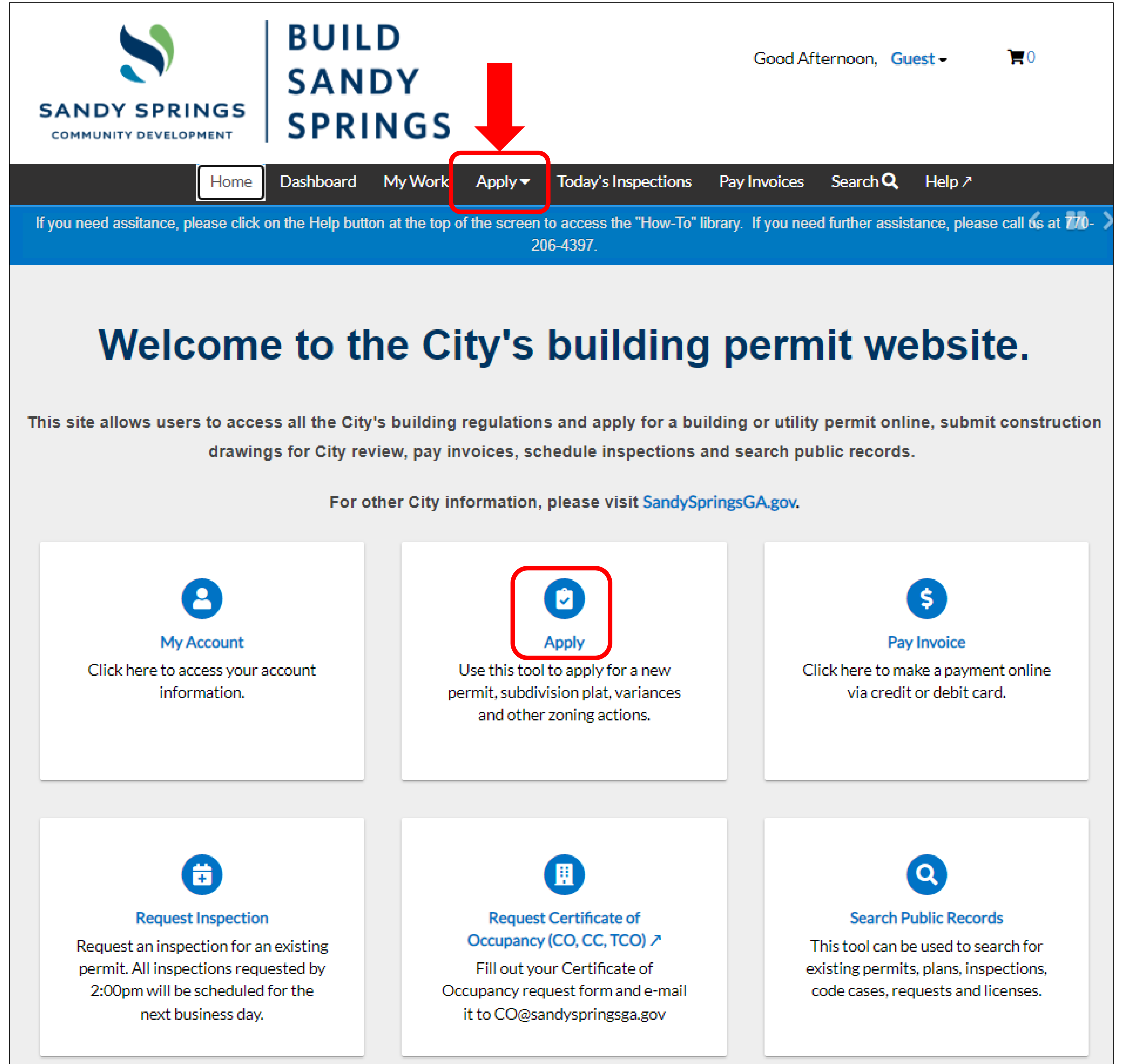


Build Sandy Springs: 3. Apply for a Permit

Apply for a Permit

- After you log into Build Sandy Springs, you can apply for a permit by either:
 - Selecting the “Apply” drop down menu located in the black menu bar at the top of the screen
 - or
 - Clicking the “Apply” icon located on the Home screen



