

Build Sandy Springs:

1. What is Build Sandy Springs?

Build Sandy Springs

- Build Sandy Springs is the City's permitting website that allows all applicants (such as homeowners, design professionals, contractors, etc.) to do the following:
 - Apply for building permits
 - Upload construction documents
 - Download City-reviewed drawings
 - Request inspections
 - Pay invoices
- Accessible from anywhere with an internet connection, 24 hours a day, 7 days a week.

The screenshot shows the homepage of the Build Sandy Springs website. At the top left is the logo for Sandy Springs Community Development, featuring a stylized leaf icon. To its right is the text 'BUILD SANDY SPRINGS'. In the top right corner, it says 'Good Morning, Guest' with a dropdown arrow. Below the header is a navigation bar with links for 'Home', 'Apply', 'Today's Inspections', 'Search', and 'Help'. A blue banner below the navigation bar contains a notice: 'NOTICE: CSS will perform weekly maintenance every Friday from 5:00pm to 7:00pm. Some functions may be unavailable during this time.' The main content area has a large heading: 'Welcome to the City's online building permit website.' Below this is a paragraph explaining the site's purpose: 'This site allows users to access all the City's building regulations and to provide a simple means to apply for a building or utility permit online, submit construction drawings for City review, pay invoices, schedule inspections and search public records. For other City information, please visit SandySpringsGA.gov.' The page features a grid of nine service tiles, each with an icon and a title: 1. 'Login or Register' (people icon): 'Login into an existing account or create a new account. You can also find help here if you forgot your login information.' 2. 'Apply' (checklist icon): 'Use this tool to apply for a new permit, subdivision plat, variances and other zoning actions.' 3. 'Pay Invoice' (dollar sign icon): 'Select here to pay for individual invoices. Please note that only the billing contact for a specific permit may pay for those invoices.' 4. 'Request Inspection' (calendar icon): 'Request an inspection for an existing permit. All inspections requested by 2:00pm will be scheduled for the next business day.' 5. 'Request Certificate of Occupancy (CO, CC, TCO)' (building icon): 'Fill out your Certificate of Occupancy request form and e-mail it to CO@sandyspringsga.gov' 6. 'Search Public Records' (magnifying glass icon): 'This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.' 7. 'Community Development GIS Map' (location pin icon): 'Determine your zoning district, plat info, nearby waterways, flood zone, topography & aerial imagery.' 8. 'City Development Code' (info icon): 'Determine your lot design parameters such as: setbacks, lot dimensions, building height, canopy coverage, lot coverage, etc...' 9. 'City Technical Manual' (info icon): 'Research technical design requirements such as: sidewalks, roadway design, water conservation, landscaping, required buffers, etc...'

Build Sandy Springs

- It is mobile device friendly
- Can work on multiple web browsers (Chrome, Firefox, Edge, Safari, etc.)
- Easier project management
- Create templates for common permit applications
- Save your progress before submitting

<https://build.sandyspringsga.gov>

The screenshot shows the 'Build Sandy Springs' website. At the top left is the logo for 'SANDY SPRINGS COMMUNITY DEVELOPMENT' and 'BUILD SANDY SPRINGS'. The top right shows the user 'Good Morning, Guest'. A navigation bar includes 'Home', 'Apply', 'Today's Inspections', 'Search', and 'Help'. A blue banner below the navigation bar contains a notice: 'NOTICE: CSS will perform weekly maintenance every Friday from 5:00pm to 7:00pm. Some functions may be unavailable during this time.' The main heading reads 'Welcome to the City's online building permit website.' Below this is a paragraph explaining the site's purpose: 'This site allows users to access all the City's building regulations and to provide a simple means to apply for a building or utility permit online, submit construction drawings for City review, pay invoices, schedule inspections and search public records. For other City information, please visit SandySpringsGA.gov.' The page features a grid of nine service tiles, each with an icon and a brief description: 1. 'Login or Register' (people icon): 'Login into an existing account or create a new account. You can also find help here if you forgot your login information.' 2. 'Apply' (checklist icon): 'Use this tool to apply for a new permit, subdivision plat, variances and other zoning actions.' 3. 'Pay Invoice' (dollar sign icon): 'Select here to pay for individual invoices. Please note that only the billing contact for a specific permit may pay for those invoices.' 4. 'Request Inspection' (calendar icon): 'Request an inspection for an existing permit. All inspections requested by 2:00pm will be scheduled for the next business day.' 5. 'Request Certificate of Occupancy (CO, CC, TCO)' (building icon): 'Fill out your Certificate of Occupancy request form and e-mail it to CO@sandyspringsga.gov' 6. 'Search Public Records' (magnifying glass icon): 'This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.' 7. 'Community Development GIS Map' (location pin icon): 'Determine your zoning district, plat info, nearby waterways, flood zone, topography & aerial imagery.' 8. 'City Development Code' (info icon): 'Determine your lot design parameters such as: setbacks, lot dimensions, building height, canopy coverage, lot coverage, etc...' 9. 'City Technical Manual' (info icon): 'Research technical design requirements such as: sidewalks, roadway design, water conservation, landscaping, required buffers, etc...'

**Please reach out to City Staff
for further assistance.**

Make an appointment at City Hall: <https://spr.gs/qless>

Reach us via phone: **770-730-5600**