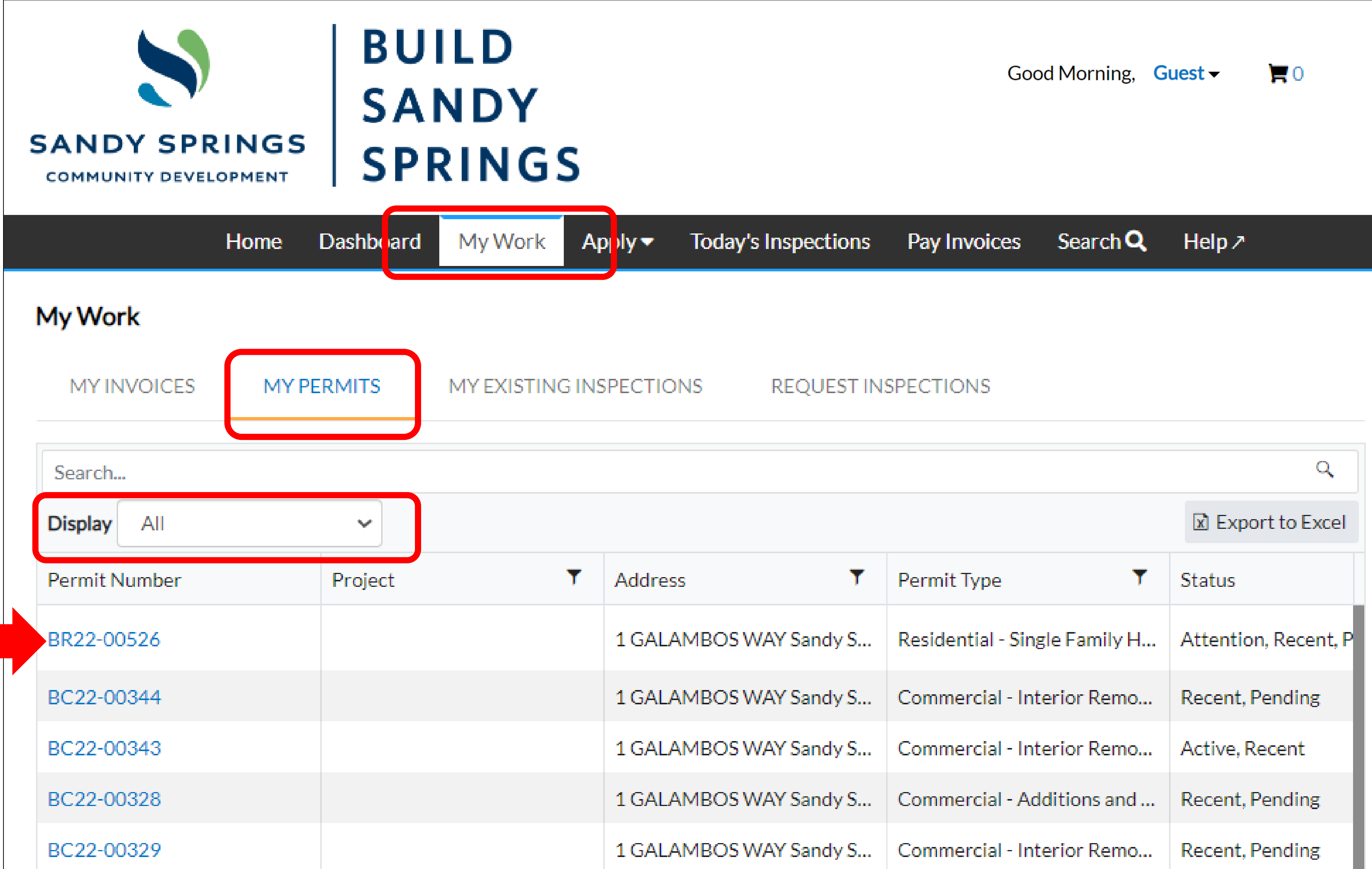


# Build Sandy Springs: 7. Request Inspections

# Navigate to Your Permit Page

- From any page, select “My Work”
- Click “My Permits”
- Change the display to “All”
- Select a permit number