The screenshot shows the Build Sandy Springs website interface. At the top left is the logo for Sandy Springs Community Development. To its right is the text 'BUILD SANDY SPRINGS'. In the top right corner, it says 'Good Afternoon, Guest' and shows a shopping cart icon with '0'. Below this is a black navigation bar with the following items: 'Home', 'Dashboard', 'My Work', 'Apply' (highlighted with a red box and a red arrow pointing to it), 'Today's Inspections', 'Pay Invoices', 'Search', and 'Help'. Below the navigation bar is a blue banner with the text: 'If you need assistance, please click on the Help button at the top of the screen to access the "How-To" library. If you need further assistance, please call us at 770-206-4397.' The main content area has a grey background and features a large heading: 'Welcome to the City's building permit website.' Below this heading is a paragraph: 'This site allows users to access all the City's building regulations and apply for a building or utility permit online, submit construction drawings for City review, pay invoices, schedule inspections and search public records.' Below this paragraph is a link: 'For other City information, please visit SandySpringsGA.gov.' The main content area is divided into six white boxes, each with an icon and a title. The 'Apply' box is highlighted with a red box. The boxes are: 1. 'My Account' (person icon): 'Click here to access your account 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): 'Click here to make a payment online via credit or debit card.' 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.'

Apply for a Permit: Select Your Permit Type

- Expanding the permit category allows you to view the various permit types.
- You can also search for a permit type in the search field.
- Select "All"
- Select "Show Categories"
- Select "+ Permits"
- Find the correct permit type and click "Apply"

SANDY SPRINGS COMMUNITY DEVELOPMENT | **BUILD SANDY SPRINGS**

Good Afternoon, [Guest](#)

Home Apply Today's Inspections Pay Invoices Search Help

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) **PERMITS** [PLANS](#)

[Hide Categories](#)

- All
- PERMITS 61**
- All 61
- Building Commercial 13
- Building Residential 10
- Demolition 4
- Electrical 5
- Fence 4
- Land Disturbance 3
- Mechanical 2
- Neighborhood Street Light Program 1
- Plumbing 3

Commercial - Accessory Structure [Apply](#)
Category Name: Building Commercial Description: Any structures that are not attached to the primary building (dumpster enclosures, drive-thru kiosk, ATMs)


Commercial - Additions and Alterations [Apply](#)
Category Name: Building Commercial Description: This includes any vertical or horizontal expansion to an existing structure.

Commercial - Construction/Sales Trailer [Apply](#)
Category Name: Building Commercial Description: Commercial-Construction/Sales Trailer

Commercial - Decks & Covered Porches [Apply](#)
Category Name: Building Commercial Description: A Commercial Decks and Covered Porches Permit is for new decks or covered porches, as well as modifications made to existing decks and covered porches.

Apply for a Permit

Step 1: Locations



BUILD SANDY SPRINGS

Good Afternoon, **Guest** 🛒 0

Home Dashboard My Work **Apply** Today's Inspections Pay Invoices Search Help ↗

Apply for Permit - Residential - Single Family House *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Please click "Add Location" to search for your project location. Select your project address from the search results, check the box, and click "Apply".

Our database only has current addresses within the city limits of Sandy Springs.

- If you are building on an undeveloped lot that **does NOT** have an address (0 street number) but **DOES** have a Parcel ID, please use the map to select the lot that has an associated parcel ID.
- If you are building on an undeveloped lot that **does NOT** have an address or Parcel ID, please search for and select the temporary address "XXX".
- If you are subdividing an existing address or Parcel ID, please select the existing address or parcel.

If you need a new address or want to change your address, you will need to complete and email a [Change of Address Request Form](#) to addressing@sandyspringsga.gov.


