAVAILABLE AT THIS TIME. After application review, you will be emailed the invoice for the permit. Mail in invoice with payment in the form of business check, money order or cashier's check made payable to the "City of East Point" to:
Permits
Planning and Community Development
2757 East Point Street
East Point, GA 30344

Please reference the Planning and Community Development official [JILL SCHULZE](#) and if options are available, proceed to select items for permit to assist with ESTIMATING fees, then click NEXT.

Step 5: Attach Documents

Documents listed below should be uploaded for acceptance of application and issuance of permit.
[Link to Certificate of Occupancy Application - Commercial](#)

Attach Documents

Document Title	Status	Description	File Name	
Certificate of Occupancy Application - Commercial	REQUIRED			<input type="button" value="Attach File"/>
State Issued ID of Applicant	REQUIRED			<input type="button" value="Attach File"/>
Copy of City of East Commercial Pre-Treatment "COP" Certificate for locations with grease traps or oil-water separators.	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Copy of Fulton County Health Department Service Report for food serving locations, such as restaurants, etc...	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>
Copy of Professional Licence certification issued by GA Secretary of State office for contractors, doctors, dentists, car dealerships, barbers, salons, etc...	Optional			<input checked="" type="checkbox"/> <input type="button" value="Attach File"/>

3. The Commercial CO Process

a) Acceptance of Application and Request for Payment

- The application will be reviewed for acceptance of submittal. If accepted, an email will be sent to applicant with request for \$115.00 payment:

[Attachment1.rtf](#)

To Whom It May Concern,

Attached is your invoice for the submitted permit or CO.

Online Payment is available by going to: <https://bsaonline.com/OnlinePayment/OnlinePaymentSearch/?PaymentApplicationType=7&uid=2757> or [Click Here](#). You will need to reference the permit number on the invoice.

Also, payment can be made by:

1. Logging into BS&A
2. Clicking on "View My Activity,"
3. Selecting the correct Permit listed on Invoice
4. Clicking "View"
5. Then clicking on "Pay Now" on the Pink Tab showing Amount Due.

If you are not able to make the payment online due to error or whatever reason, send invoice with payment made payable to the "City of East Point" only in the form of business check, money order or cashier's check via mail, FedEx, or UPS to:

b) Confirmation Email of CO Review Sent

- After payment, a 3 day review process will begin. The following is an example of a Confirmation Email Sent:

Email Information

Resend Forward

Attached is the CO Submittal Confirmation for at 1453 CLEVELAND AVE.

Sent: Fri 8/20/2021 9:48 AM
To: [REDACTED]

[Attachment1.rtf](#)

The attached letter explains that applicant has applied for a Commercial CO. The application has to undergo a 3 business day review to:

1. Confirm that application is complete and accurate
2. Confirm that no Commercial Pre-Treatment requirements must be met and if so, inform applicant who to contact.
3. Confirm that use is allowed is allowed thus approved by Zoning to move forward.

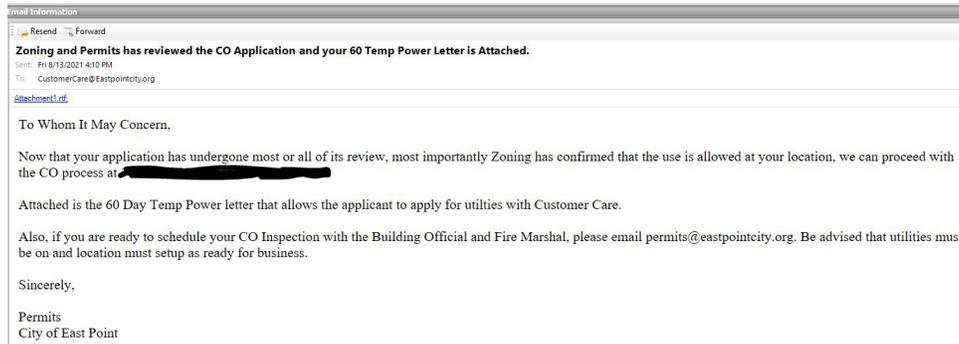
Only after approval by Zoning will the applicant be allowed to move forward with the process. The applicant will be emailed status before or on 3rd business day.

Please see attachment for more information and instructions.

