

The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms including bedrooms (QUARTO), bathrooms (SANIT), a service area (SERVICO), and a hall. Rooms are labeled with their area in square meters (M²). For example, QUARTO 2 is 12.04 M², SANIT 4.36 M², SANIT 5.02 M², SANIT 5.04 M², SERVICO 2.25 M², and SERVICO 2.25 M². There are also labels for P1, P2, and P3, likely representing parking spaces. The plan includes furniture like beds, sofas, and tables, and architectural details like doors, windows, and stairs.

BUILD: SANDY SPRINGS

Let's build something great together

BUILD SANDY SPRINGS ONLINE TRAINING

Attend the next BUILD: SANDY SPRINGS seminar to discuss how use the new online Customer Self Service (CSS) portal. This new service will replace the existing Contractor Access Portal (CAP) and will provide a greater user experience with simplified permit applications, plan submittal and review and online payment. All of this and more will now be available via your mobile device greatly increasing speed and efficiency in submitting and obtaining your project information.

The seminar will be presented by City staff. It is free and is strongly recommended for anyone doing work that requires a permit in Sandy Springs. You don't want to miss this next great seminar!

When: Wednesday, October 28, 2020
9:00am to 10:30am

Where: Webinar link will be sent via
e-mail after you register

Cost: Free (you must register online
to attend)

Register: spr.gs/BuildSeminars

BUILD: SANDY SPRINGS
Let's build something great together



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- Apply for a Permit
- Pay Invoice
- Request Inspection
- Request CO/CC/TCO
- Search Public Records
- Community Development GIS
- City Development Code & Technical Manual



What is Build Sandy Springs?

Build Sandy Springs

- Build Sandy Springs is the City's online permitting software 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 'Build Sandy Springs' website. At the top, there is a header with the 'SANDY SPRINGS COMMUNITY DEVELOPMENT' logo and the 'BUILD SANDY SPRINGS' title. A navigation bar includes 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 features a large heading: 'Welcome to the City's online 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 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 interface is organized into a 3x3 grid of service tiles. Each tile has a blue icon, a title, and a brief description of the service. The tiles are: 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

- Build Sandy Springs is a replacement to the older Contractor Access Portal (CAP)
- It is mobile device friendly
- Can work on multiple web browsers (Chrome, Firefox, Edge, Safari, etc.)
- Includes step-by-step data entry
- Easier project management
- Create templates for repetitive permit types
- Save your progress before submitting

<https://build.sandyspringsga.gov>

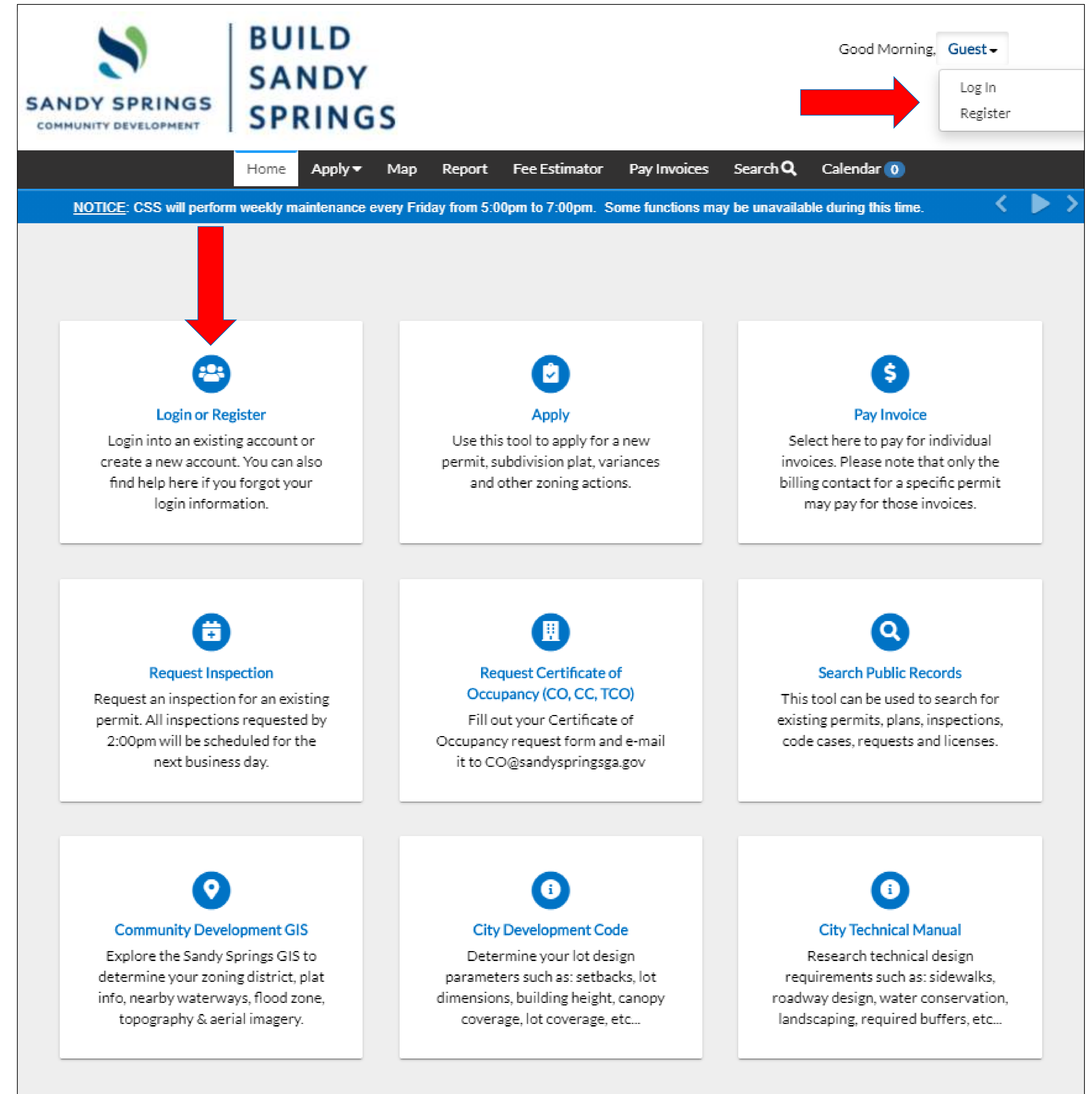
The screenshot shows the 'Build Sandy Springs' website. At the top, there is a header with the 'SANDY SPRINGS COMMUNITY DEVELOPMENT' logo and the 'BUILD SANDY SPRINGS' title. A navigation bar includes links for 'Home', 'Apply', 'Today's Inspections', 'Search', and 'Help'. A blue banner below the navigation 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 features a large heading: 'Welcome to the City's online 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 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 interface is organized into a grid of nine service tiles, each with an icon, a title, 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...'



Login or Register

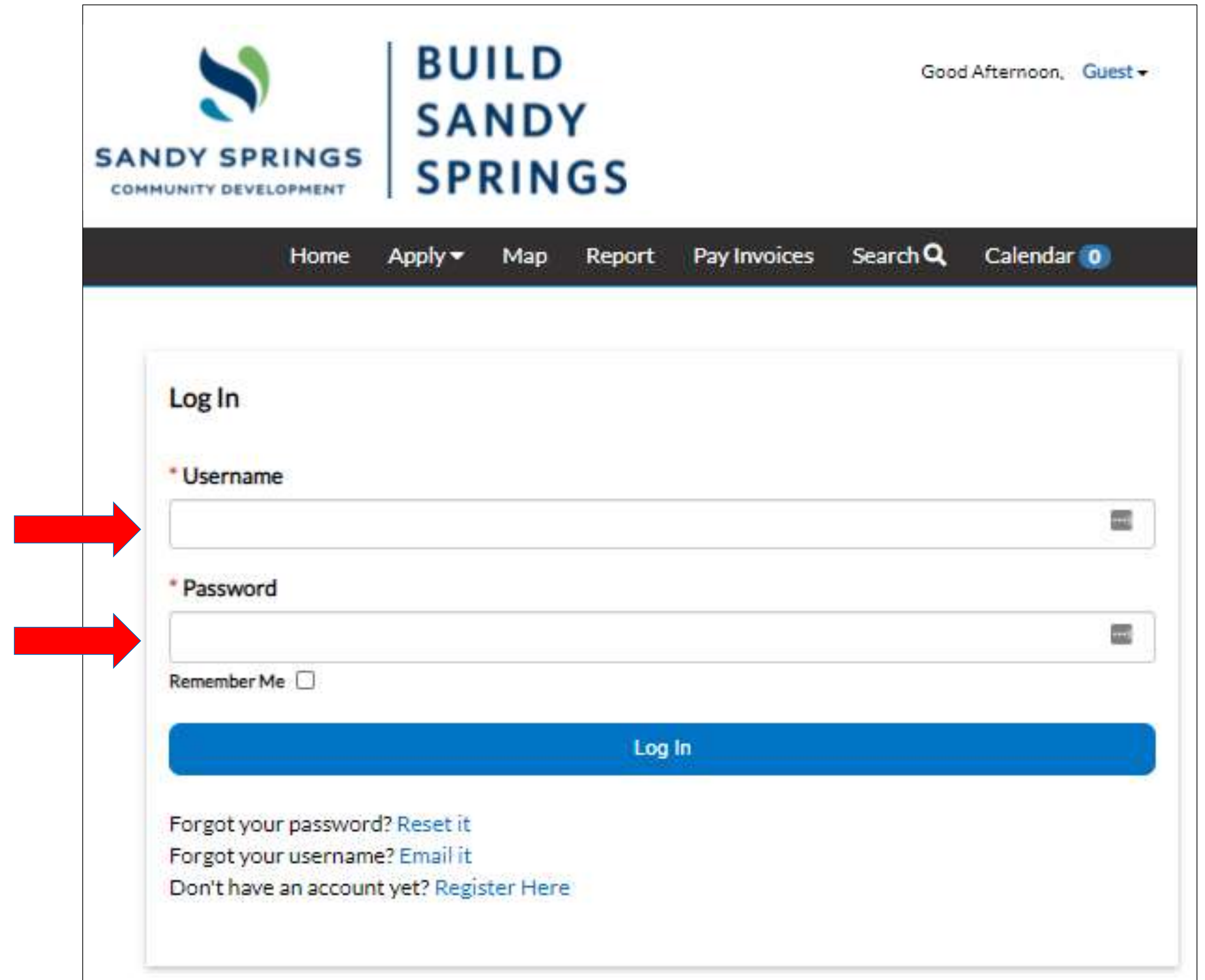
Login or Register

- To Login or Register for Build Sandy Springs, you can either:
 - Click on the **“Login / Register”** icon located on the Home Screen
 - or
 - Click on **“Guest”** located on the top right of the page to activate the drop down menu and select either **“Login”** or **“Register”**



Registered User Login

- Input your username (this is not necessarily the e-mail used in your old CAP account)
 - Input your password
 - **Select “Remember Me”**
 - Click on the blue “Log In” button
-
- Once you are logged in, Build Sandy Springs will open your User Dashboard where can access all of your permits



The screenshot shows the 'Log In' form on the 'BUILD SANDY SPRINGS' website. The form includes fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a blue 'Log In' button. Below the button are links for 'Forgot your password? Reset it', 'Forgot your username? Email it', and 'Don't have an account yet? Register Here'. Two red arrows point to the 'Username' and 'Password' input fields respectively.

Good Afternoon, [Guest](#)

[Home](#) [Apply](#) [Map](#) [Report](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Log In

* Username

* Password

Remember Me ☐

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

First Time User Registration

- Click the “**Register Here**” link at the bottom of the login screen to begin the registration process

Good Afternoon, [Guest](#)

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

[Home](#) [Apply](#) [Map](#) [Report](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Log In

* Username

* Password

Remember Me ☐

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

First Time User Registration

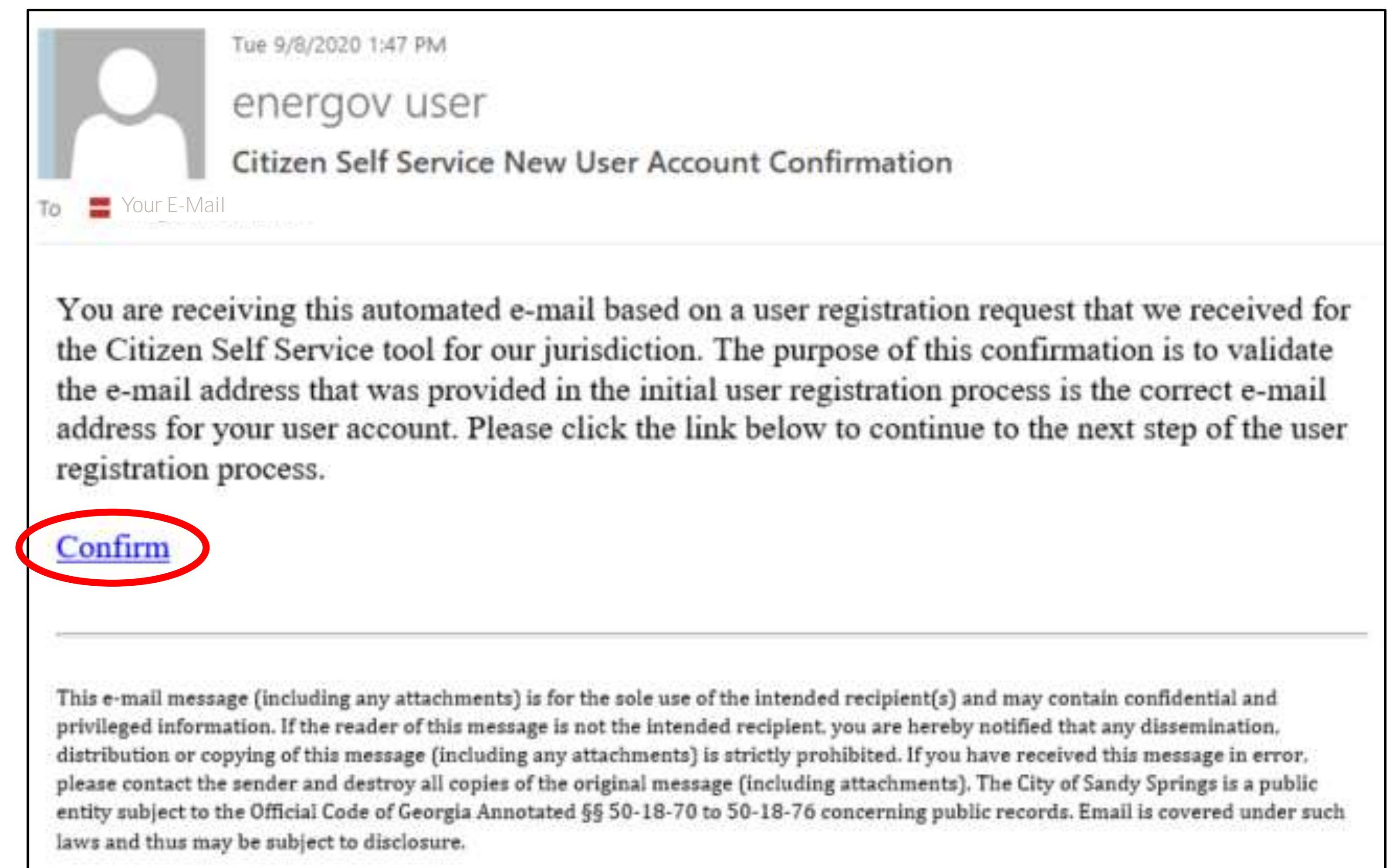
- Step 1: Email Address:
 - Enter a valid email address and click **“Next”**.
 - Check your email account and open the confirmation email to validate your address.
 - **Click on the “Confirm” button located at the bottom of the email.**

Registration

Step 1 of 4: Email Address

Email

Next



First Time User Registration

- Step 2: Login Information:
 - Create a unique username (this will be used to log-in instead of your e-mail unless you enter your e-mail as your username)
 - Create a password
 - Confirm your password
 - **Click on the “I’m not a robot” reCAPTCHA** checkbox located at the top of the screen
 - **Select the “Next” button**

The screenshot shows a web registration form titled "Registration". Below the title is a light purple header bar that says "Step 2 of 4: Login information". The form contains several fields and a checkbox. At the top right, there is a "REQUIRED" label. Below it is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo and links for "Privacy" and "Terms". Below the checkbox are three required fields: "Username", "Password", and "Confirm Password", each with a red asterisk and a small icon to its right. Below these fields is an "Email" field with the placeholder text "Your E-Mail". At the bottom of the form is a blue "Next" button.