Project Location

Add Location

+

REQUIRED

Create Template Save Draft **Next**



BUILD SANDY SPRINGS

Good Afternoon, **Guest** 🛒 0

Home Dashboard My Work **Apply** Today's Inspections Pay Invoices Search Help ↗

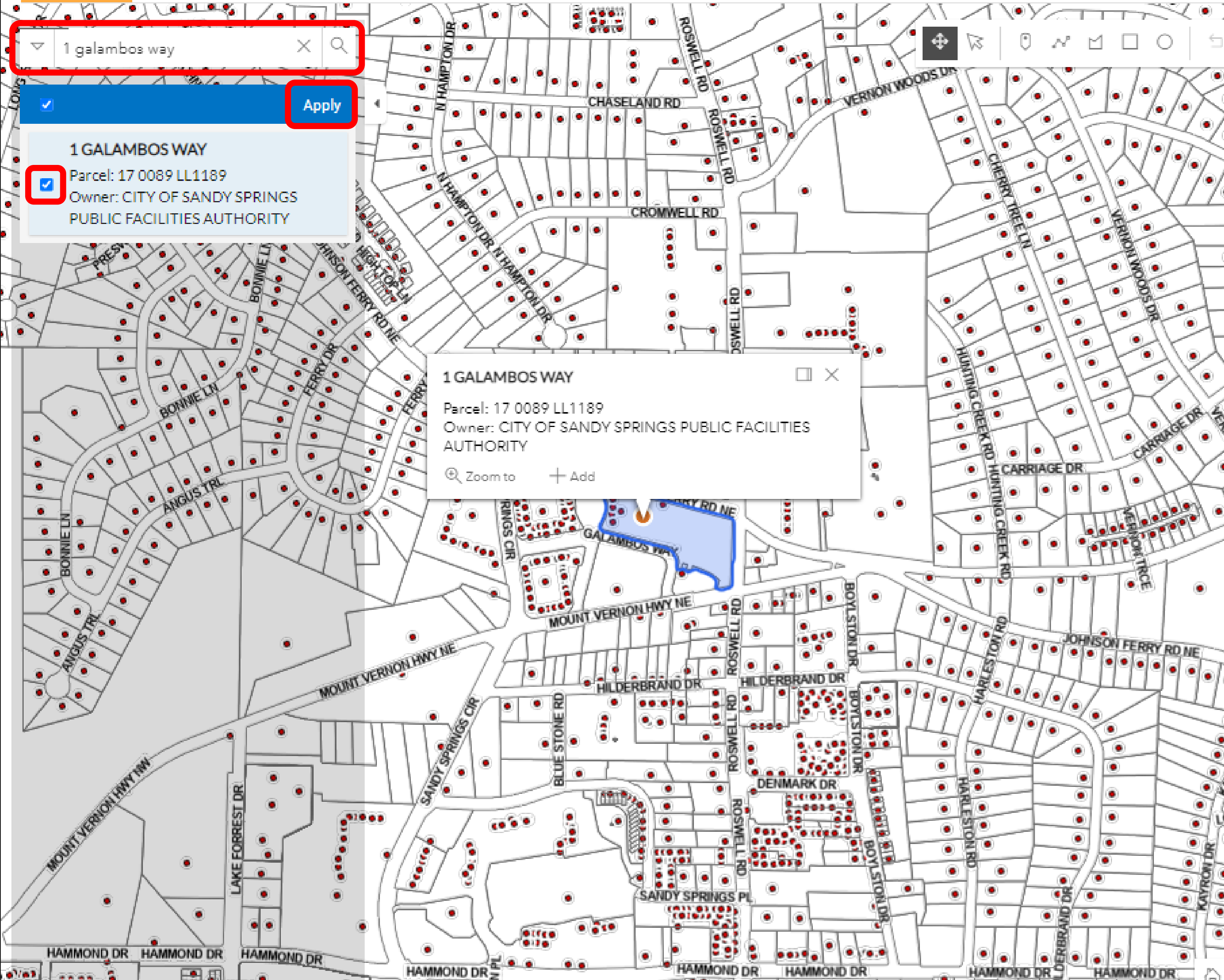
Add Address As Project Location ↕ Back to Application

SEARCH

1 GALAMBOS WAY
Parcel: 17 0089 LL1189
Owner: CITY OF SANDY SPRINGS PUBLIC FACILITIES AUTHORITY

1 GALAMBOS WAY
Parcel: 17 0089 LL1189
Owner: CITY OF SANDY SPRINGS PUBLIC FACILITIES AUTHORITY


Zoom to + Add




Apply for a Permit

Step 2: Permit Details

- Follow the on-screen prompts to provide the required information



BUILD SANDY SPRINGS

Good Morning, [Guest](#) 

[Home](#) [Dashboard](#) [My Work](#) [Apply](#) [Today's Inspections](#) [Pay Invoices](#) [Search](#) [Help](#)

Apply for Permit - Residential - Single Family House *REQUIRED

Locations **2** Type **3** Contacts **4** More Info **5** Attachments **6** Review and Submit

PERMIT DETAILS

This application is for a new construction **Residential - Single Family House Permit**.

