PLANNING & COMMUNITY DEVELOPMENT   *eastpointcity.org*

2757 East Point Street, East Point, GA 30344 | Phone: 943-200-2029, option 1 | Email: permits@eastpointcity.org

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.

![EAST POINT GEORGIA logo]

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2. If you are requested to Login, click on the Login link	
3. Login into BS&A	
4. Click on the Document Summary Link	
5. Locate the plans that say, "EP Stamped Plans" and click on the "View Document Link"	

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6. 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

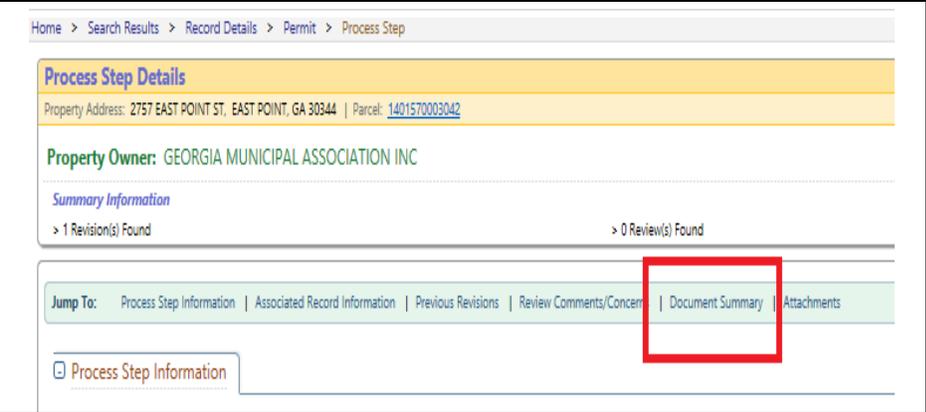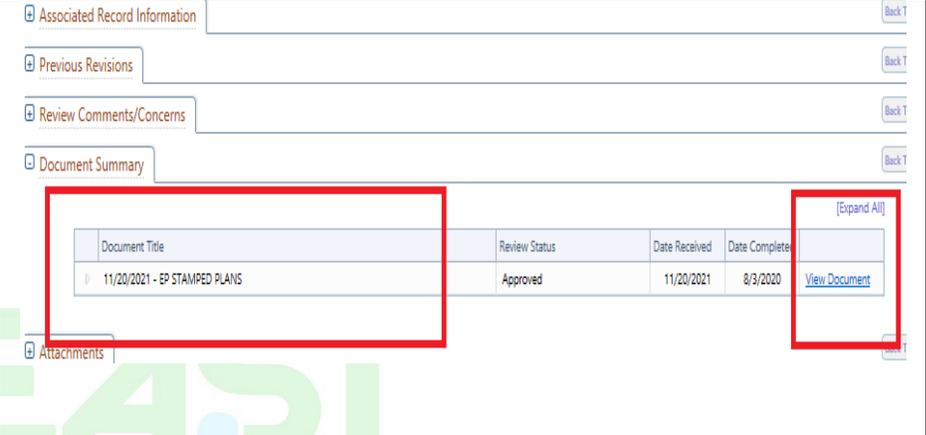|	
1. Go to www.bsaonline.com/?uid=2757 and Login with webusername and password 2. Click on "View My Activity" under Building Department	**Building Department** Apply for a Permit Apply for a Planning, Zoning or Engineering Process Building Department Search Schedule an Inspection View My Activity Update Contact Information **Business Licensing**
3. Select the Permits Tab 4. Locate the corresponding Permit # and click on "View"	Inspections	Permits	Permit Applications	Processes	Process Applications	Certificates 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 PFENC20-0050	Res Fence	HOLD FOR REVIEW	2757 EAST POINT ST		View P50WREV20-0001	50W - CONSENT REVIEW	HOLD FOR REVIEW	2757 EAST POINT ST		View

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5. Click on the Document Summary Link	Home > Search Results > Record Details > Permit > Process Step **Process Step Details** Property Address: 2757 EAST POINT ST, EAST POINT, GA 30344	Parcel: 1401570003042 **Property Owner:** GEORGIA MUNICIPAL ASSOCIATION INC *Summary Information* > 1 Revision(s) Found > 0 Review(s) Found Jump To: Process Step Information	Associated Record Information	Previous Revisions	Review Comments/Concern	Document Summary	Attachments ⊟ Process Step Information
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.	⊞ Associated Record Information ⊞ Previous Revisions ⊞ Review Comments/Concerns ⊟ Document Summary [Expand All] 	Document Title	Review Status	Date Received	Date Completed	
---	---	---	---	---
11/20/2021 - EP STAMPED PLANS	Approved	11/20/2021	8/3/2020	View Document	 ⊞ Attachments **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!**