

DOWNLOADING AND PRINTING STAMPED DRAWINGS

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II. Printing Approved / Stamped Plans

A. Using Link in Email

When the plans have been stamped with the City of East Permit's stamp, the plans will be made available for downloading and an email notification will be sent to the application.

To print the stamped plans using the email sent,

1. Click on the link within the email.

The screenshot displays an email client interface with three main sections:

- Property Information:** Shows address 2757 EAST POINT ST, parcel number 14015700..., and owner GEORGIA MUNICIPAL AS... Other owner properties...
- Sent Emails:** A table with columns To, Subject, and Sent. One email is listed: tharris@eastpointcity.org, Stamped Plans are available for downlo..., 11/20/2021 8:07 PM.
- Email Information:** Shows the email body with the subject "Stamped Plans are available for download for PTREE20-00", sent on Sat 11/20/2021 8:07 PM to tharris@eastpointcity.org. The body text states: "Stamped Plans are available for download for PTREE20-0001, 2757 EAST POINT ST." and includes a link "Click here to view Document Summary". It also contains a note: "Also, the comments during plan review must be printed and kept with plans, as there may be 'Approved w/ Comments' line items provided by the reviewers that have further instructions eventhough the plans have been approved. If not already issued, the permit will be issued shortly and you will receive a notification email." The email ends with "Sincerely, Permits."

2. If you are requested to Login, click on the Login link

The screenshot shows an email with the subject "Stamped Plans are available for download for PTREE20-0001, 2757 EAST POINT ST." and a date of Sat 11/20/2021 8:07 PM. Below the email is a screenshot of the BS&A Online web application. An error dialog box is displayed in the center, stating "Error: You must be logged in to view the details of this Process Step." with a "Click here to log in" link and an "Ok" button. The background shows the application's search results page with a search bar and navigation tabs.

3. Login into BS&A

The screenshot shows the "Sign In" page of the BS&A Online application. It features a "Sign In" button and a "Sign In Help" link. Below the sign-in fields, there is a section titled "I Have an Account" with instructions for users who have previously created an account. The page includes input fields for "User Name" and "Password", a "Keep me signed in" checkbox, and a "Sign In" button. A large "EP" logo is visible in the background.

4. Click on the Document Summary Link

The screenshot shows the "Process Step Details" page for property address 2757 EAST POINT ST, EAST POINT, GA 30344. The page displays "Property Owner: GEORGIA MUNICIPAL ASSOCIATION INC" and "Summary Information" with 1 revision found. A navigation bar at the bottom of the page includes links for "Process Step Information", "Associated Record Information", "Previous Revisions", "Review Comments/Concerns", "Document Summary", and "Attachments". The "Document Summary" link is highlighted with a red box.

5. Locate the plans that say, "EP Stamped Plans" and click on the "View Document Link"

The screenshot shows the "Document Summary" section of the application. It contains a table with the following data:

Document Title	Review Status	Date Received	Date Complete	
11/20/2021 - EP STAMPED PLANS	Approved	11/20/2021	8/3/2020	View Document

The row containing the document title "11/20/2021 - EP STAMPED PLANS" and the "View Document" link are highlighted with red boxes. There are also "Back" buttons for each section and an "Expand All" link.

- Use whatever associated application that opens to view the file and then print. Typically, this will be Adobe Reader or some other application that can view and print pdf files.

Remember, the plans must have the “City of East Point” Permit stamp of approval on them. If the stamp is not on the plans and you have received the email notification that Stamped Plans were available for download, email permits@eastpointcity.org for assistance!

B. Using BS&A Login Portal

- Go to www.bsaonline.com/?uid=2757 and Login with webusername and password
- Click on “View My Activity” under Building Department

Building Department

- Apply for a Permit
- Apply for a Planning, Zoning or Engineering Process
- Building Department Search
- Schedule an Inspection
- View My Activity**
- Update Contact Information

Business Licensing

- Select the Permits Tab
- Locate the corresponding Permit # and click on “View”

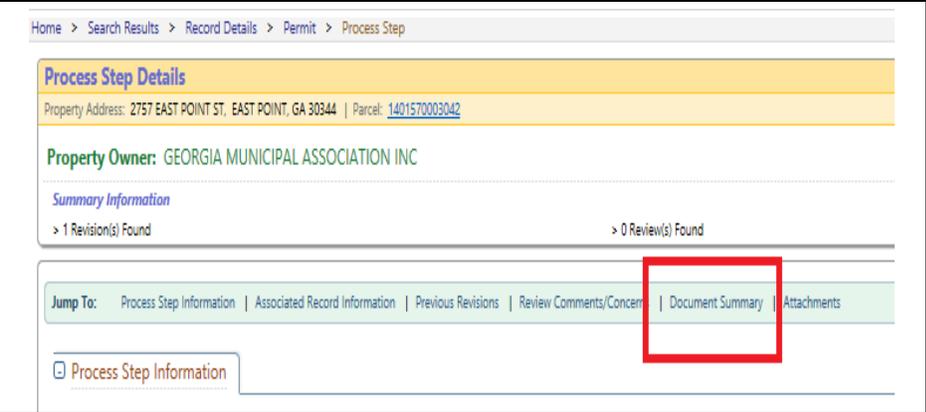
Permits

View or schedule inspections on permits.

Status: ALL

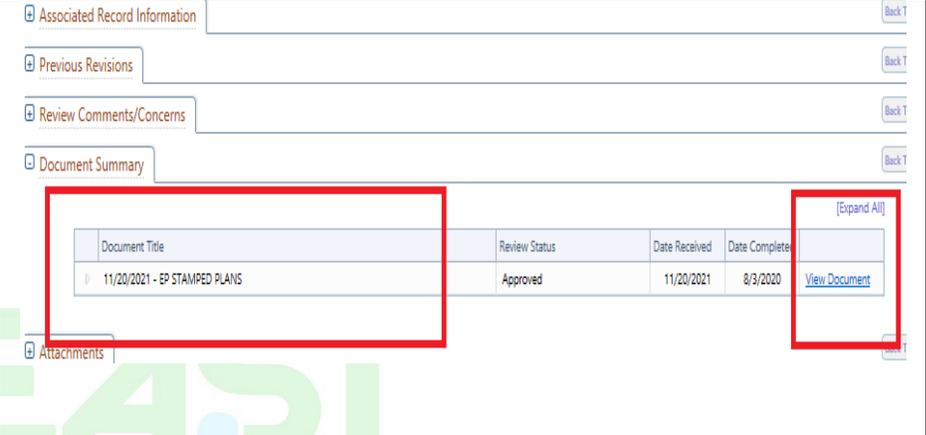
Permit Number	Permit Type	Status	Property Address	Date Issued	
PFILM20-0009	Film Production	ISSUED	2757 EAST POINT ST	11/20/2020	View Print
PFEV20-0030	RES PERM	HOLD FOR REVIEW	2731 EAST POINT ST		View
PSOWREV20-0001	SOW - CONSENT REVIEW	HOLD FOR REVIEW	2757 EAST POINT ST		View

5. Click on the Document Summary Link



6. Locate the plans that say “EP Stamped Plans” and click on the “View Document” Link

7. Use whatever associated application that opens to view the file and then print. Typically this will be Adobe Reader or some other application that can view and print pdf files.



Remember, the plans must have the “City of East Point” Permit stamp of approval on them. If the stamp is not on the plans and you have received the email notification that Stamped Plans were available for download, email permits@eastpointcity.org for assistance!