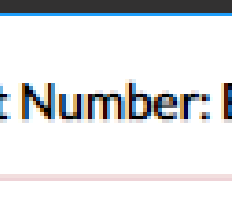


The screenshot shows the Sandy Springs Community Development website. The top navigation bar includes links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The 'My Work' section is active, and the 'MY PERMITS' tab is selected. Below the tabs, there is a search bar and a 'Display' dropdown menu set to 'All'. A table of permits is displayed, with the first row highlighted. A red arrow points to the permit number 'BR22-00526' in the first row of the table.

Permit Number	Project	Address	Permit Type	Status
BR22-00526		1 GALAMBOS WAY Sandy S...	Residential - Single Family H...	Attention, Recent, P
BC22-00344		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending
BC22-00343		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Active, Recent
BC22-00328		1 GALAMBOS WAY Sandy S...	Commercial - Additions and ...	Recent, Pending
BC22-00329		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending

# Your Permit Page Inspections Tab

- After a Permit Card is issued, use the Inspections Tab to request the required inspections
- Check the appropriate inspections
- Click "Request Inspections"



BUILD SANDY SPRINGS

Good Morning, [TEST PERMIT](#)

1

Dashboard
Home
Apply
My Work
Today's Inspections
Map
Report
Pay Invoices
Search
Calendar

Permit Number: BC17-00025

Permit Details

Tab Elements

Main Menu

Type: Building Commercial - New Multifamily

Status: Permit Expired

Project Name:

IVR Number: 107484

Applied Date: 01/12/2017

Issue Date: 01/30/2017

District: <NONE>

Assigned To:

Expire Date: 07/31/2017

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

More Info

Existing Inspections

Request Inspections

Optional Inspections

Next Tab

Permit Details

Main Menu

Existing Inspections

Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

Sort: Order

Description	Reinspection	Action
Preconstruction Meeting	No	<input checked="" type="checkbox"/>
Review required building inspection and expectation, order of inspection, and OSHA safety compliance	No	<input type="checkbox"/>
Tree Removal - Initial Inspection	No	<input type="checkbox"/>
Electrical Temp Power Pole	No	<input type="checkbox"/>
Building Foundations	No	<input type="checkbox"/>
All foundation dimensions, reinforcement, embeds, etc. shall be approved prior to placement of concrete.	No	<input type="checkbox"/>
Bldg Deck Footing	No	<input type="checkbox"/>
Bldg Other Not Listed	No	<input type="checkbox"/>
Select this inspection fo all third party foundation inspections as noted above.	No	<input type="checkbox"/>
Bldg Foundation Walls	No	<input type="checkbox"/>

Results per page 10

1 - 10 of 42

<<

<

1

2

3

4

5

>

>>

Request Inspection



# Inspection Request Details

- Inspections requested before 2:00pm will be scheduled for the next business day.
- Otherwise, select your preferred inspection date by clicking on the calendar icon.
- In the “Comments/Gate Code” field, enter all comments as necessary:
  - Your name and phone number
  - Gate Code (if required)
  - Name and number of any 3<sup>rd</sup> party inspections
- Click “Submit”
- You will receive an email with the results of your inspection.

The screenshot shows the Sandy Springs Community Development website. The header includes the logo and navigation links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled 'Request Inspections (1)' and contains a form for case #BC17-00025. The form fields include: Inspection Type (Electrical Final), Case Type (Building Commercial - New Multifamily), Address, Requested Date (with a calendar icon), and Comments/Gate Code. A 'Submit' button is at the bottom. A red asterisk and the word 'REQUIRED' are visible in the top right corner of the form area.

The screenshot shows the details for Case #BR22-00453. The form fields include: Inspection Type (Preconstruction Meeting), Case Type (Residential - Single Family House), Address (1 GALAMBOS WAY Sandy Springs, GA 30328), Requested Date (07/01/2022), and Comments/Gate Code (Sandy Springer 770-206-5600 Gate Code = 1234). A green checkmark icon is at the bottom right.