Description - Enter a brief summary of your project such as "New Single Family House with Pool"

Square Feet - Please include the total square footage under the roof, including the garage and basement.

Valuation - This is the total construction cost that includes both of the following:

- Materials and labor for the vertical structure
- Materials and labor for the site-related work that is not part of a separate permit (example: pool, retaining wall, accessory structure, fence, etc.).

* **Permit Type**

* **Description**

* **Square Feet**

* **Valuation**

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Apply for a Permit

Step 3: Contacts

- Select the contact type from the drop down menu
- Push the blue plus button
- Search for a contractor who is already in our system

The screenshot displays the 'Apply for Permit - Residential - Single Family House' web application. At the top, the Sandy Springs Community Development logo is visible alongside the 'BUILD SANDY SPRINGS' branding. The user is logged in as 'User Name' and is viewing the 'Apply' section. A navigation menu includes 'Home', 'Dashboard', 'My Work', 'Apply', 'Today's Inspections', 'Pay Invoices', and 'Search'. A progress bar indicates the current step is 'Contacts' (step 3), with previous steps 'Locations' and 'Type' completed, and subsequent steps 'More Info', 'Attachments', and 'Review and Submit' pending. Below the progress bar, the 'CONTACTS' section provides instructions: 'All permit applications require the following contacts: Applicant, Legal Property Owner, Billing Contact, and General Contractor (unless the owner is acting as their own contractor and submits an Owner-Contractor Affidavit). If a single contact is also several of the above contact types, please add the contact again for each contact type.' Three contact cards are shown: 'Applicant' (Sandy Springer (You), City of Sandy Springs, 1 Galambos, Sandy Springs, GA, 30328), 'Property Owner' (Sandy Springer (You), City of Sandy Springs, 1 Galambos, Sandy Springs, ...), and 'Contractor (General)' (Sandy Springer (You), City of Sandy Springs, 1 Galambos, Sandy Springs, ...). Each card has a 'Remove' button. To the right is a blue 'Add Contact' button with a plus sign and a 'Select Type' dropdown menu. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Apply for a Permit

Step 4: More Info

- Follow the on-screen prompts to provide the required information

The screenshot shows a web application interface for applying for a permit. At the top, there is a header with the Sandy Springs Community Development logo and the text 'BUILD SANDY SPRINGS'. To the right of the header, it says 'Good Morning, Guest' and shows a shopping cart icon with '0'. Below the header is a navigation bar with links: Home, Dashboard, My Work, Apply (with a dropdown arrow), Today's Inspections, Pay Invoices, Search (with a magnifying glass icon), and Help (with an upward arrow icon).

The main content area is titled 'Apply for Permit - Residential - Single Family House' and has a '*REQUIRED' label in the top right corner. Below the title is a progress indicator with six steps: 1. Locations (green checkmark), 2. Type (green checkmark), 3. Contacts (green checkmark), 4. More Info (blue circle with '4'), 5. Attachments (grey circle with '5'), and 6. Review and Submit (grey circle with '6').

Under the 'MORE INFO' heading, there is a text box with the instruction: 'Please provide a brief name for this project such as the lot number, neighborhood name, or other identifier (i.e., New Single Family House with Pool).' Below this is a form field labeled '*Project Name' with the text 'Johnson family house with pool and attached garage' entered. To the right of the form field are links for 'Top' and 'Main Menu'.

At the bottom of the form, there are five buttons: 'Back' (blue), 'Create Template' (grey), 'Save Draft' (grey), and 'Next' (blue).

Apply for a Permit

Step 5: Attachments

- Select file type
- Include the address in each file name
- Upload or drag and drop

SANDY SPRINGS COMMUNITY DEVELOPMENT | **BUILD SANDY SPRINGS**

Good Morning, Guest

Home Dashboard My Work Apply Today's Inspections Pay Invoices Search Help

Apply for Permit - Residential - Single Family House *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

Residential Single Family House Application Requirements

- 1. Residential Building Permit Application**
- 2. Construction Drawings:** Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.
 - Cover Sheet and Sheet Index with the project address and a sheet list of all drawings submitted for plan review.
 - Civil Drawings
 - Existing Conditions/Survey
 - Site Plans including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include any existing utility services such as water, sewer, septic fields, etc.
 - Grading and Drainage Plans
 - Retaining Wall Details, if applicable.
 - Erosion Control Plans clearly indicating the BMP locations with standard details.
 - Tree Conservation Plan including the canopy coverage calculations.
 - Architectural Drawings
 - Floor Plans
 - Roof Plan
 - Elevations
 - Structural Drawings
 - Foundation Plans and Details
 - Framing Plans and Details
 - Truss Drawings, if applicable.
- 3. Erosion Control and Tree Conservation Agreement**
- 4. Any Applicable Affidavits**
 - Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
 - Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
 - Residential Owner-Contractor Affidavit:** Required for owners of residential properties who wish to act as their own contractor.