First Time User Registration

- Step 3: Personal Information:
 - Enter your personal information such as Name, Company and Contact Preference
 - Select the “Next” button

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

--Select Contact Preference--

Address

Business Phone

Email

Fax

Home Phone

Mobile Phone

Other Phone

First Time User Registration

- Step 4: Address:
 - Enter your mailing address information in the appropriate fields **and select the “Mailing”** Address Type located at the bottom of the screen.
 - **Select the “Submit”** button

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Building

City

State

Postal Code

County

* Address Type

Location

Billing

Location

Mailing

Project Address

User Dashboard

- Once you have successfully logged in, your user Dashboard will be displayed and additional black menu selections will be displayed.
- From here you can see any permits that need immediate attention, view your plans, schedule inspections, and pay invoices

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

Good Afternoon, **Test User**

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

This is a RW Test Notification. CBB! Hello World.

My Permits

Attention	Pending	Active	Draft	Recent
1	2	1	0	3
Building Commercial: 1	Building Commercial: 1 Commercial New R...: 1	Commercial New R...: 1		Commercial New R...: 2 Building Commercial: 1

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current	0	\$0.00
Past Due	0	\$0.00
Total	0	\$0.00

[View My Invoices](#)



Apply for a Permit

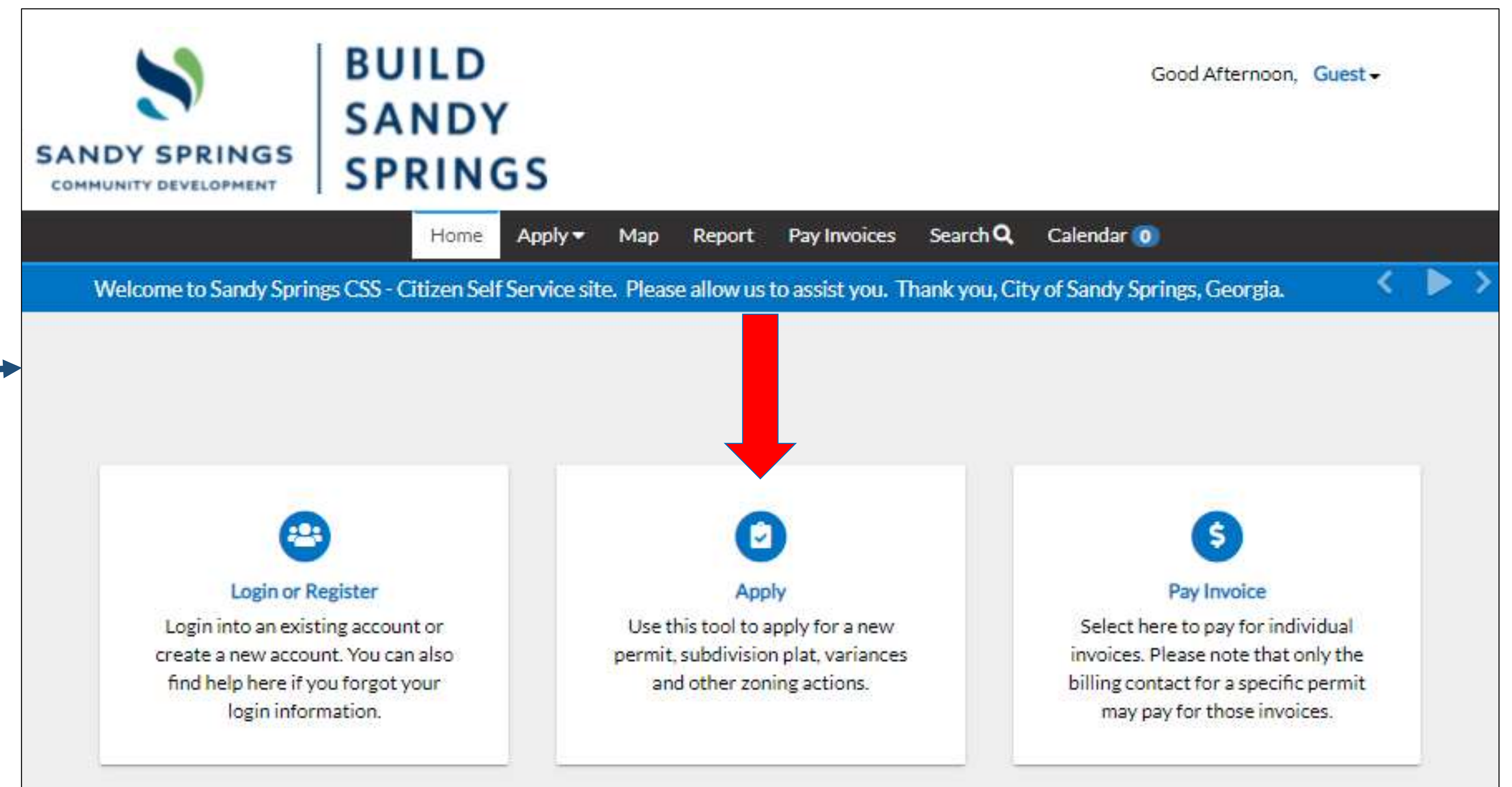
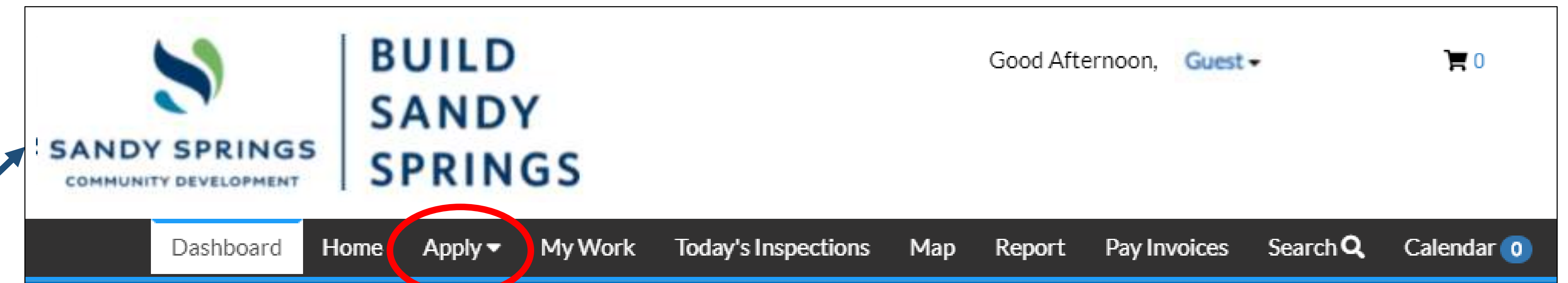
Apply for a Permit

- After you are logged 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

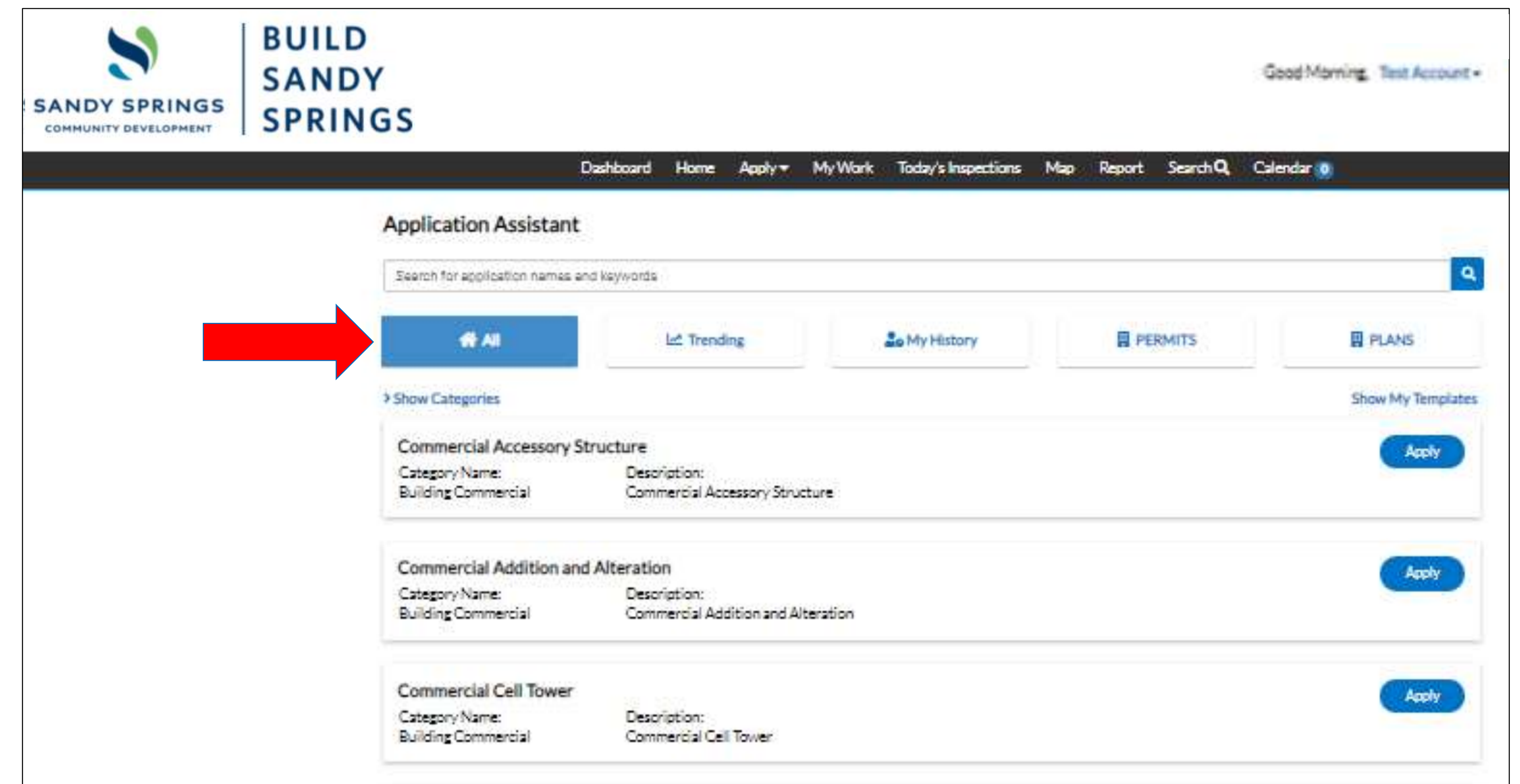
or

- **Clicking the “Apply” icon** located on the Home screen



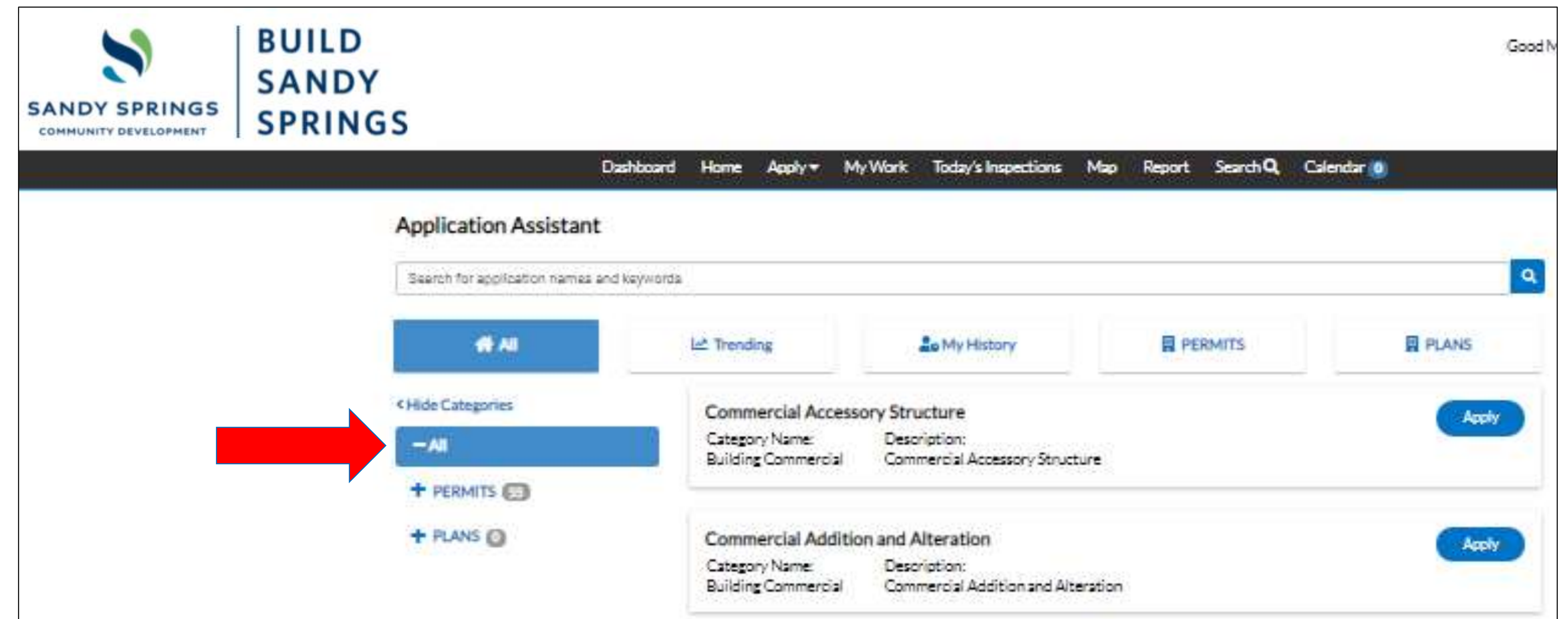
Apply for a Permit

- Once you have successfully logged in, your User Dashboard will be displayed.
- If you choose **“Apply”** from the menu bar, you will see five info boxes. **Select “All.”**
- You will now see a list of all permit types.
- You can also search for a permit type in the search field.

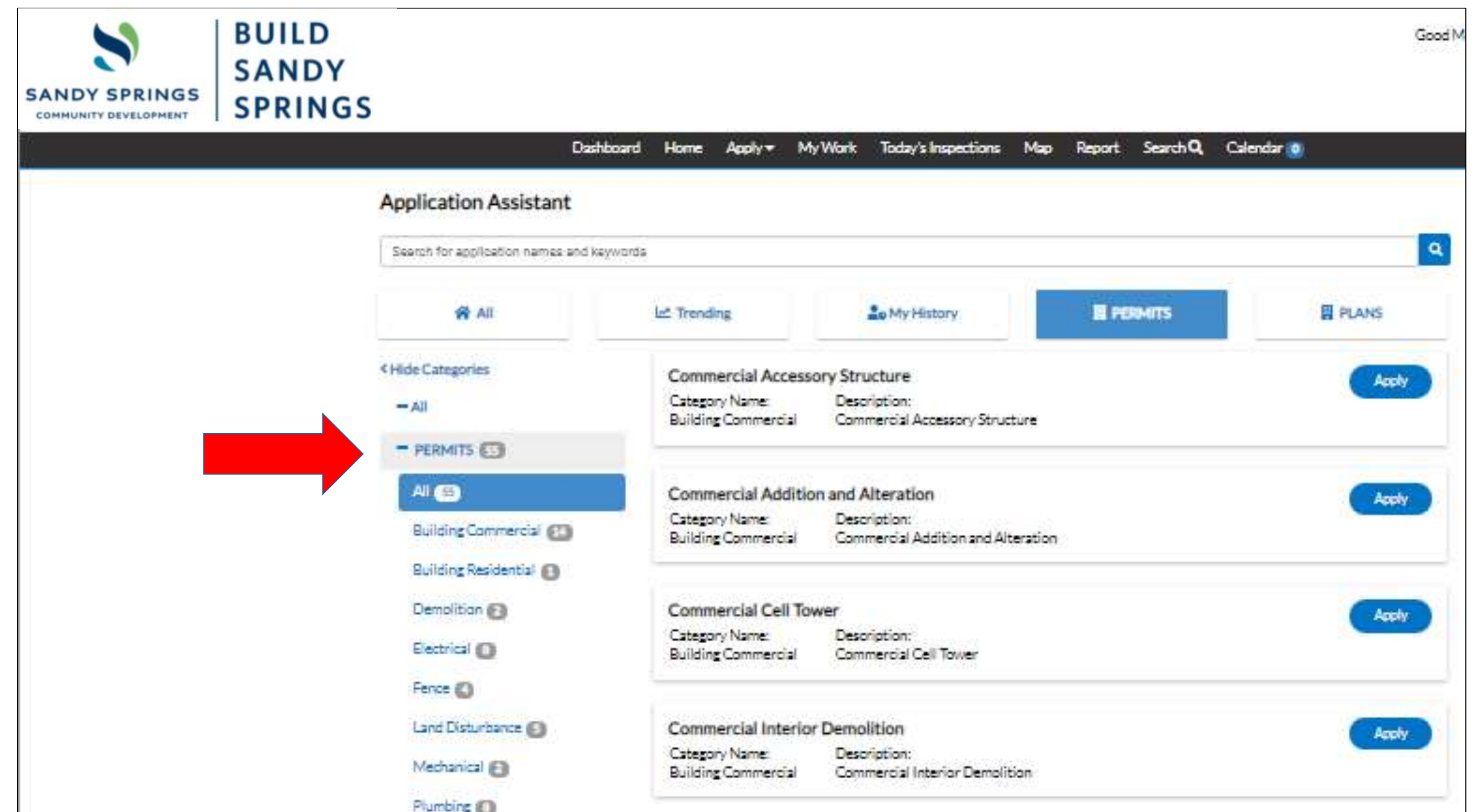


Apply for a Permit

- You can expand the permit category by clicking the (+) button to view the various permit types.



- The permit type list will populate on the next screen.



Apply for a Permit (Video Demonstration)

- After you click “Apply” for a permit, the permit application process will begin.
- We will now show you a narrated video of the application process from start to finish including original drawing submittals.

The screenshot displays the 'Apply for Permit - Commercial Accessory Structure' web application. The interface includes a header with the 'SANDY SPRINGS COMMUNITY DEVELOPMENT' logo and 'BUILD SANDY SPRINGS' text. A navigation bar contains links for 'Dashboard', 'Home', 'Apply', 'My Work', 'History & Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The main content area shows a progress bar with six steps: 1. Location (active), 2. Title, 3. Details, 4. Documents, 5. Submit, and 6. Review and Submit. Below the progress bar, the 'LOCATIONS' section features a dropdown menu labeled 'Location' and a blue button with a white plus sign and the text 'Add Location'. At the bottom of the form, there are buttons for 'Create Template', 'Save Draft', and 'Final'. The interface is clean and modern, with a white background and blue accents.

Apply for a Permit

- 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 'BUILD SANDY SPRINGS' web portal. At the top, the header includes the 'SANDY SPRINGS COMMUNITY DEVELOPMENT' logo and a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Search, and Calendar. A green notification banner at the top right states: '✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.' Below this, a red arrow points to a text box containing the 'Permit Number: BC20-00337', which is circled in red. The main content area shows 'Permit Details' for a 'Building Commercial' project. Key information includes: Type: Building Commercial, Status: Under Review, Project Name: (blank), IVR Number: 119430, Applied Date: 10/26/2020, Issue Date: (blank), District: <NONE>, Assigned To: Cheek, John, Expire Date: (blank), Square Feet: 5,000.00, Valuation: \$350,000.00, Finalized Date: (blank), and Description: New Restaurant. Below the details are tabs for Summary, Locations, Fees, Inspections, Attachments, Contacts, Sub-Records, and More Info. The 'Summary' tab is active, showing a 'Progress' section with a donut chart indicating '0% Completed' and a 'Workflow' section with a list of steps: BC Addition and Alteration, BC Alterations, BC Device Free Standing, BC Interior Demolition, and BC Mechanical/Plumbing. The 'Available Actions' section is also visible on the right.



Pay an Invoice

Pay an Invoice

- After you log into Build Sandy Springs, you can pay for an invoice by either:
 - **Selecting the “Pay Invoices”** drop down menu located in the black menu bar at the top of the screen
 - or
 - While in your Dashboard, clicking **“View My Invoices”**.
 - or
 - **Clicking the “Pay Invoice”** icon on the Home screen.

The image displays two screenshots of the Build Sandy Springs website interface. The top screenshot shows the 'My Invoices' section with a table of invoice status and a 'View My Invoices' link. The bottom screenshot shows the 'Home' screen with a 'Pay Invoice' button. Red arrows and circles highlight the 'Pay Invoices' menu item and the 'Pay Invoice' button.

My Invoices

Current	\$0.00
Past Due	\$0.00
Total	\$0.00

[View My Invoices](#)

Home Apply Map Report **Pay Invoices** Search Calendar

Welcome to Sandy Springs CSS - Citizen Self Service site. Please allow us to assist you. Thank you, City of Sandy Springs, Georgia.

Login or Register
Login into an existing account or create a new account. You can also find help here if you forgot your login information.

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

Pay Invoice
Select here to pay for individual invoices. Please note that only the billing contact for a specific permit may pay for those invoices.

Search for an Invoice

- You can search for an invoice and display either Paid, Unpaid, or Voided Invoices.
- Your invoices will appear below.
- Select the invoice you want to view by clicking on the invoice number.
- If you want to pay all of the invoices at once, you can click the **“Select All”** box, then click the blue **“Add to Cart”** button.


The screenshot shows the 'BUILD SANDY SPRINGS' website. The user is logged in as 'TEST PERMIT'. The 'My Work' section is active, showing a list of unpaid invoices. The 'Unpaid' filter is selected in the 'Display' dropdown. The 'Select All' checkbox is highlighted. A red arrow points to the 'Add To Cart' button.

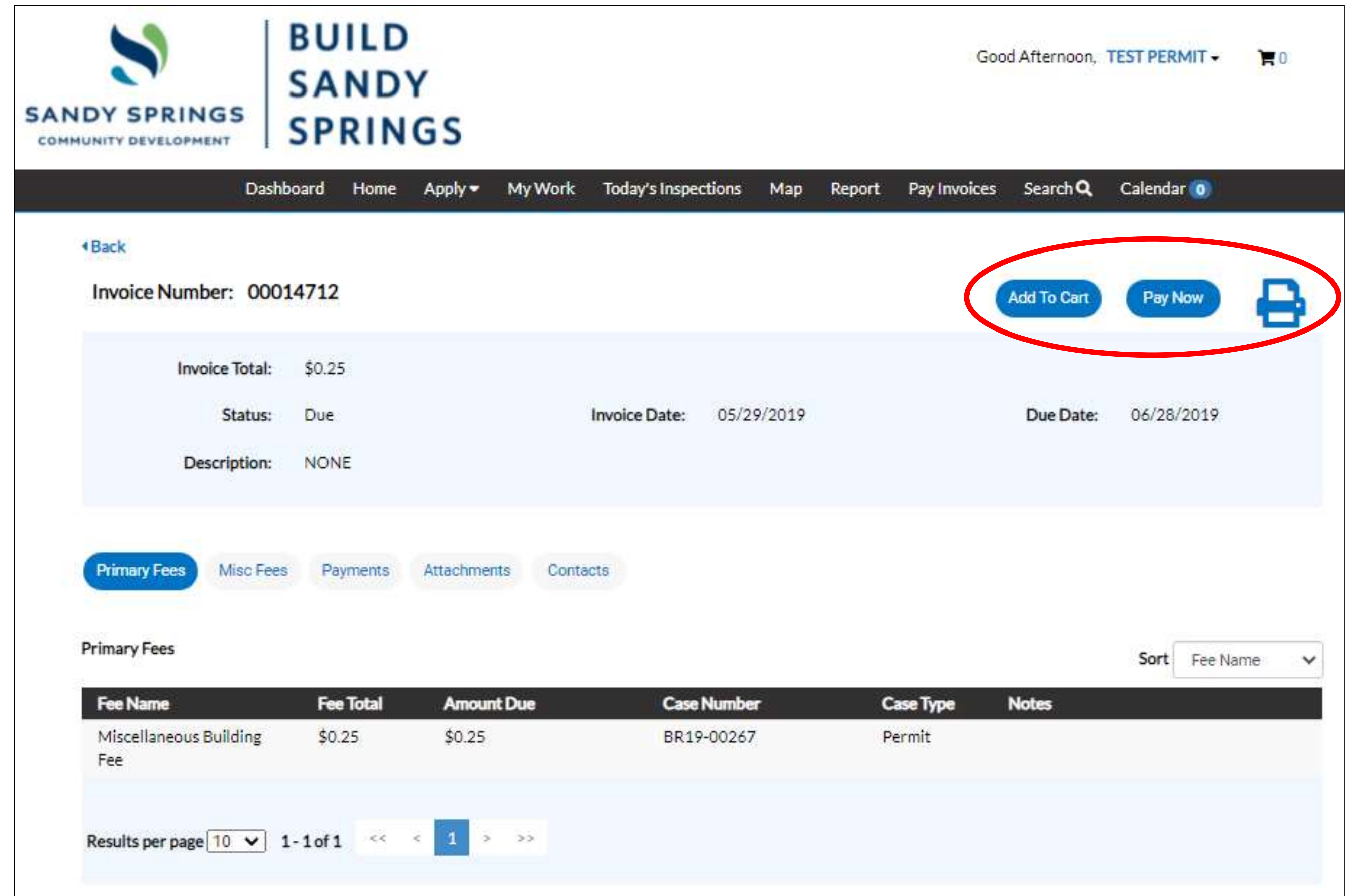
Invoice Number	Amount Due	Status	Case Number	Address	Select All
00014712	\$0.25	Due	BR19-00267		<input type="checkbox"/>
00014901	\$0.25	Due	BR19-00310	1 GALAMBOS WAY Sandy Springs, GA 30328	<input type="checkbox"/>
00018175	\$30.00	Due	LTR20-0033		<input type="checkbox"/>
00014782	\$210.00	Due	UT19-00243	1 GALAMBOS WAY Sandy Springs, GA 30328	<input type="checkbox"/>
00017282	\$8,762.90	Due	MC20-00009		<input type="checkbox"/>

Results per page: 10 | 1 - 5 of 5 | << < 1 > >>


Add To Cart


Detailed Invoice Review

- Select the **blue “Add To Cart”** button to include this invoice on the checkout window.
- Select the **blue “Pay Now”** button when ready to complete this transaction.
- Select the blue  icon to print a copy of your invoice.



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

Good Afternoon, **TEST PERMIT** 


Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search  Calendar **0**

[Back](#)

Invoice Number: 00014712


Invoice Total: \$0.25
Status: Due
Description: NONE

Invoice Date: 05/29/2019
Due Date: 06/28/2019


[Add To Cart](#) [Pay Now](#) 

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees


Sort Fee Name 

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Miscellaneous Building Fee	\$0.25	\$0.25	BR19-00267	Permit	


Results per page 10  1 - 1 of 1 << < 1 > >>

Shopping Cart

- View Shopping Cart
- **Select the blue “Check Out”** button to complete your transaction.



**BUILD
SANDY
SPRINGS**

Good Afternoon, **TEST PERMIT**  1

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

[← Back](#)
Shopping Cart

Invoice: 00014712
Due Date: 06/28/2019

Description: NONE
Billing Contact: COSS (PERMIT, TEST)

Case Number	Project	Case Address	Amount Due
BR19-00267	Online Test Project		\$0.25

Total \$0.25
Check Out

\$0.25
Remove
[Top | Main Menu](#)

Total \$0.25
Check Out

Payment Window

- After selecting the “Pay Now” button, you will arrive at the payment window.
- Please select a Payment Detail located at the bottom of the screen to begin your payment.



THIS SITE IS CURRENTLY IN DEMO MODE.

Sandy Springs, GA

Order Number: 6

Monday, October 26, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
00014712	NONE	1	\$0.25	\$0.25
			Item Total:	\$0.25
			Order Total:	\$0.25
			(excluding Service Fee)	

Payment Details

*all fields are required

☐ Pay with Credit Card (Service Fee: \$2.00)

☐ Pay with E-Check (Service Fee: \$3.95)

[Cancel](#)

Payment Information

- Enter your credit card information in the fields provided at the bottom of the form.
- You can select a card type from the drop down menu.
 - We accept:
 - American Express
 - Discover
 - Visa
 - Mastercard
- After you have entered all your payment information, click the blue “Pay Now” button.

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Sandy Springs, GA
Order Number: 6
Monday, October 26, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
00014712	NONE	1	\$0.25	\$0.25
Item Total:				\$0.25
Order Total: (excluding Service Fee)				\$0.25

Payment Details
*all fields are required

☒ Pay with Credit Card (Service Fee: \$2.00)

Cardholder Name
Test Account

Billing Street
1 Galambos Way


Billing Zip Code
30328

Card Type
Visa

Card Number
411111111111

Expiration Date
12 - Dec 2020

CVV Code
001

 **Pay Now - \$2.25**

Payment Receipt

- After your payment is processed, you will see the payment receipt screen.
- If your payment was processed successfully, you will see a green **notification stating “Your payment was successfully processed”**.

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Sandy Springs, GA
Order Number: 6
Monday, October 26, 2020

Your payment was successfully processed.

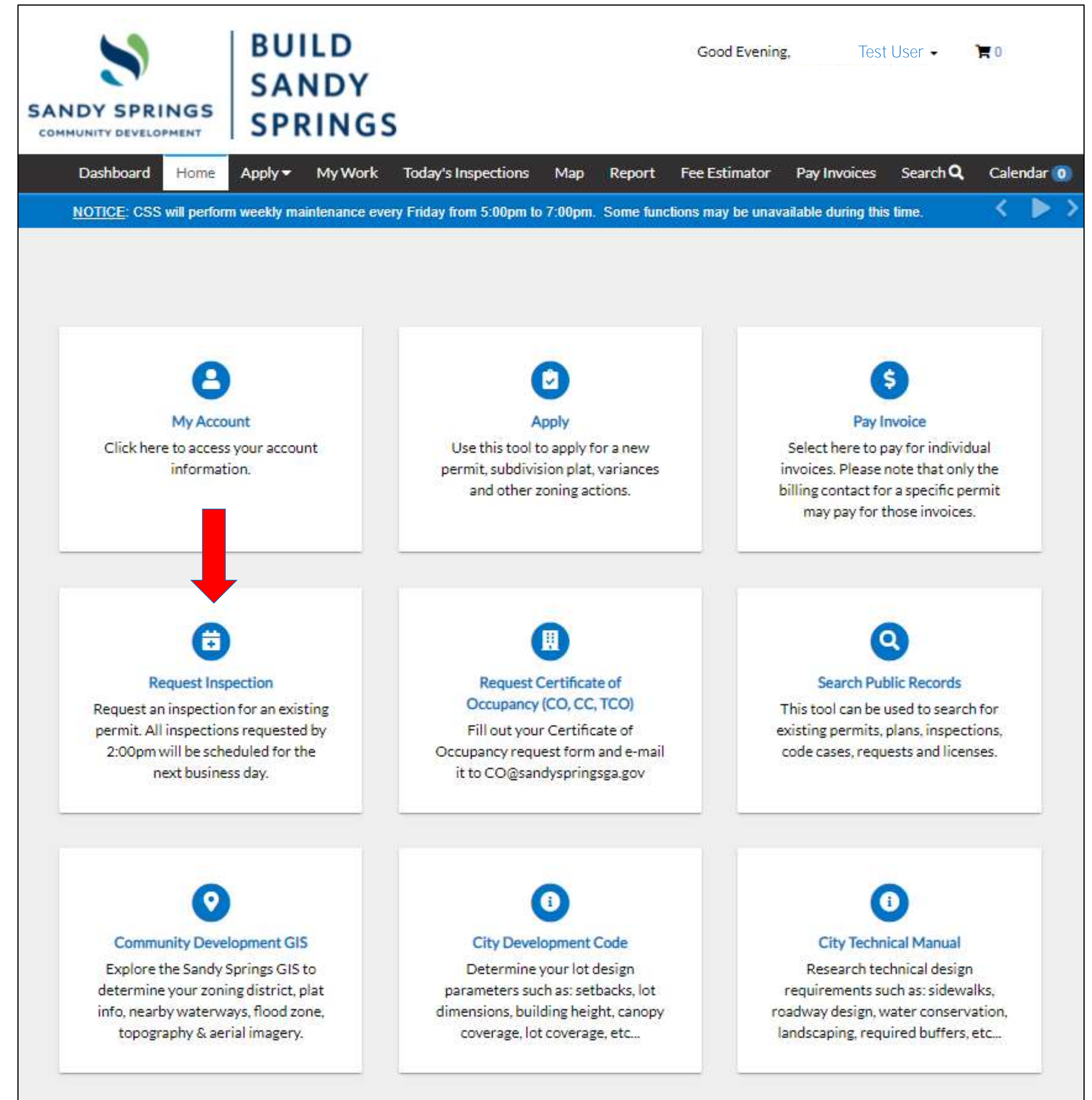
Invoice #	Item Description	Quantity	Unit Price	Total Price
00014712	NONE	1	\$0.25	\$0.25
			Item Total:	\$0.25
			Service Fee:	\$2.00
			Order Total:	\$2.25

Continue to site

Request Inspections

Request Inspections

- Select the “Request Inspection” Info Box to schedule inspections for a project.
- You will be directed to the login screen.



Request Inspections for Multiple Permits

- Your active Permit Numbers (Case Numbers) are displayed on the left side of the screen.
- You can select the specific inspection from this screen by activating the check box on the right column.
- **Click the blue “Request Inspection”** button located at the bottom.
- If you want to select multiple inspections for a single Case Number, click on the Case Number to view the available inspections and select them from there.
- This screen also shows if there are any unpaid fees.

The screenshot shows the 'Request Inspections' interface. At the top, the header includes the 'SANDY SPRINGS COMMUNITY DEVELOPMENT' logo, the 'BUILD SANDY SPRINGS' title, and a user greeting 'Good Morning, TEST PERMIT' with a shopping cart icon showing '1'. Below the header is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar (0).

The main section is titled 'Request Inspections' and features a search bar with the placeholder 'Case number, address or inspection type'. To the right of the search bar are buttons for 'Exact Phrase', 'Search', 'Filters', 'Export', and 'Request Inspection'.

Below the search bar is a table with the following columns: Case Number, Address, Type, Inspection Type, and Select All. The table contains 10 rows of inspection requests. The first five rows are for Case Number 201501733, and the last five are for Case Number BC17-00025. Each row has a checkbox in the 'Select All' column. Red text below each checkbox indicates 'There are unpaid fees on this case.' for the first five rows.

At the bottom of the table, there is a pagination bar showing 'Results per page 10' and '1 - 10 of 1257'. The page number '1' is highlighted in blue. A 'Request Inspection' button is located at the bottom right of the screen.

Case Number	Address	Type	Inspection Type	Select All
201501733	6120 RIVERWOOD DR Sandy Springs, GA 30328	Building Residential - Addition and Alteration	Plumbing Final	<input type="checkbox"/> There are unpaid fees on this case.
201501733	6120 RIVERWOOD DR Sandy Springs, GA 30328	Building Residential - Addition and Alteration	Mechanical Final	<input type="checkbox"/> There are unpaid fees on this case.
201501733	6120 RIVERWOOD DR Sandy Springs, GA 30328	Building Residential - Addition and Alteration	Final Site Inspection	<input type="checkbox"/> There are unpaid fees on this case.
201501733	6120 RIVERWOOD DR Sandy Springs, GA 30328	Building Residential - Addition and Alteration	Electrical Final	<input type="checkbox"/> There are unpaid fees on this case.
201501733	6120 RIVERWOOD DR Sandy Springs, GA 30328	Building Residential - Addition and Alteration	Bldg Final	<input type="checkbox"/> There are unpaid fees on this case.
BC17-00025		Building Commercial - New Multifamily	Electrical Ceiling Cover	<input type="checkbox"/>
BC17-00025		Building Commercial - New Multifamily	Electrical Low Voltage	<input type="checkbox"/>
BC17-00025		Building Commercial - New Multifamily	Bldg Insulation	<input type="checkbox"/>
BC17-00025		Building Commercial - New Multifamily	Bldg Rough Combo	<input type="checkbox"/>
BC17-00025		Building Commercial - New Multifamily	Bldg Drywall fastening pattern	<input type="checkbox"/>

Request Inspections for a Single Permit

- Once you are viewing the Project Details for a specific permit, you can schedule inspections (Available Actions) by clicking the blue **“Request”** button located at the bottom right beside each inspection type.

The screenshot displays the Sandy Springs Community Development eReviews portal. At the top, the header includes the Sandy Springs logo, the text "BUILD SANDY SPRINGS", and a user greeting "Good Morning, TEST PERMIT" with a shopping cart icon showing 1 item. A navigation bar contains links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar.

The main content area is titled "Permit Number: BC17-00025" with a print icon. A red banner below the title states: "Internet Explorer 11 is required to use the eReviews portal." Below this, a sub-header reads "Permit Details | Tab Elements | Main Menu".

The permit details are organized into a grid:

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
Square Feet:	0.00	Valuation:	\$0.00	Finalized Date:	
Description:	This is a test. Do Not Report				

Below the details is a horizontal tab bar with buttons: Summary (selected), Locations, Fees, Reviews, Inspections (with a red notification dot), eReviews, Attachments, Contacts, Sub-Records, and More Info.

The bottom section is divided into three columns:

- Progress:** A donut chart showing 16% Completed. A legend indicates: Completed (green), In Progress (blue), and Not Started (grey).
- Fees:** Displays a total of \$0.00 with a "View Details" button.
- Workflow:** A list of steps with status and dates:
 - Collect Fees - Passed : 01/12/2017
 - Submittal Intake - Passed : 01/12/2017
 - Notify Customer - Passed : 01/30/2017
 - Collect Fees - Passed : 01/30/2017
 - INSP Bldg Footings - Cancelled : 01/31/2017
 - INSP Bldg Ceiling Cover Combo - Cancelled : 04/25/2017
 - INSP Bldg Ceiling Cover Combo - Cancelled : 04/25/2017
 - INSP Bldg Foundation Walls - Cancelled : 04/25/2017
 - INSP Bracing - Cancelled : 04/25/2017
- Available Actions:** A list of inspection types, each with a "Request" button:
 - Request Inspection Bldg Bracing
 - Request Inspection Bldg Column
 - Request Inspection Bldg Deck Framing
 - Request Inspection Bldg Drywall fastening pattern
 - Request Inspection Bldg Final

Request Inspections

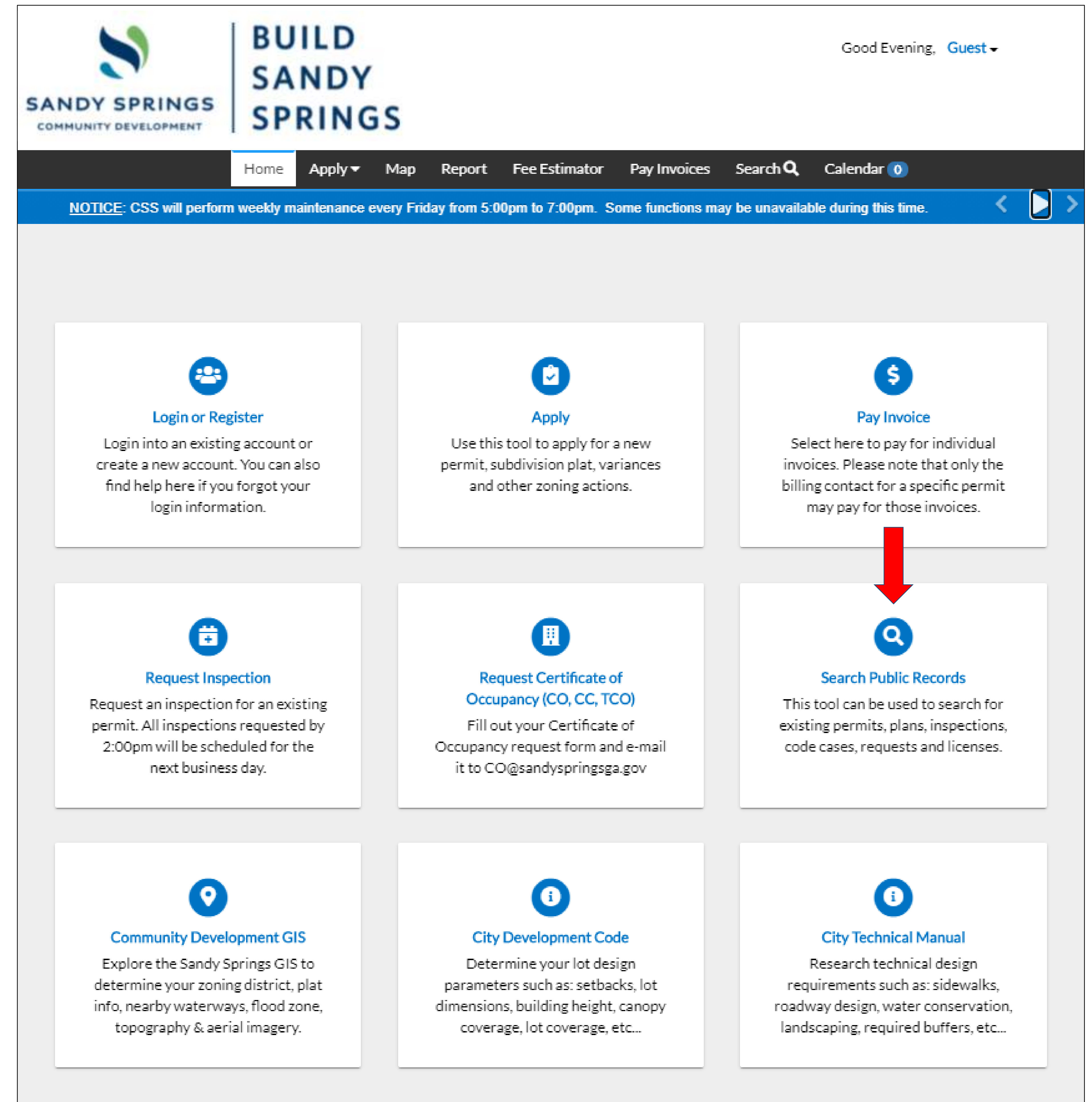
- After you request your inspection, the scheduling dialog will open.
- Select the desired inspection date by clicking on the calendar icon.
- **In the “Comments/Gate Code” field,** enter all comments as necessary:
 - Your name and phone number
 - Gate Code (if required)
 - Name and number of any 3rd party inspections
- **Select the blue “Submit” button** to schedule the inspection.
- Note: Inspections requested after 2:00pm will be scheduled for the next business day.

The screenshot shows the 'Request Inspections' page on the Sandy Springs Community Development website. The header includes the Sandy Springs logo, the 'BUILD SANDY SPRINGS' text, and a user greeting 'Good Morning, TEST PERMIT' with a shopping cart icon showing '1'. A navigation bar contains links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar (with a notification badge). The main content area is titled 'Request Inspections (1)' and features a light blue box for inspection details. This box contains a close button (X), a case number '#BC17-00025', and fields for 'Inspection Type' (Electrical Final), 'Case Type' (Building Commercial - New Multifamily), and 'Address'. Below this box, there is a 'Requested Date' field with a calendar icon and a 'Comments/Gate Code' text area. A blue 'Submit' button is at the bottom. A red asterisk and the word 'REQUIRED' are visible in the top right corner of the form area.

Search Public Records

Search Public Records

- Build Sandy Springs has the ability to search public records.
- To begin, click on the “Search Public Records” icon on the “Home” screen.



Search Public Records

- The Public Information search feature will open.
- Select the type of search you are looking for from the drop down menu and enter your search keyword, address, etc.
- There is also an advanced search feature for a more detailed search.
- After you have entered all your fields, click on the blue **“Search”** button and your results will display below.
- Please note that this feature will only provide basic information if you are not associated with a particular search. You must submit an open **records request with the City Clerk’s office** for more detailed information. [Click Here](#)

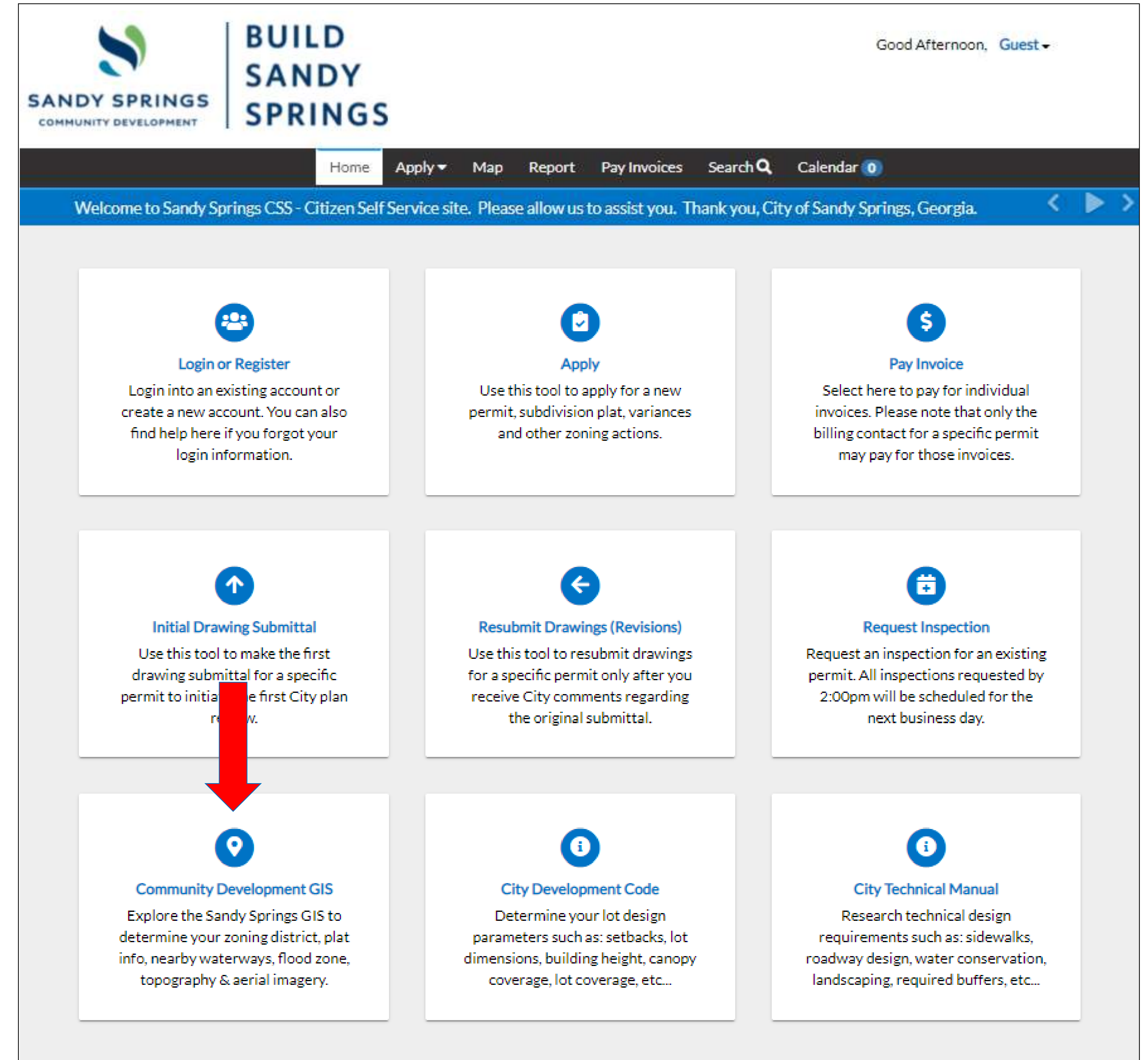
This screenshot shows the top of the Sandy Springs Community Development website. The header includes the logo, the text "BUILD SANDY SPRINGS", and a user greeting "Good Morning, Jonathan Livingston". A navigation bar contains links like Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Fee Estimator, Pay Invoices, Search, and Calendar. The "Public Information" section is active, displaying a search form with a dropdown menu set to "Permit", a text input field for "Search Keywords and Address", a checked "Exact Phrase" option, and buttons for "Search", "Advanced", and "Reset". A red arrow points to the search input field.

This screenshot shows the "Advanced" search options in the Sandy Springs Public Information section. It features a grid of input fields for detailed searching. On the left, fields include Permit Number, Permit Type (with a "--Select Permit Type--" dropdown), Status (with a "--Select Permit Status--" dropdown), Address (with a "Search Addresses" dropdown), and date fields for Applied Date, Issued Date, Expiration Date, and Finalized Date, each with a calendar icon. On the right, fields include Project Name, Parcel Number, Description, and date range fields (To) for each. Buttons for "Search", "Advanced", and "Reset" are at the top right of the form area.

Community Development GIS

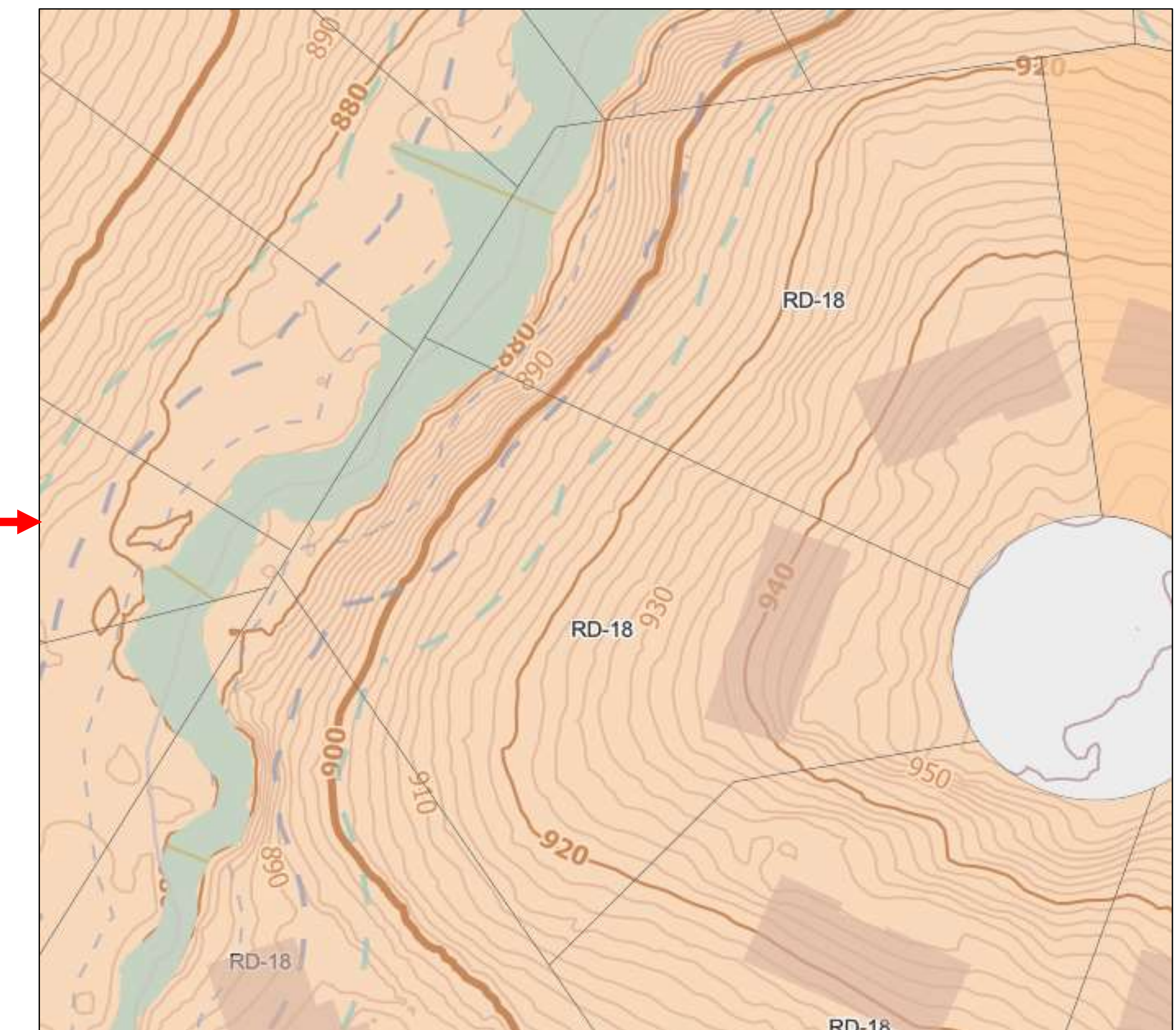
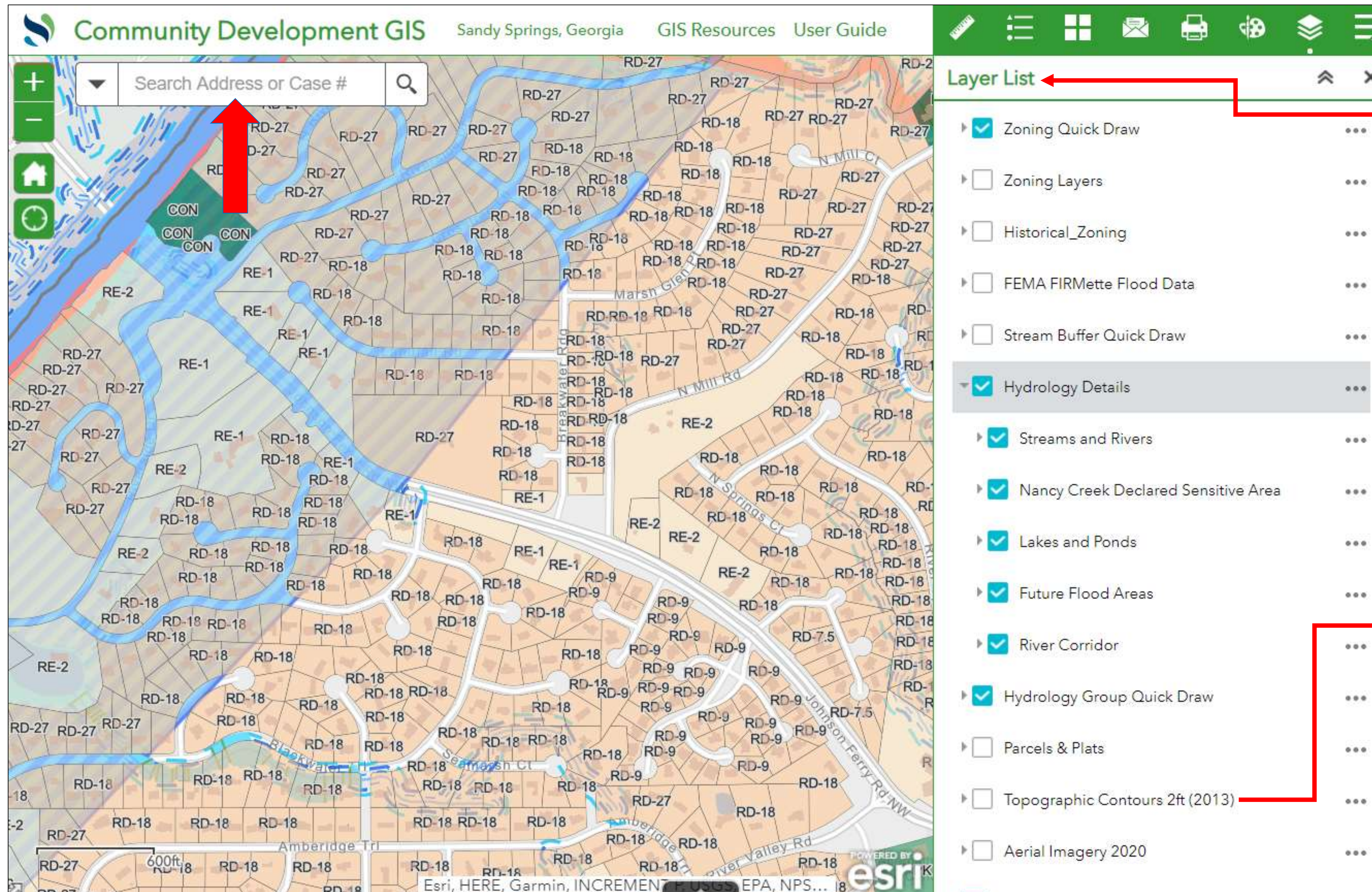
Community Development GIS

- From the Home Screen, you can click the **“Community Development GIS”** icon to be redirected to the Sandy Springs GIS database where you can search an address to determine its:
 - Zoning district
 - Hydrology details and buffers
 - Topography
 - Aerial photography
 - FEMA Flood Insurance Rate Maps (FIRM)
 - Floodplain information
 - Parcel/plat information



Community Development GIS

This is a graphical interface that allows you to display different information by selecting from the Layer List on the right. Simply type in your address to begin.

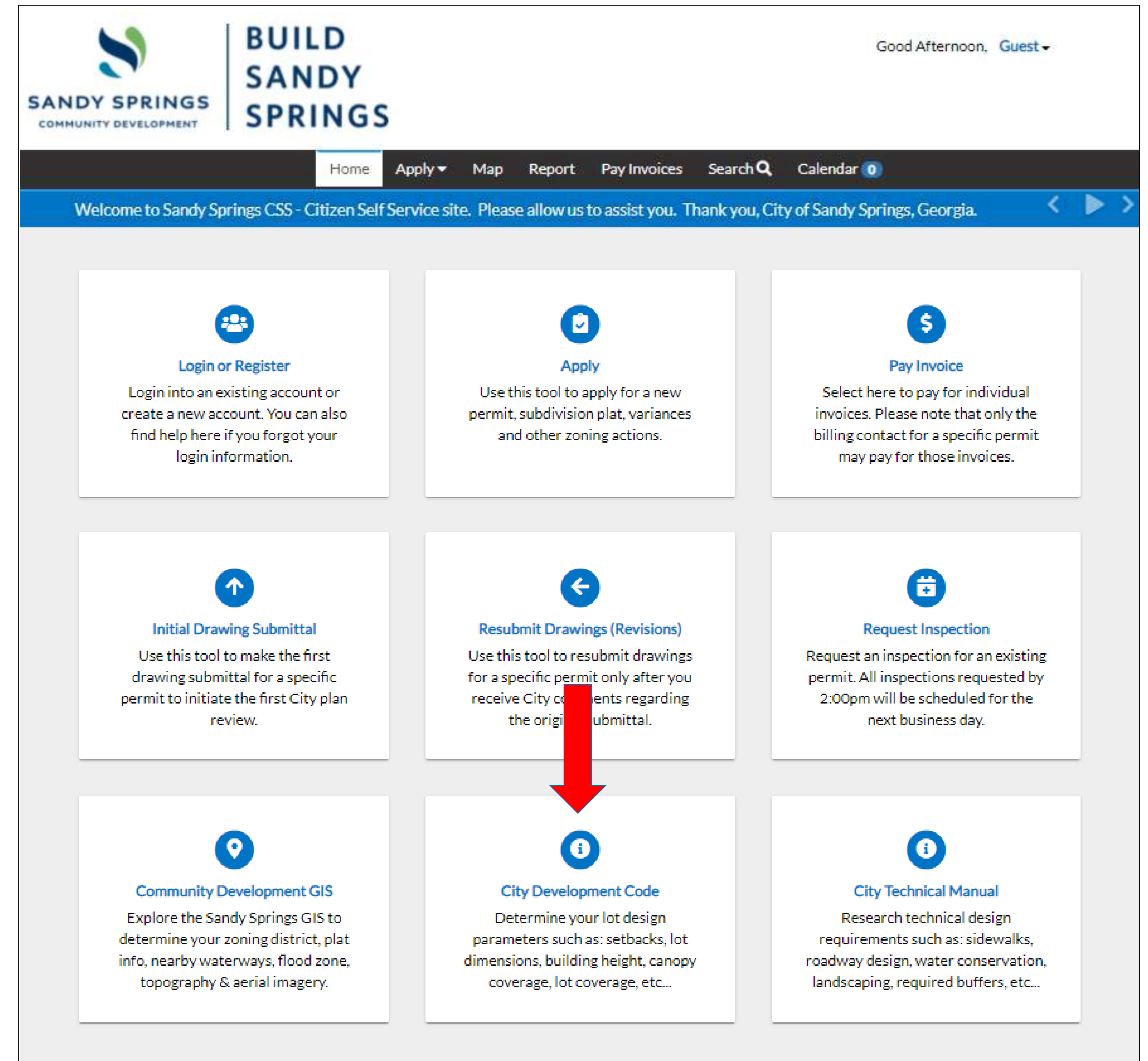




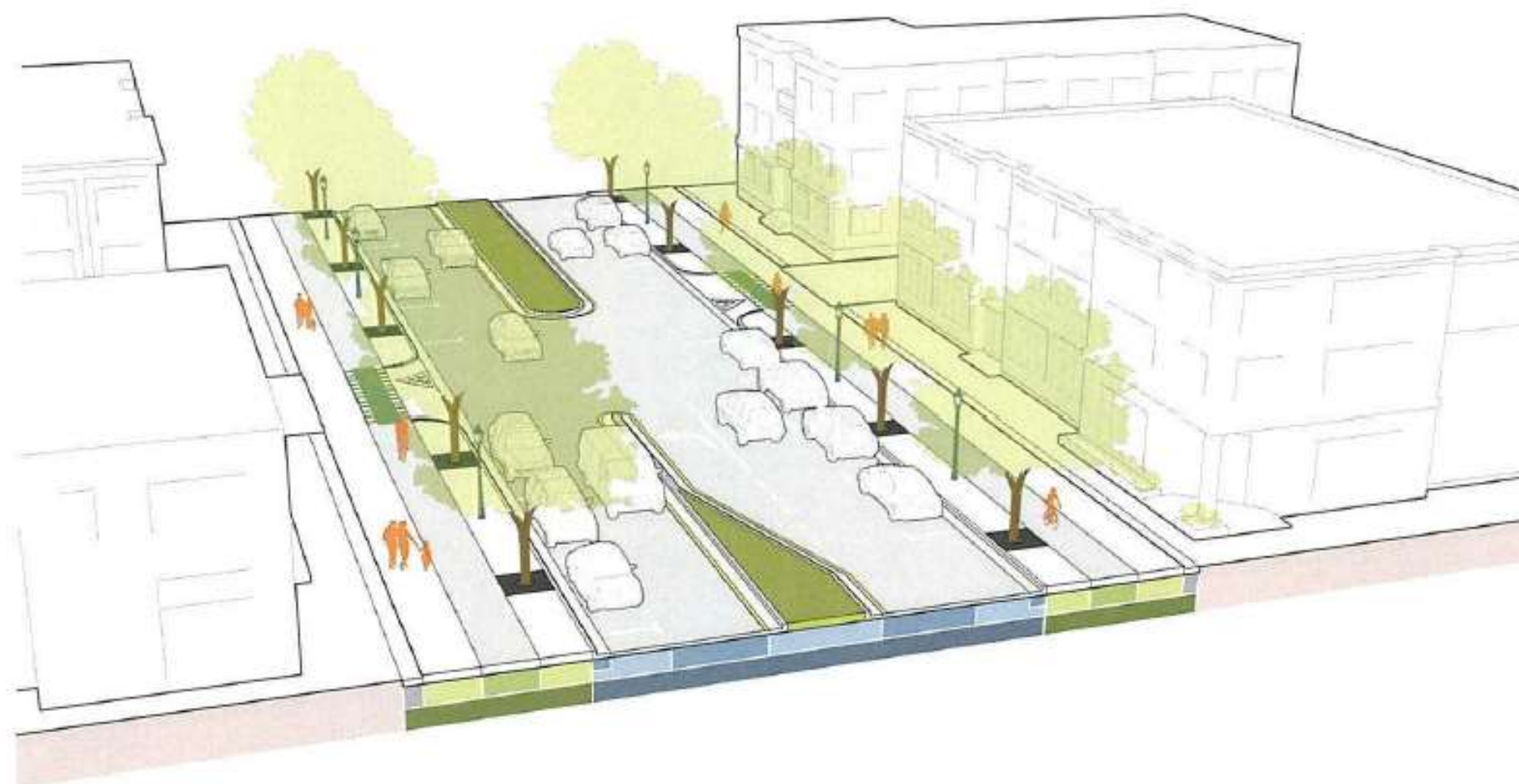
Development Code

Development Code

- From the Home screen, you can click the “City Development Code” icon to be redirected to the Sandy Springs Development Code where you can determine:
 - Zoning setbacks
 - Building heights
 - Minimum lot dimensions
 - Lot Coverage
 - Outdoor amenity space
 - Tree canopy coverage