# Request Inspections for Multiple Construction Projects

# Request Multiple Inspections

To request inspections for multiple construction projects at once, use the “Request Inspections” feature on the Home page

The screenshot shows the homepage of the 'BUILD SANDY SPRINGS' website. The header includes the Sandy Springs Community Development logo, the user name 'Good Morning, Guest', and a shopping cart icon with '1' item. A navigation bar contains links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. A blue notice banner states: 'NOTICE: Build Sandy Springs will perform weekly maintenance every Friday from 5:00pm to 7:00pm. Some functions may be unavailable during this time.' The main content area features a welcome message: 'Welcome to the City's building permit website.' Below this, a paragraph explains the site's purpose: '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.' A link to 'SandySpringsGA.gov' is provided for other city information. The page displays six service tiles in a 2x3 grid. The 'Request Inspection' tile in the bottom-left is highlighted with a large red arrow. The tiles are: 'My Account' (person icon), 'Apply' (checklist icon), 'Pay Invoice' (dollar sign icon), 'Request Inspection' (calendar icon with a red arrow), 'Request Certificate of Occupancy (CO, CC, TCO)' (building icon), and 'Search Public Records' (magnifying glass icon).

**BUILD SANDY SPRINGS**

Good Morning, [Guest](#)  1


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

**NOTICE:** Build Sandy Springs will perform weekly maintenance every Friday from 5:00pm to 7:00pm. Some functions may be unavailable during this time.

## Welcome to the City's building permit website.


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.

For other City information, please visit [SandySpringsGA.gov](http://SandySpringsGA.gov).




**My Account**

Click here to access your account information.





**Apply**

Use this tool to apply for a new permit, subdivision plat, variances and other zoning actions.




**Pay Invoice**

Click here to make a payment online via credit or debit card.




**Request Inspection**

Request an inspection for an existing permit. All inspections requested by 2:00pm will be scheduled for the next business day.



**Request Certificate of Occupancy (CO, CC, TCO)**

Fill out your Certificate of Occupancy request form and e-mail it to [CO@sandyspringsga.gov](mailto:CO@sandyspringsga.gov)




**Search Public Records**


This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

# Request Inspections for Multiple Permits

- Select multiple inspections with the check box on the right.
- Click “Request Inspection”



BUILD  
SANDY  
SPRINGS

Good Morning, Guest  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp

Request Inspections

Search...

Request Inspection

Export to Excel

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Gas Pressure Test
<input type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Mechanical Gas Line
<input type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Others Not Listed
<input type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Bldg Drywall fastening pattern
<input checked="" type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Mechanical Grease Duct/Hood
<input type="checkbox"/>	BC22-00343	1 GALAMBOS WAY Sandy Springs, GA 30328	Commercial - Interior Remodel (OLD _ DO N...	Mechanical Final
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Bldg Rough Combo
<input checked="" type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Storm Water Receptor
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Foundation
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Moisture Barrier
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Sheathing Inspection
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Others Not Listed
<input type="checkbox"/>	BR22-00112	6365 RIVER OVERLOOK DR Sandy Springs, ...	Residential-Addition and Alteration	Final Building Combo

Showing 164 records. Limited to the last 2000 records



# Inspection Request Details

- Inspections requested before 2:00pm will be scheduled for the next business day.
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- In the “Comments/Gate Code” field, enter all comments as necessary:
  - Your name and phone number
  - Gate Code (if required)
  - Name and number of any 3<sup>rd</sup> party inspections
- Click “Submit”
- You will receive an email with the results of your inspection.

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The screenshot shows the details for Case #BR22-00453. The form fields are: Inspection Type (Preconstruction Meeting), Case Type (Residential - Single Family House), Address (1 GALAMBOS WAY Sandy Springs, GA 30328), Requested Date (07/01/2022), and Comments/Gate Code (Sandy Springer 770-206-5600 Gate Code = 1234). A green checkmark icon is at the bottom right.



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**