We can only accept the most recent version of these forms. Please use the documents linked above to submit your application.

Affidavit
1 Galambos Way - Contractor Affidavit.pdf
Size: 1.01 MB
[Remove](#)


Application
1 Galambos Way - Residential Building Permit...
Size: 829.55 KB
[Remove](#)

Drawings (1 Multi-Page PDF)
1 Galambos Way - Construction Drawings.pdf
Size: 245.75 KB
[Remove](#)

Erosion Control & Tre
Add Attachment
+
Supported: .pdf

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Application Attachment Examples



SANDY SPRINGS
GEORGIA

Residential Building Permit Application

Location	
Address of Job: 1 Galambos Way, Sandy Springs GA 30328	
District-Land Lot-Parcel: 17 0089 LL 1189	Subdivision: City Springs Zoning: City Springs

Description of Work	
New construction of a single family home on a vacant lot	
<input checked="" type="checkbox"/> Previous use of space (i.e. white box, restaurant, office) home	
Project Name: _____	
Work includes: <input checked="" type="checkbox"/> Mechanical <input checked="" type="checkbox"/> Electrical <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Low Voltage Sewage Disposal: <input type="checkbox"/> Septic <input checked="" type="checkbox"/> Sewer	
Building Square Footage: 2500	Affected Square Footage: 2500 Construction Cost: \$ 450,000

Land Owner of Record	
Name: Sandy Springer	Phone: 770-730-5600
Address: 1 Galambos Way	E-mail: sandyspringstest@gmail.com

Contractor (required prior to issuance) or Owner-Occupant (if no Contractor)	
Name of Company: Community Development	Business License No.: 2022-123456
Name of Qualifying Agent: Sandy Springer	Contractor License No.: SSGA9239048
Address: 6110 Blue Stone Rd	Phone: 770-730-5600
Contractor/Owner-Occupant E-mail: sandyspringstest@gmail.com	
Name of 24 Hour Contact: Sandy Springer	GSWCC Level 1A certification: Sandy Springer
Email: sandyspringstest@gmail.com	Phone: 770-730-5600


Applicant/Contact (if other than the Contractor)	
Name: Sandy Springer	E-mail: sandyspringstest@gmail.com Phone: 770-730-5600

Signature	
Owner or Authorized Agent: <u>Sandy Springer</u>	Date: June 28, 2022

Compliance with the Noise Ordinance, Permit Box posting, Erosion Control and all applicable regulations are enforced. Subcontractor affidavits shall be submitted before beginning work. No occupancy allowed prior to issuance of CO.

Please submit completed forms and request inspections at <https://build.sandyspringsga.gov>.

City of Sandy Springs • 1 Galambos Way • Sandy Springs, GA 30328 • 770-730-5600 • www.sandyspringsga.gov October 2, 2017



SANDY SPRINGS
COMMUNITY DEVELOPMENT

Residential Owner-Contractor Affidavit

This form may only be used by the owner of a residential property. This form must be completed and submitted to the Community Development Department with a copy of a state-issued identification card (i.e., driver's license) before a permit can be issued. All information requested on this form is mandatory.

