

Instructions to Submit for a World Soccer Game Vendor Permit via BS&A.

To apply for a **World Soccer Game** Vendor Permit (Food or Merchandise), in short complete the following three steps:

- A. **Create a BS&A Contractor's Account.**
- B. **Download and complete the "World Soccer Game Application" (For uploading later.)**
- C. **Apply for Permit through BS&A Portal**

A. Setting Up BS&A Contractor Account:

1. **Go to:** <https://www.bsaonline.com/Account/CreateContractorAccount?uid=2757>
2. **Set up a Username and Password**
3. **Activate the Account via the Activation Email that is sent to Your Email Address**
4. **If needed, send an email to request a PIN from permitting by completing this [Web Pin Request Form](#).
*Within 48 hours, your account will be linked (no need for pin) or you will be emailed your pin number.***

B. Download and complete the "Vendor Application," (For uploading later.):

1. **Go to:** www.eastpointcity.org World Soccer Games Events → Vendor Sign Up Form.
2. **Download and complete the "Vendor Sign Form."**
3. **After completing, save and/or scan in as this will need to be uploaded in next step.**

C. Apply for permit via BS&A Portal:

The screenshot displays the BS&A online portal interface. At the top, there is a navigation bar with links for Home, Services, Accessibility Settings, Employment Opportunities, City of East Point, and Currently Not Signed. Below the navigation bar, a green banner contains a welcome message and an announcement regarding the adoption of GA DCA Codes. The main content area provides instructions for Contractors and Homeowners, along with information about application submittal response times and notarized documents. A process flow diagram shows five steps: 1. Select a Property, 2. Enter Permit Details, 3. Enter Applicant Information, 4. Estimate Permit Fees, and 5. Submit Application. Below the flow diagram, there is a search for a property section with input fields for Address, Name, and Parcel Number, and a button for 'How can I help you today?'. A search icon is visible in the bottom right corner of the search area.

1. Go to www.bsaonline.com/?uid=2757.
2. Login using your Sign In.
3. Go to Services --> Building Department → Apply for a Permit.
4. **Step 1: Select a Property:**

- a. In “Search For” line, put in exactly as shown below:
2714 East Point St
- b. Click on address to Highlight and Click on “Select Property”

5. **Step 2: Enter Permit Details:**

- a. Select “2026 World Cup Soccer Vendor” under question “What is your submittal / application concerning?”
- b. Select “2026 WSG Vendor” for **Permit Type**.
- c. Select either “Food Vendor” or “Merchandise Vendor” for **Permit Category**.
- d. In the description box, put in a quick summary. (Required Field, cannot be blank) and Click Next ->

6. **Step 3: Enter Applicant Information:**

- a. **DO NOT CHECK BOX for “I certify that I am the owner information.” Move to Contact Information section.**
- b. Input all required Contact Information. This should your contact information.
- c. Click Next → at bottom of screen.

7. **Step 4: Estimate Fees:**

The Food Vendor or Merchandise Fee is not due at time of submittal; however, after application has been approved, an invoice will be emailed for payment for

\$325 Vendor Fee + \$45 Admin Fee = \$370.00

FOR NOW, CLICK NEXT -> at bottom of screen.

8. **Step 5: Attach Documents:**

- a. Attach all *required* documents by clicking on the “Attach File” next to each item.
- b. Also *add any supporting documents* by click on “Add Document.” At the top of the list.
- c. Click Next → at bottom of screen.

9. **Step 6: Submit Application:**

- a. Review information to confirm correct
- b. Click Submit at the bottom of screen.

Your application will undergo a “Staff” review for approval. You will be emailed of status, and you can view the status online. If approved, an invoice will be generated and emailed, and payment can be made online. After payment, the Vendor permit will be issued via email and it will be available for download and can be printed.

1
Select a Property

Search for a Property

Address Name Parcel Number
2714 East Point St

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 be a brief description of what the application is for.

What would you like to do?
Apply for WED WIND DOWN VENDOR PE...
Enter the permit type for which you wish to apply:
<None Selected>
<None Selected>
Wed WindDown Vendor - 06232021

Application Details:
Miscellaneous Fields
Food Truck Category:

Selected Fees

Fee Description	Quantity	Fee
No fee items selected.		
Administrative Fees		
No additional fees found.		
Total Estimated Fees		\$0.00

Next →

Attach Documents

LINK TO WEDNESDAY WIND DOWN APPLICATIONS
LINK TO ALL PERMIT FORMS AND APPLICATIONS
What Requires a Permit, Who can Pull a Permit and What Credentials are Required for the Permit Holder.
The items required to be uploaded for your specific type of permit is listed below.
Optional documents may be required depending on who is pulling the permit. Use the links above to locate required application, the Homeowner's Affidavit (if applicable) and to get a better of understanding of what is required from a Permit Holder.
Note Notarized documents can be scanned in and uploaded as long as the Notary Signature, Date and Seal can be CLEARLY seen!

Document Title	Condition	Description	File Name
2026 WSG Food Vendor Application	Required		Attach File
ID of Applicant	Required		Attach File

Add Document

Next →

Application Submitted Successfully

Your 2026 WSG VENDOR permit has been created. Click here to view details.

Permit Number	PWSG26-0002
Application Date	05/22/2026
Application Type	2026 WSG VENDOR
Email Address	tharris@eastpointcity.org
Address	2714 EAST POINT ST
Parcel Number	14015700040024
Total Estimated Fees	\$0.00

Apply for another permit: On Same Property On A Different Property

If successfully submitted, you will see a screen similar to below: