

Build Sandy Springs:
4. Navigate Your Permit Page

Navigate to Your Permit Page

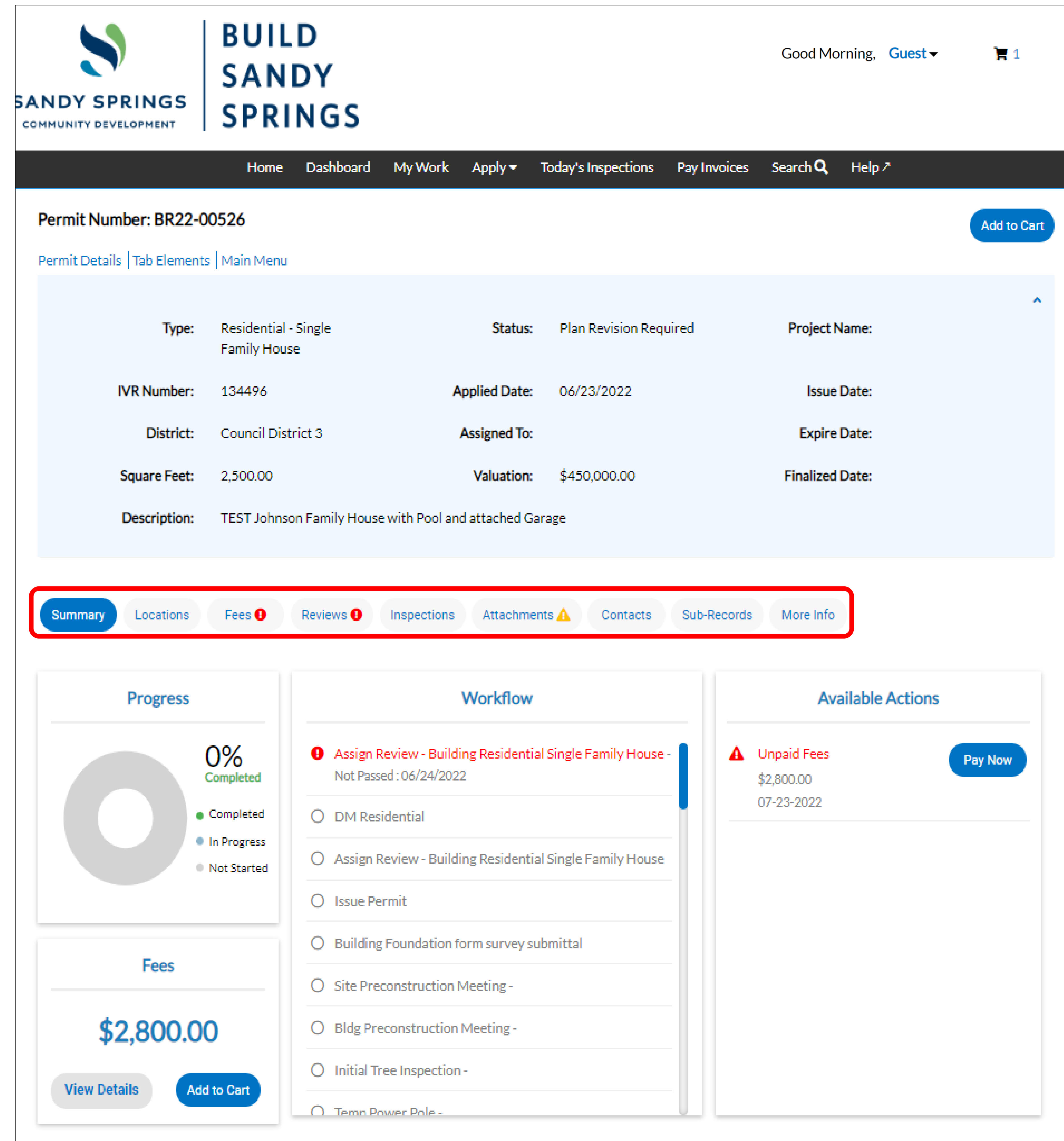
- From any page, select "My Work"
- Click "My Permits"
- Change the display to "All"
- Select a permit number

The screenshot shows the Sandy Springs Community Development website. The header includes the logo and the text "BUILD SANDY SPRINGS". The navigation bar has "My Work" highlighted. Below it, "MY PERMITS" is selected in the sub-menu. A search bar and a "Display" dropdown menu (set to "All") are visible. A table of permits is shown with columns for Permit Number, Project, Address, Permit Type, and Status. A red arrow points to the first permit number, BR22-00526.

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: Summary Tab

- Each tab will help you with the different phases of a permit application
- “Available Actions” will include unpaid fees and inspection requests



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

Good Morning, Guest 1

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

Permit Number: BR22-00526 Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Residential - Single Family House	Status:	Plan Revision Required	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:	TEST Johnson Family House with Pool and attached Garage				

Summary | Locations | Fees 1 | Reviews 1 | Inspections | Attachments 1 | Contacts | Sub-Records | More Info

Progress

0% Completed

Completed
In Progress
Not Started

Fees

\$2,800.00

View Details Add to Cart

Workflow

- 1 Assign Review - Building Residential Single Family House - Not Passed : 06/24/2022
- 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 -


Available Actions



1 Unpaid Fees Pay Now

\$2,800.00
07-23-2022

Your Permit Page: Fees Tab

- City Staff cannot begin plan review until fees are paid
- Click “Add to Cart” then “Check Out”


SANDY SPRINGS COMMUNITY DEVELOPMENT | **BUILD SANDY SPRINGS** | Good Morning, [Guest](#)  1

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

Permit Number: BR22-00526 [Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Residential - Single Family House	Status:	Plan Revision Required	Project Name:	
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District:	Council District 3	Assigned To:		Expire Date:	
Square Feet:	2,500.00	Valuation:	\$450,000.00	Finalized Date:	
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[Summary](#) | [Locations](#) | **[Fees](#)** | [Reviews](#)  | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Fee Summary

Total Fees:	\$2,800.00	Paid Fees:	\$0.00	Unpaid Fees:	\$2,800.00	Add to Cart
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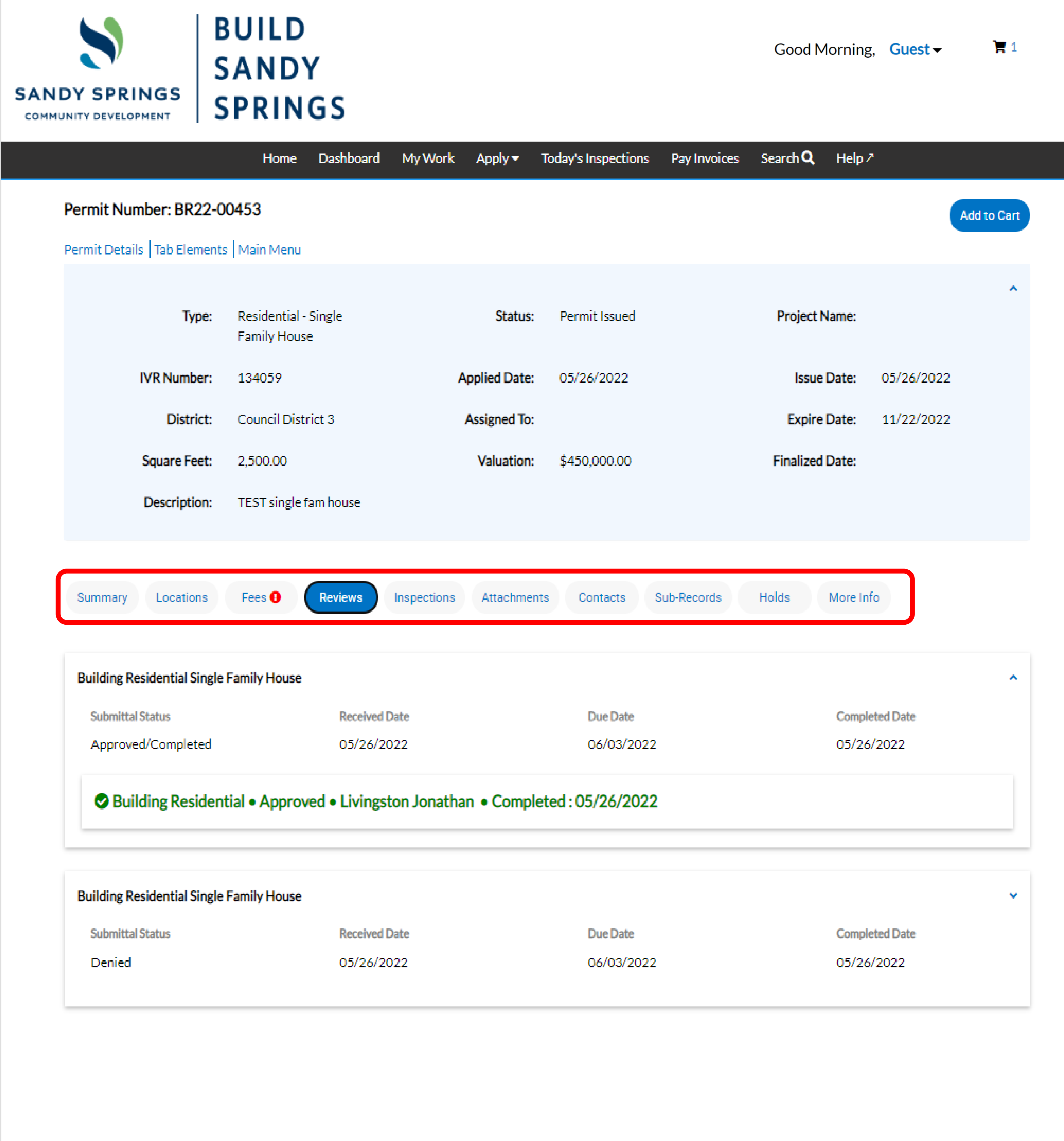
Remaining Fees Sort

Fee	Invoice	Computed	Amount Due
Administrative Fee	00029374	\$25.00	\$25.00
Certificate Of Occupancy/Completion	00029374	\$50.00	\$50.00
Major Review Fee	00029374	\$350.00	\$350.00
Residential Permit Fee	00029374	\$2,300.00	\$2,300.00
Technology Surcharge	00029374	\$75.00	\$75.00

Results per page 1 - 5 of 5 << < 1 > >>

Your Permit Page: Reviews Tab

- You will be able to see the status of each plan reviewer and their general comments on this tab.
- After all reviews have been completed, they must be verified by the Review Coordinator before you can view them.
- You will be able to view staff's comments and resubmit under the "Attachments" tab after you receive an email notification.



The screenshot shows the Sandy Springs Permit Page for permit BR22-00453. The page is titled "Permit Number: BR22-00453" and includes an "Add to Cart" button. The "Reviews" tab is highlighted in red. The "Permit Details" section shows the following information:

Field	Value	Field	Value	Field	Value
Type	Residential - Single Family House	Status	Permit Issued	Project Name	
IVR Number	134059	Applied Date	05/26/2022	Issue Date	05/26/2022
District	Council District 3	Assigned To		Expire Date	11/22/2022
Square Feet	2,500.00	Valuation	\$450,000.00	Finalized Date	
Description	TEST single fam house				

The "Reviews" tab is highlighted in red. Below the tabs, there are two review entries for "Building Residential Single Family House":

Submittal Status	Received Date	Due Date	Completed Date
Approved/Completed	05/26/2022	06/03/2022	05/26/2022
✔ Building Residential • Approved • Livingston Jonathan • Completed : 05/26/2022			
Denied	05/26/2022	06/03/2022	05/26/2022

Your Permit Page Inspections Tab

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

The screenshot displays the Sandy Springs Community Development website interface. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible, along with the user's name 'Good Morning, TEST PERMIT' and a shopping cart icon. A navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area shows the permit number BC17-00025 and a details table.

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

Below the details table is a horizontal menu with tabs for Summary, Locations, Fees, Reviews, **Inspections**, Attachments, Contacts, Sub-Records, Holds, and More Info. The Inspections tab is highlighted with a red box.

The Inspections section is divided into 'Existing Inspections' and 'Request Inspections'. The 'Existing Inspections' table is empty, showing 'No records to display.' The 'Request Inspections' table has columns for Description, Reinspection, and Action. The first row, 'Preconstruction Meeting', has a checked checkbox in the Action column, which is highlighted with a red box.

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"/>

At the bottom right of the page, there is a 'Request Inspection' button highlighted with a red box. The page footer shows 'Results per page 10' and '1 - 10 of 42' with pagination controls.

Your Permit Page: Attachments Tab

- The Attachments Tab is where you can review staff's comments and submit your revised drawings.
- Click the file name to view staff's comments on the individual sheets
 - Resubmit Instructions and Markups are a brief summary
 - It is the applicant's responsibility to share the files with their design professionals
- Click "Resubmit" to upload revised drawings

The screenshot displays the Sandy Springs Community Development website interface. At the top, the logo for Sandy Springs Community Development is visible alongside the text "BUILD SANDY SPRINGS". The user is logged in as "Good Morning, Guest" with a shopping cart icon showing 1 item. The navigation bar includes links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help.

The main content area shows the permit details for "Permit Number: BR22-00496". A table lists the following information:

Type:	Residential - Townhouse (3 Stories or Less)	Status:	Plan Revision Required	Project Name:	
IVR Number:	134273	Applied Date:	06/09/2022	Issue Date:	
District:	Council District 3	Assigned To:		Expire Date:	
Square Feet:	2,500.00	Valuation:	\$450,000.00	Finalized Date:	
Description:	TEST Residential - Townhouse				

Below the table is a navigation bar with tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments (highlighted with a red box), Contacts, Sub-Records, and More Info. The Attachments tab is active, showing a message: "At least one file needs to be resubmitted." Below this message are three file cards:

- Drawings (1 Multi-Page PDF):** Test Drawing_v1.pdf, Version: 1, Status: Revisions Required, Resubmit Instructions: [Redacted]. Buttons: Resubmit (highlighted with a red box), Markups.
- Affidavit:** Test Affidavit_v1.pdf, Uploaded: 06/09/2022, Notes: Affidavit. Button: History.
- Application:** Test Application_v1.pdf, Uploaded: 06/09/2022, Notes: Application. Button: History.

To the right is an "Add Attachment" panel with a dropdown menu for "Select Type", a plus sign icon, and a list of supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

**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**