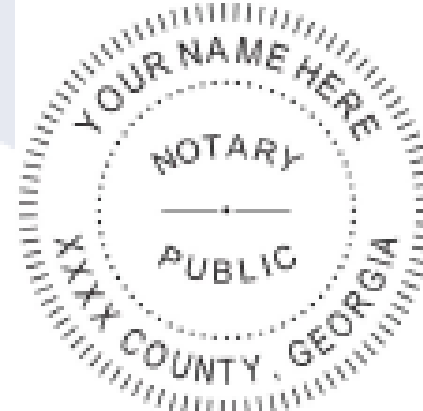
Project Information	
Permit Number	BR22-00526
Project Address	1 Galambos Way
City, State, and Zip Code	Sandy Springs, GA 30328
Subdivision Name	

This is to certify that I am responsible for (check all that apply):

<input type="checkbox"/> Mechanical	<input type="checkbox"/> Building
<input type="checkbox"/> Electrical	<input type="checkbox"/> Low Voltage
<input checked="" type="checkbox"/> Plumbing	<input type="checkbox"/> Other (_____)


I certify that I have read and will comply with all codes and ordinances adopted by the City of Sandy Springs ("City") that pertain to the construction of this structure. I further agree to indemnify the City and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with these codes and ordinances. I hereby affirm that I am performing this work on property that I own. Upon completion, this building or structure will be used or occupied solely by myself or my family and shall not be for the use of the general public. I do not currently intend to offer the property for sale or lease. I hereby affirm that in the past 24 months, I have not sold or transferred a residential property or structure that I owned while acting as my own contractor.

<p><u>Sandy Springer</u> Signature of Owner Acting as Contractor</p> <p><u>Sandy Springer</u> Printed Name of Owner</p>	<p><u>Notary Public</u> Notary Public Signature</p> <p><u>Notary Public</u> Printed Name</p> <p>State of Georgia, County of <u>Fulton</u></p> <p>Sworn and subscribed before me this <u>27</u> day of <u>June</u>, 20<u>22</u></p>
---	--



Please submit completed form at <https://build.sandyspringsga.gov>.

City of Sandy Springs • 1 Galambos Way, Sandy Springs, Georgia 30328 • 770-730-5600 • www.sandyspringsga.gov



SANDY SPRINGS
COMMUNITY DEVELOPMENT

Erosion and Sedimentation Control and Tree Conservation Agreement

Permit Number: _____ Site Address: 1 Galambos Way

The authorized person acknowledges that he/she is responsible for taking adequate steps to:

Erosion Control	Tree Conservation
<ol style="list-style-type: none"> Control soil erosion on said property. Control the movement of sediment by means of properly construct and maintain BMP's, including, but not limited to silt fence, (hay bales, etc.) in those areas where water exits the property. Keep mud off of adjoining streets by construction and maintenance of a construction exit and removal of mud from the street when necessary. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the City of Sandy Springs. Before construction activities begin, please arrange a preconstruction meeting at https://build.sandyspringsga.gov. 	<ol style="list-style-type: none"> Protect areas of existing trees/tree save areas on this lot other than those proposed for removal on the permitted site plan, so that a minimum of 35% Canopy Cover is left after construction is completed. Please visit https://build.sandyspringsga.gov to schedule an on-site meeting if there are any questions or clarifications needed. Install tree fence with tree save signage before clearing and grading for home construction commences. All tree fences shall remain and be maintained until the construction is 100% completed. <ol style="list-style-type: none"> Otherwise comply with all applicable COSS DC Section 9.3: Tree Conservation requirements, including those of the Tree Conservation Ordinance and Administrative Standards and Best Management Practices. Protected Tree: Any tree 18" in diameter or 56" in circumference, or greater, at 4 1/2 feet above the ground except for Dogwood and Redbud. Landmark Tree: Hardwood Trees: 27" in diameter or 85" in circumference, or greater, at 4 1/2 feet above the ground. Conifers - 30" in diameter or 94" in circumference at 4 1/2 above the ground. Dogwood and Redbud - 10" in diameter or 31" in circumference, or greater, at 4 1/2 feet above the ground. Boundary Tree: Any tree 10" in diameter or 31" in circumference, or greater, at 4 1/2 feet above the ground on a neighboring property whose critical root zone or canopy extends into the permitted property. Setback Tree: Any tree 18" in diameter or 56" in circumference, or greater, at 4 1/2 feet above the ground located in the minimum required yards/setback of any property.

I, the undersigned authorized person, have obtained a copy of these Ordinances and attest that I understand the provisions of the Law.

I, the undersigned authorized person, decline a copy of these Ordinances at this time. However, I hereby attest that I understand the provisions of the Law.

Failure to comply with these requirements will result in the issuance of a stop work order and/or environmental court citations.

<p><u>Sandy Springer</u> Signature of Owner or Contractor</p> <p><u>Sandy Springer</u> Printed Name</p>	<p><u>June 28, 2022</u> Date</p> <p><u>1 Galambos Way</u> Mailing Address</p>
---	---

Please submit completed forms and request inspections at <https://build.sandyspringsga.gov>.