Development Code

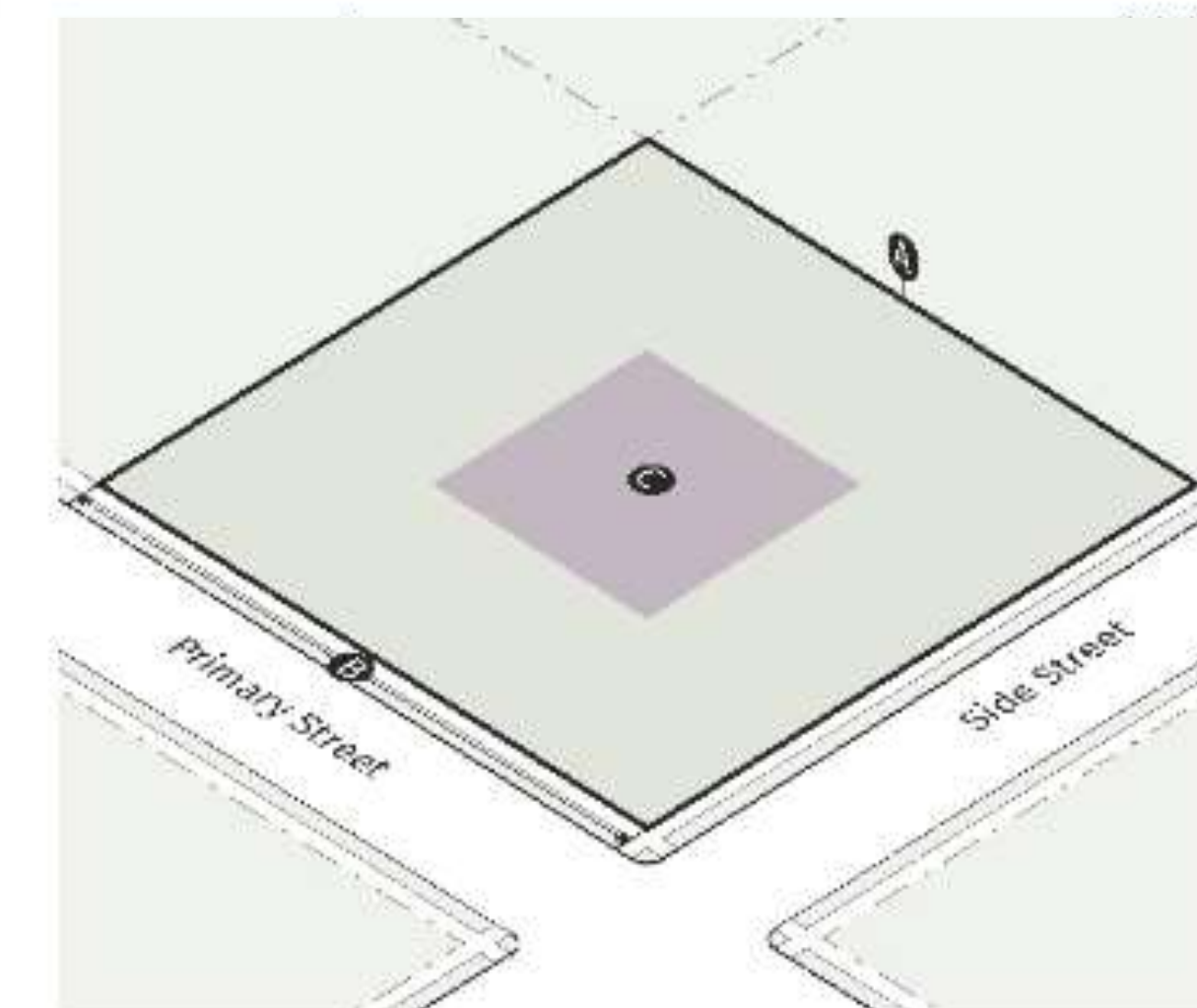


DEVELOPMENT CODE

CITY COUNCIL ADOPTED
August 15, 2017

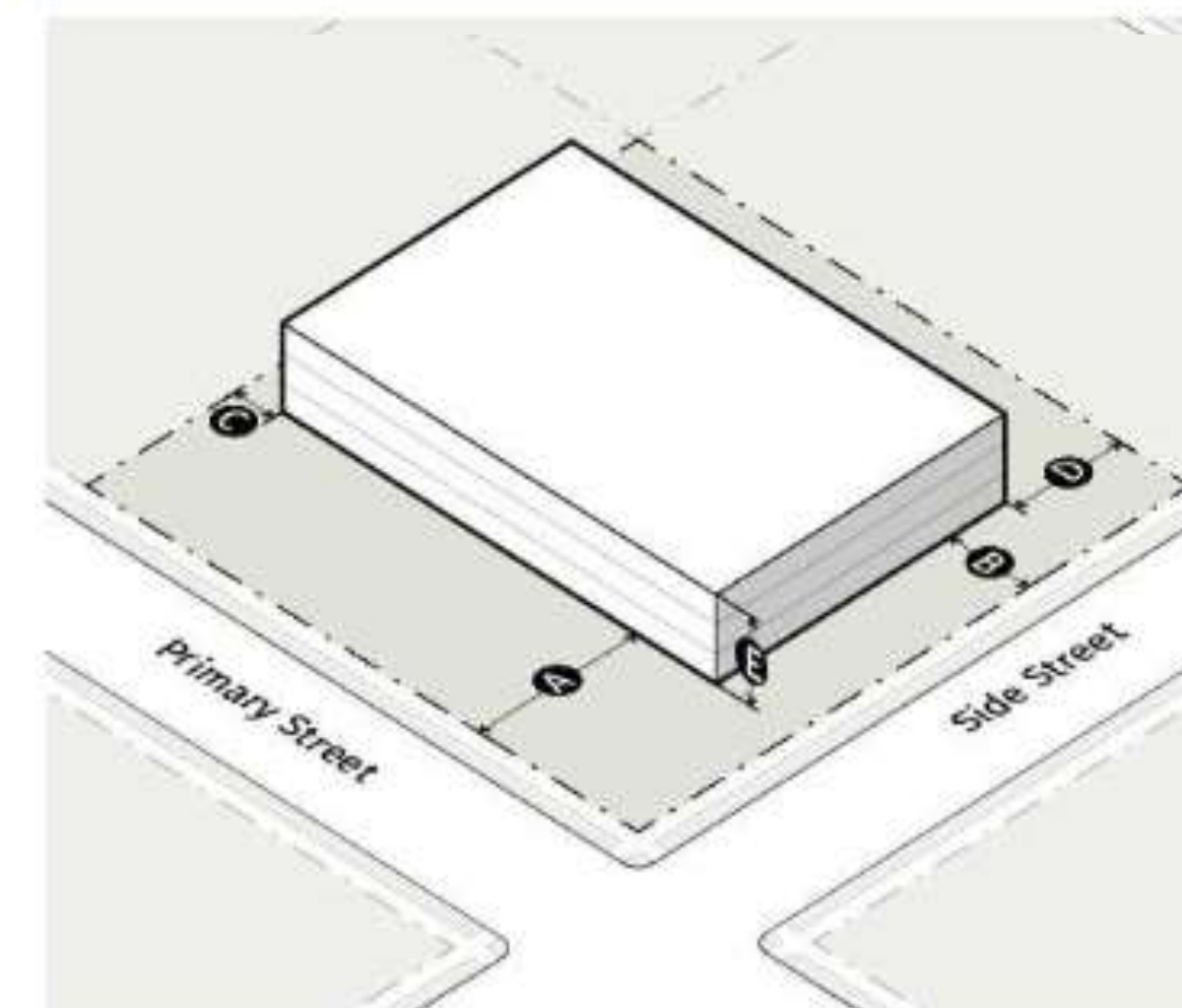
Div. 2.2. Residential Estate (RE-2, -1)*

SEC. 2.2.1. LOT PARAMETERS



		RE-2	RE-1
Lot			
A	Area		
	Single unit detached	2 acre min	1 acre min
	All other allowed uses	10,000 SF min	10,000 SF min
B	Width		
	Single unit detached	200' min	150' min
	All other allowed uses	100' min	100' min
Coverage			
C	Lot coverage		
	Residential use	25% max	25% max
	All other principal uses	By use permit	
D	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min
D	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min

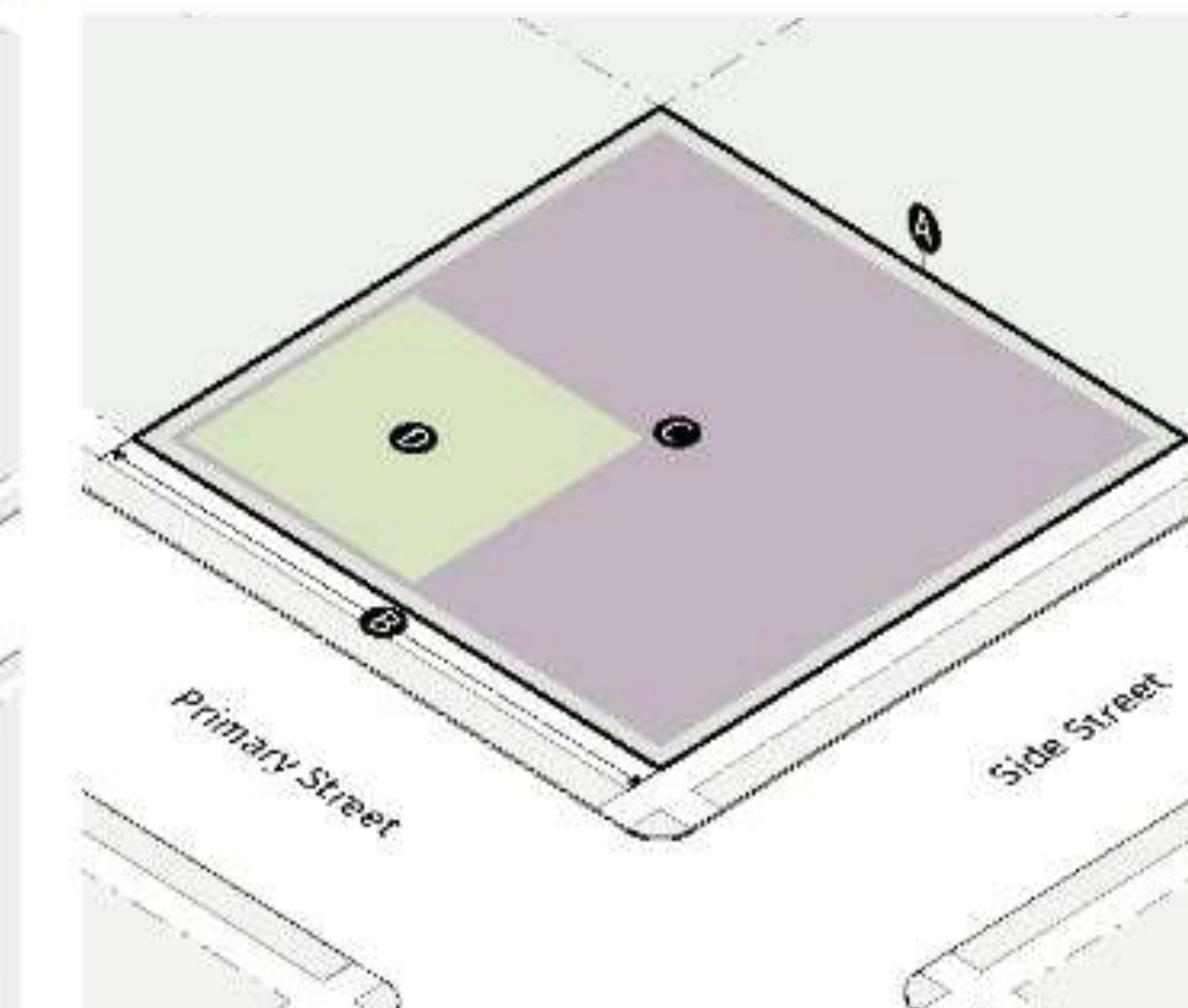
SEC. 2.2.2. PLACEMENT AND HEIGHT



		RE-2	RE-1
Building Setbacks			
A	Primary street	60' min	60' min
B	Side street	40' min	30' min
C	Side: common lot line	25' min	15' min
D	Rear: common lot line	50' min	40' min
Building Height			
E	Single-unit detached dwelling	3 stories/40' max	
	All other principal uses	By use permit	
F	Single-unit detached dwelling	3 stories/40' max	
	All other principal uses	By use permit	

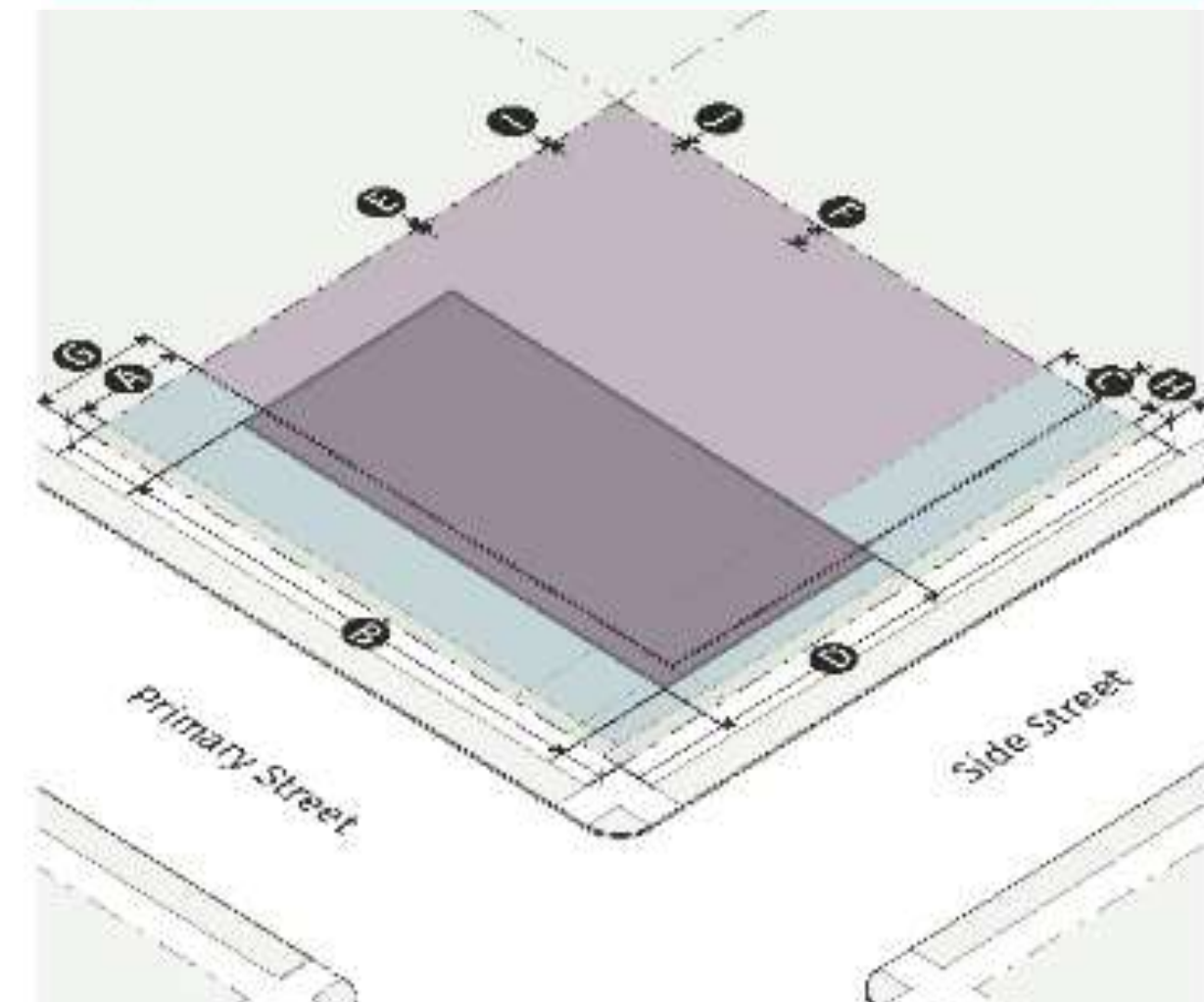
Div. 4.4. Commercial Mixed Use (CX-)

SEC. 4.4.1. LOT PARAMETERS



Lot			
A Area			
Single unit attached	1,300	SF	min
Multi-unit	7,500	SF	min
All other allowed uses	7,500	SF	min
B Width			
Single unit attached	16'	min	
Multi-unit	75'	min	
All other allowed uses	75'	min	
Coverage			
C Lot coverage	85%	max	
D Outdoor amenity space	Required		
E Canopy coverage			
Residential use	35%	min	
All other uses	40%	min	
Residential use	35%	min	
All other uses	40%	min	

SEC. 4.4.2. BUILDING PLACEMENT

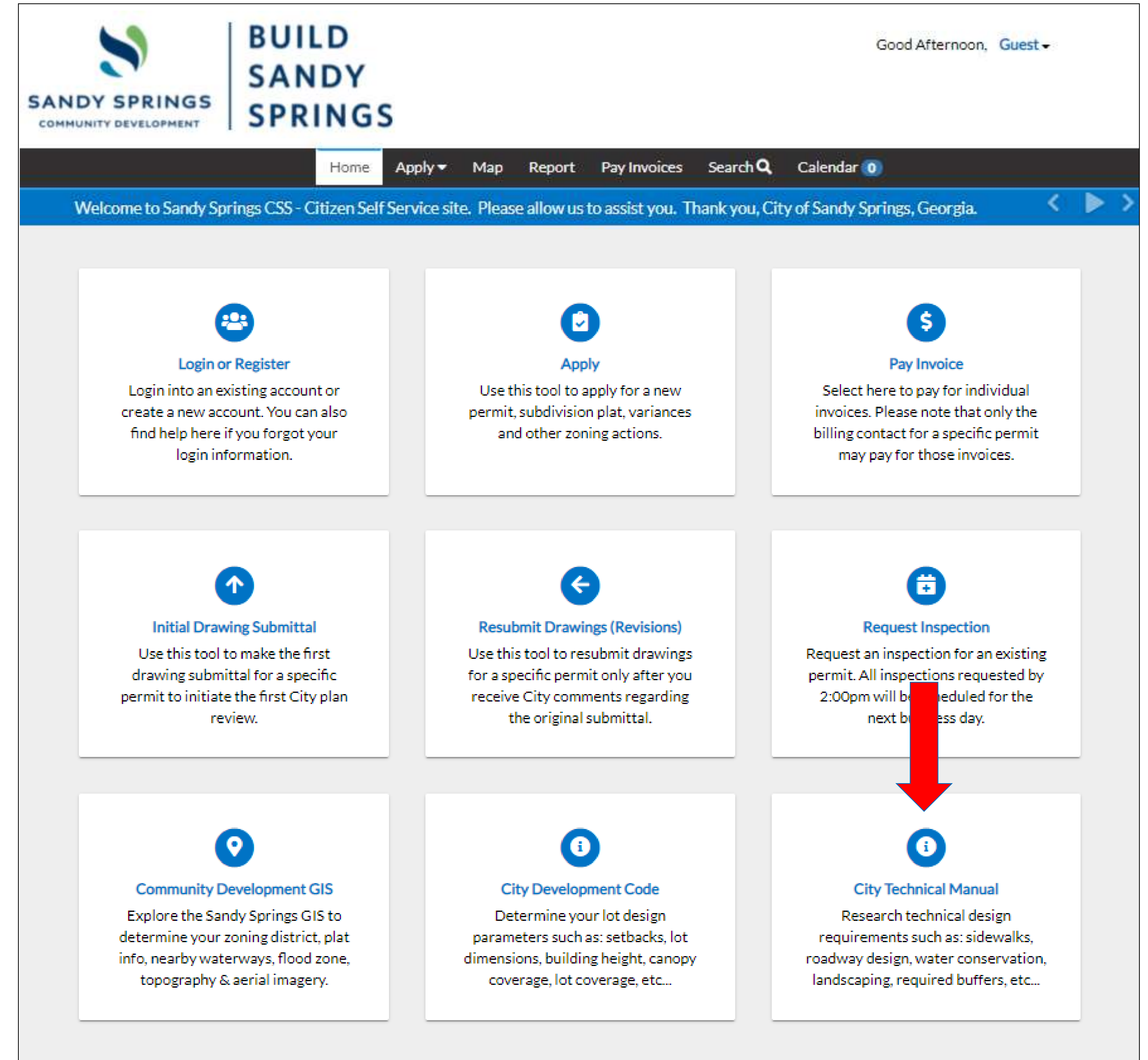


Build-to Zone		
A	Primary street	3' min/20' max
B	% of building facade in primary street build-to zone	80% min
C	Side street	3' min/20' max
D	% of building facade in side street build-to zone	40% min
Side and Rear Building Setbacks		
E	Side: common lot line	0' min
	Side: alley	5' min
F	Rear: common lot line	0' min
	Rear: alley	5' min
	Abutting a Protected Neighborhood	see Div. 6.4
Parking Setbacks		
G	Primary street	20' min
H	Side street	10' min
I	Side: common lot line/alley	0' min
J	Rear: common lot line/alley	0' min
	Abutting a Protected Neighborhood	see Div. 6.4
K	Rear: common lot line/alley	0' min
	Abutting a Protected Neighborhood	see Div. 6.4