Permits
permits@eastpointcity.org

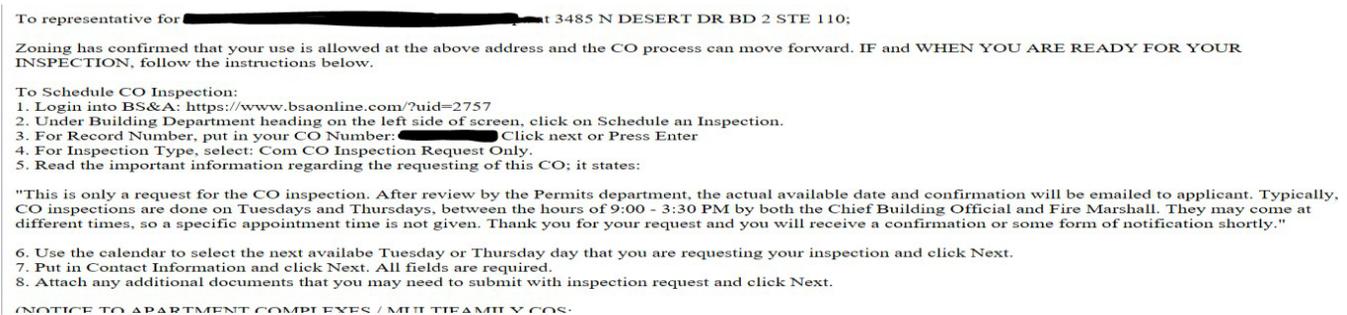
c) Approval from Zoning and 60 Day Temp Power Letter Emailed

- Only after Zoning has approved of use can 60 Days of Temp Power be granted. (See sample below)



d) Instructions on How to Schedule Inspection Emailed

- Also, after Zoning approves CO application, applicant will be emailed instructions on how to schedule the CO Inspection for the Building Official and Fire Marshall to do inspection (see sample below)



e) A CO Inspection Has been Requested and Confirmed

When a CO Inspection has been scheduled and Confirmed, the applicant will receive the following CO Confirmation Email:

To Whom It May Concern,

Your Business has been scheduled for a CO Inspection on [Confirmed Date]. You received an email saying that this CO Inspection Request Only has been partially approved, meaning that the inspection request has been confirmed. This is your confirmation of the Inspection Date.

I. BEFORE INSPECTION DAY:
 All permits (if applicable) related to location must have been finalized. The location must be setup as if ready for business and utilities must be on. PLEASE EMAIL permits@eastpointcity.org AS SOON AS POSSIBLE IF YOU NEED TO RESCHEDULE THE INSPECTION.

II. ON INSPECTION DAY:
 The inspectors(s) - the Building Official and/or Fire Marshall - may arrive at separate times between the hours 9:00 AM and 3:00 PM. Address and suite must be clearly labeled so that inspectors can locate business, and utilities must be on. The inspectors must have access to enter location and do complete inspection.

III. AFTER INSPECTION:
 A. Failed Inspection by CBO, Fire Marshal or Both:
 A write up should be given to Business so that corrections can be made. Any concerns or violations by either the Building Official and/or Fire Marshall will have to be corrected and another inspection date must be requested and scheduled.

TO REQUEST ANOTHER CO inspection:
 1. Log into BS&A with your account
 2. Click on Schedule an Inspection
 3. Locate your CO and request for next available Tuesday or Thursday. Permits will review the request, confirm availability date and another email confirmation of the ACTUAL DATE OF THE INSPECTION will sent.

B. Passed Inspections by both CBO, Fire Marshall (and Commercial Pre-Treatment Inspector, if applicable):
 All approvals will be confirmed and if no other requirements need to be met, the CO will be typed and emailed to the applicant after 2 business days of confirmed approval. If the CO has not been received after two business days of passed inspections, please contact Permits - permits@eastpointcity.org, 404.270.7212 - to inquire about delay.

Remember, you must receive an official issued CERTIFICATE OF OCCUPANCY before opening for business. Once again, if you have not received your CERTIFICATE OF OCCUPANCY after approved inspections, please contact the Permits department.

C. Business License

Before opening for business, A Business License must also be issued; a Business License must be applied for and obtained no later than 30 days after the issuance of the CO, otherwise the CO will become invalid. If you have not already submitted a Business License application, please submit for a New Business License - Commercial via the BS&A portal as soon possible. If you have any questions about the Business License process, email bl@eastpointcity.org

IV. OTHER CONSIDERATIONS BEFORE A CO CAN BE ISSUED:

*Food Serving Locations (must submit Fulton County Health Service Report and proof of issued Grease Trap Certificate from the City of East Point if not already approved.

* Other Grease Trap and/or Oil-Water Separator Locations such as Vehicle Maintenance and/or Washing, Etc..., must submit proof of issued Grease Trap Certificate from the City of East Point.

If your location requires a Grease Trap or previously had a Grease Trap, an inspection and/or approval must be done by the City of East Point Commercial Pre-Treatment department before the CO can be issued. Please contact Tanya Kebe at 404-669-4313, tkebe@eastpointcity.org.

Sincerely,

Permits
City of East Point

As explained in email above, if inspection passes, the CO will be issued via email within 2 business days. If the inspection fails, after making whatever adjustments requested by Inspectors, the applicant requests another CO inspection. (Instructions in email also)