City of Sandy Springs • 1 Galambos Way, Sandy Springs, Georgia 30328 • 770-730-5600 • www.sandyspringsga.gov

Apply for a Permit

Step 6: Review and Submit

- Review your information carefully
- Click "Submit"

SANDY SPRINGS COMMUNITY DEVELOPMENT | **BUILD SANDY SPRINGS** Good Morning, Guest

Home Dashboard My Work Apply Today's Inspections Pay Invoices Search Help

Apply for Permit - Residential - Single Family House *REQUIRED

Locations Type Contacts Work Info Attachments **Review and Submit**

Submit

Locations

Project Location 1 (Pre-Direction) GALAMBOS WAY 30026

Parcel Number 17 0057 LL1101

Basic Info

Type Residential - Single Family House

Description Johnson Family House

Square Feet 2500

Valuation 480000

Applied Date 04/13/2022

Contacts

Applicant Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA, 30026

Property Owner Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA, 30026

Contractor (General) Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA, 30026

Estimated Fees

The following fee estimates and totals are subject to change. Additional fees may apply.

Fee	Amount
Administrative Fee	\$25.00
Certificate Of Occupancy/Completion	\$50.00
Major Review Fee	\$250.00
Residential Permit Fee	\$2,300.00
Technology Surcharge	\$75.00

Total: \$2,600.00

More Info

Project Name Johnson Family Home [Top](#) [Main Menu](#)

Attachments

Affidavit 1 Galambos Way - Contractor Affidavit.pdf

Application 1 Galambos Way - Residential Building Permit Application.pdf

Drawings (1 Multi-Page PDF) 1 Galambos Way - Construction Drawings.pdf

Erosion Control & Tree Protection Agreement 1 Galambos Way - Erosion and Tree Agreement.pdf

Back **Create Template** **Save Draft** **Submit**

Apply for a Permit: Your Permit Page

- After you have successfully completed your permit application, you will see a green notification stating “Your permit application was submitted successfully.”
- You will also receive your permit number at this time.

The screenshot displays the Sandy Springs Community Development website interface. At the top left is the logo for Sandy Springs Community Development. To its right is the text "BUILD SANDY SPRINGS". In the top right corner, it says "Good Morning, Guest" with a dropdown arrow and a shopping cart icon showing "0". A dark navigation bar contains links for Home, Dashboard, My Work, Apply (with a dropdown arrow), Today's Inspections, Pay Invoices, Search (with a magnifying glass icon), and Help (with an external link icon). Below the navigation bar is a green notification banner with a checkmark icon and the text: "Your permit application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process." A red arrow points to this banner. Below the banner, the permit number "Permit Number: BR22-00526" is displayed and circled in red. To the right of the permit number is a blue "Add to Cart" button. Below the permit number are links for "Permit Details", "Tab Elements", and "Main Menu". A light blue box contains the following permit details:

Type:	Residential - Single Family House	Status:	Online Under Review	Project Name:	
IVR Number:	134496	Applied Date:	06/23/2022	Issue Date:	
District:	Council District 3	Assigned To:		Expire Date:	
Square Feet:	2,500.00	Valuation:	\$450,000.00	Finalized Date:	
Description:	Johnson Family House with Pool and attached Garage				

Below the details box is a navigation bar with tabs: Summary (selected), Locations, Fees (with a red notification icon), Inspections, Attachments, Contacts, Sub-Records, and More Info. The main content area is divided into three columns:

- Progress:** A donut chart showing 0% completed. A legend indicates: Completed (green dot), In Progress (blue dot), Not Started (grey dot).
- Workflow:** A list of steps with radio buttons: DM Residential, Assign Review - Building Residential Single Family House, Issue Permit, Building Foundation form survey submittal, Site Preconstruction Meeting -, Bldg Preconstruction Meeting -, Initial Tree Inspection -, Temp Power Pole -, Building Foundation -.
- Available Actions:** A section titled "Unpaid Fees" with a red warning triangle icon, showing a fee of \$2,800.00 due on 07-23-2022. A blue "Pay Now" button is next to it.

At the bottom left, there is a "Fees" section showing "\$2,800.00" with "View Details" and "Add to Cart" buttons.

**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**