Technical Manual

Technical Manual

- From the Home screen, you can click on the **“City Technical Manual”** icon to be redirected to the Sandy Springs Technical Manual where you can determine:
 - Landscape, tree, & buffer requirements
 - Roadway design & pavement details
 - Sidewalks & Multiuse Trails
 - Lighting & Utilities
 - Grading & Drainage
 - Water Conservation
 - Plan & Plat Specifications



Technical Manual



City of Sandy Springs
Department of Community Development
Development and Construction

TECHNICAL MANUAL

Adopted: August 15, 2017
Effective: September 14, 2017



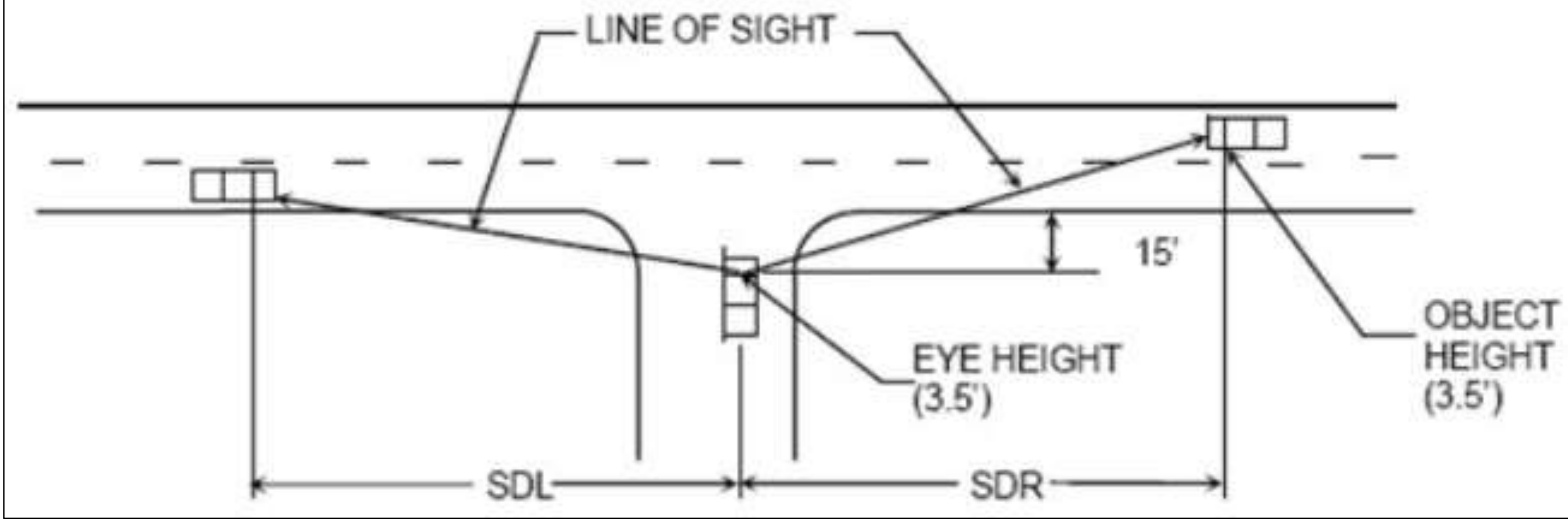
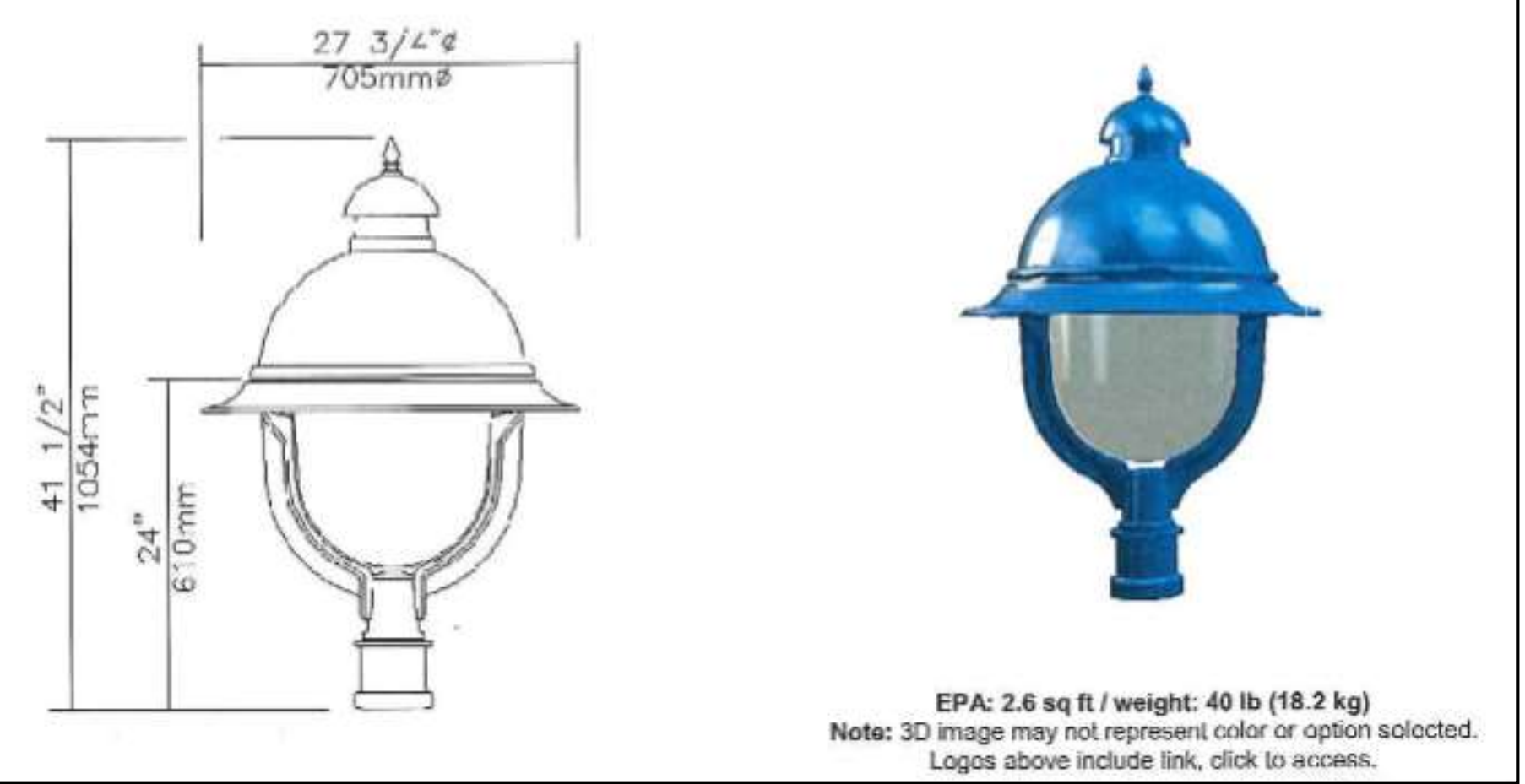
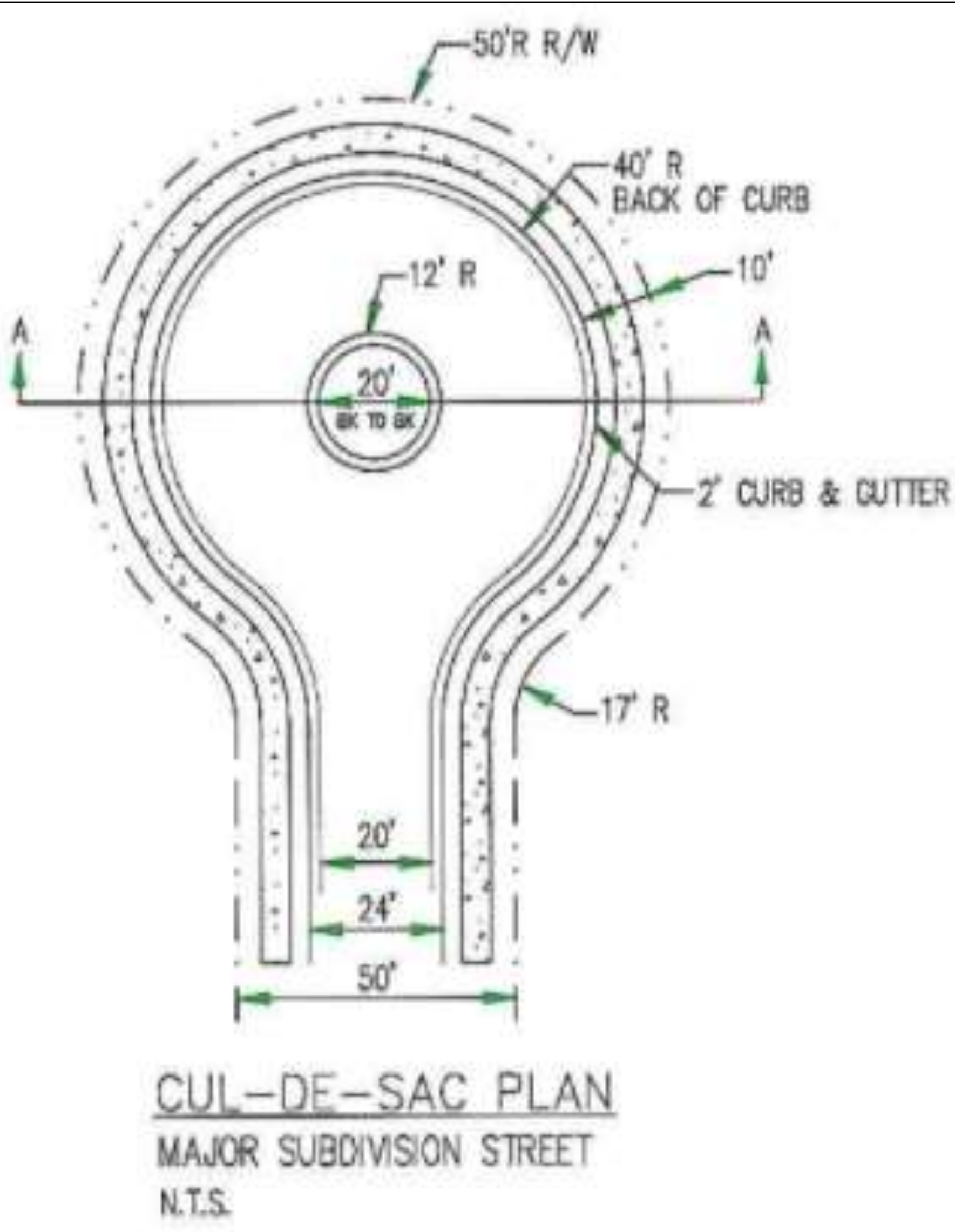
SECTION 1 - LANDSCAPE, TREE AND BUFFER SUBMITTAL PLANS AND PLANTING STANDARDS

Should any standard conflict with the Development Code, the Development Code shall govern.

- A. Canopy Cover Requirements
1. Coverage area of site is based on calculation of trees to remain and trees to be planted to be no less than the allowances listed in the Tree Conserv
 2. Canopy cover requirements shall be established for the protection of all existing Protected Trees.
 3. Canopy can be determined by actual measurement or by general assignment.
 - a. Actual measurement is the measured square footage of the canopy of a tree.
 - b. General assignment attributes square footage base on the potential canopy size of a species (small, medium, or large) as indicated in the Recor
 4. Trees planted to meet canopy cover standards must be maintained in healthy condition for a minimum of three (3) full growing seasons. See Figure
- B. Landscape Strips on Private Property

SECTION 5 - CURB AND GUTTER

- A. General Requirements
1. *Curb and gutter required.* All new streets and access improvements shall be provided with curb and gutter except where approved for a rural the rural road section shall provide appropriate roadside drainage facilities designed in accordance with the Georgia Stormwater Management smoothly with no areas of ponding.
 2. *Alternative curb and gutter design.* Alternative curbing designs such as rolled back or vertical curbing without a gutter may be approved by the for the type of development proposed.
 3. *Standard Curbing.* Only standard curb and gutter shall be used along any classified street. Header curbs may be used along medians when road Mountable curbs shall not be used along pedestrian or bicycle facilities, along on-street parking or at the end of stub-roads.
- B. Local and Collector Road Curbing. *Local and collector road curbing shall meet the following requirements:*
1. Concrete shall be Class "A" (as defined by GDOT) and have a minimum strength of 3,000 PSI at 28 days.
 2. Typical minimum section shall be 6" x 24" x 12"(GDOT 24" Type II).
 3. Vertical curbing only, except where specific approval has been granted by the Director for an alternate curb design.
- C. Arterial Curbing. *Arterial curbing shall meet the following requirements:*
1. Concrete shall be Class "A" (as defined by GDOT) and have a minimum strength of 3,000 PSI at 28 days.
 2. Typical minimum section shall be 8" x 30" x 14" (GDOT 30" Type II).
 3. Vertical curbing only, except where mountable has been specified and approved by the Director.



Please reach out to City Staff
for further assistance.

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

Reach us via phone: 770-730-5600

Send us an email: permitting@sandyspringsga.gov