

This application is not a permit until fees are received and drawings/plans (if applicable) are approved. Any work prior to permit issuance is prohibited. Permits are non-transferable and Fees are Non-Refundable! All permit applications are to be completed and submitted through the BS&A Online Permitting Portal: <https://bsaonline.com/?uid=2757>

PROJECT ADDRESS (REQUIRED):

Unit/Suite/Apt#:

Parcel:

☐ **Residential** ☐ **Commercial**

Fee:

\$75.00 Base Permit Fee + # of
Fixtures (* \$2.50) + Plan Review Fee
+ \$45.00 Admin Fee

Plan Review:

(Fire Alarm or Sprinkler submittals
require a plan review. Commercial
drawings must be stamped by design
professional.)

Permit Type (Required):

1. ☐ **Fire Alarm System**
2. ☐ **Fire Sprinkler System**
3. ☐ **Fire Suppression**
4. ☐ **Irrigation Sprinkler System**

Project Description (Required):

Number of Fixtures (Required): _____

Permit Holder Required Credentials:

This permit will be issued to the
Contractor doing the work. If an
agent is submitting on behalf of the
contractor, an [East Point Authorized
Agent Form](#) MUST be submitted also.

Contractor:

1. Current Business License /
Occupational Tax Certificate
2. Copy of GA State Certifications
3. US Issued ID of State Card
Holder
4. US Issued ID of Agent if
submitting of State Card Holder

How to Apply Online:

After [Setting Up Your Online Account](#),

1. Go to [BS&A Portal](#).
2. Click on Apply for Permit

Building Department

Apply for a Permit

**Apply for a Planning, Zoning
or Engineering Process**

3. Step 1: Put in street number of
address, locate address, and click
Next.
4. Step 2: Select "Pull a BUILDING,
HVAC/Mechanical, Electrical or
Plumbing Permit)..."
5. Select Com Fire Alarm, Com
Sprinkler System or Res Sprinkler
System (Irrigation).
6. Input description. See Sample
below. Click Next:

Step 2: Enter Permit Details

Use the drop down to assist with selecting the correct
After choosing the type of submittal desired, typically,
For Building Permits, when asked for Construction Value
Value is put on the application.

★ What would you like to do?

Pull a BUILDING, HVAC/Mechanical, Elect...

★ Enter the permit type for which you wish to apply:

Com Sprinkler System

★ Please describe the work to be done in detail:

Sprinkler System

7. Step 3: Confirm Applicant
information and click Next.
8. Step 4: Input Estimated Fees.
Click Next.
9. Step 5: Attach all required
documents for this submittal. This
application will be required to be
uploaded. Click Next
10. Step 6: Confirm information
and click Submit.

FIRE ALARM OR SPRINKLER PERMIT INFORMATION

Who is the PERMIT HOLDER – the person responsible for, will supervise *and do the work* for this permit:
(Reference the “Who Can Pull a Permit document”)

☐ **Homeowner / Property Owner**

- Tax Bill and/or Deed filed with County Required
- Stated Issued ID Required

☐ **Contractor** (if To Be Determined please check ☐)

- Current Business License Required
- Copy of State Certification (if applicable) Required
- State Issued ID Required

The signature below is a binding statement that the permit holder will be responsible for and supervise the job at the permitted address and that the Property Owner is aware of, agrees with and has granted permission for this permit to be applied for and issued.

Signature of Permit Holder (or agent): _____ Date: _____

Who is submitting this application:

☐ Property Owner ☐ Contractor ☐ Designer / Engineer / Architect ☐ Permit Expeditor
☐ Agent for Permit Holder

PROPERTY OWNER: (REQUIRED – APPLICATION WILL NOT BE ACCEPTED WITHOUT

Name:	Phone:	
Address (Physical / No PO Boxes):		
City:	State:	Zip:
Email:		

CONTRACTOR: (All Contact Information Required - if To Be Determined, please check ☐)

If contractor is to be determined, an ‘ASSIGNING CONTRACTOR TO PERMIT AFTER SUBMISSION’ form must be submitted with updated information and signatures before permit can issued.)

☐ **State Certified Contractor**

☐ **Specialty Trade**

(Roofer, Concrete, Siding, Sheetrock, Fence, Windows, etc...)

Name:	Phone:	
Address (Physical / No PO Boxes):		
Company Name:	Phone (Company)	
City:	State:	Zip:
Email:		
Business License #:	State Card # (if applicable):	

AGENT FOR PERMIT HOLDER: (All Contact Information Required! [Authorized Agent Form](#) required!)

Name:	Phone:	
Address (Physical / No PO Boxes):		
City:	State:	Zip:
Email:		

DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):

☐ Designer ☐ Engineer ☐ Architect ☐ Permit Expediter

Name:	Phone:	
Company Name:	Phone (Company):	
Address:		
City:	State:	Zip:
Email:		

CONTACT INFORMATION