



BUILD: SANDY SPRINGS

Let's build something great together

sandyspringsga.gov/build-sandy-springs-website

Build Sandy Springs Tutorial

1. What is Build Sandy Springs?
2. Login / Register
3. Apply for a Permit
4. Navigate Your Permit Page
 - Summary
 - Fees
 - Reviews
 - Inspections
 - Attachments
5. Pay Permit Fees
6. Plan Review and Revisions
7. Request Inspections
8. Plan Modifications
9. As-Builts
10. Certificate of Occupancy/Completion

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 'Build Sandy Springs' website. At the top, there's 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 is titled 'Welcome to the City's online building permit website.' and includes a paragraph explaining the site's purpose. Below this, there are nine service tiles arranged in a 3x3 grid, each with an icon, a title, and a brief description of the service.

Build Sandy Springs

Good Morning, [Guest](#)

Home Apply Today's Inspections Search Help

NOTICE: CSS 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 online building permit website.


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.

- 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.
- 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
- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Community Development GIS Map**
Determine your zoning district, plat info, nearby waterways, flood zone, topography & aerial imagery.
- City Development Code**
Determine your lot design parameters such as: setbacks, lot dimensions, building height, canopy coverage, lot coverage, etc...
- City Technical Manual**
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>



**BUILD
SANDY
SPRINGS**


Good Morning, [Guest](#)

[Home](#) [Apply](#) [Today's Inspections](#) [Search](#) [Help](#)

NOTICE: CSS 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 online building permit website.

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](https://www.sandyspringsga.gov).




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.




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




Search Public Records

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




Community Development GIS Map

Determine your zoning district, plat info, nearby waterways, flood zone, topography & aerial imagery.



City Development Code

Determine your lot design parameters such as: setbacks, lot dimensions, building height, canopy coverage, lot coverage, etc...



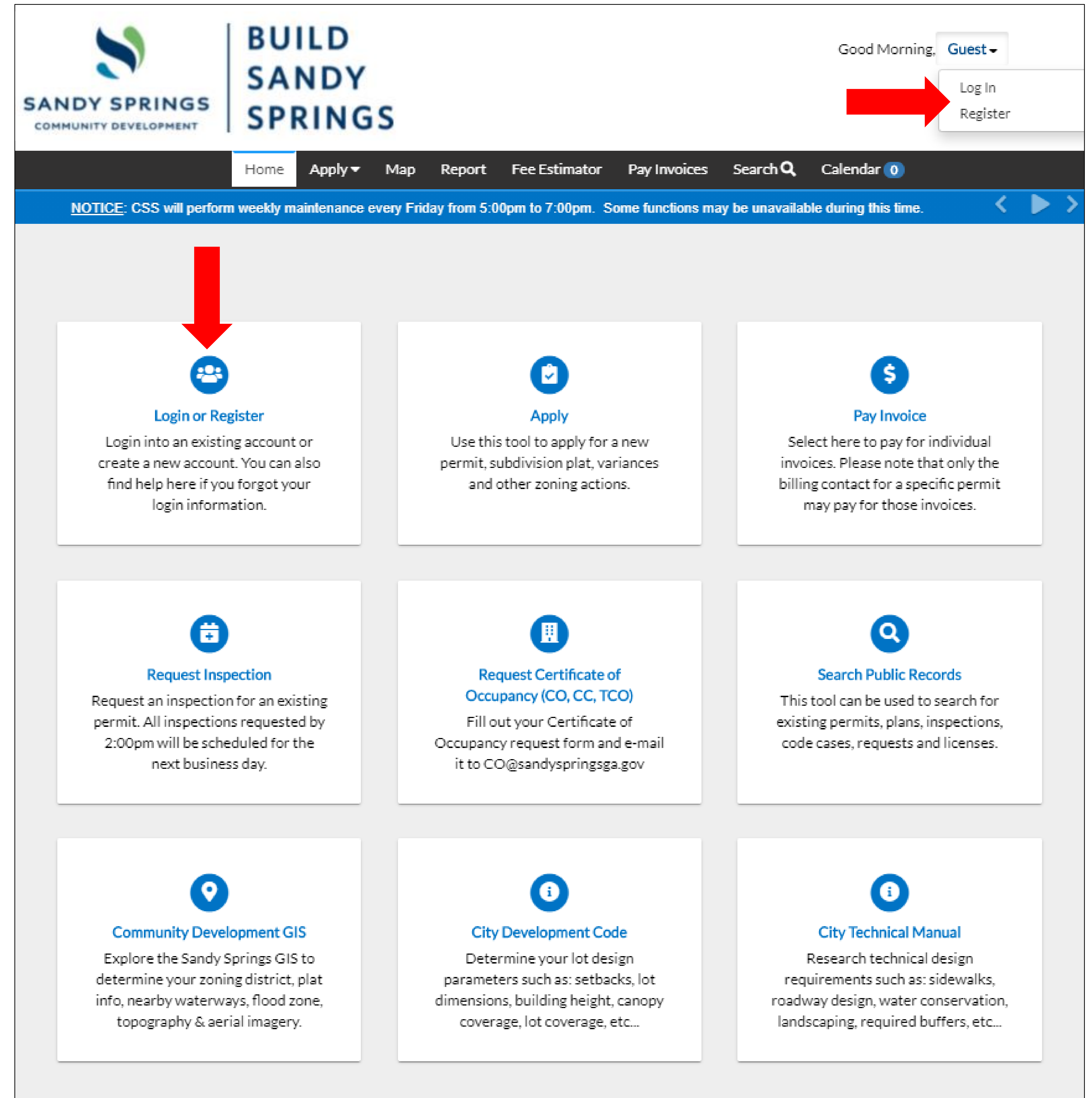
City Technical Manual

Research technical design requirements such as: sidewalks, roadway design, water conservation, landscaping, required buffers, etc...

Build Sandy Springs: 2. Login or Register

Login or Register

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



First Time User Registration

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

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

Good Afternoon, [Guest](#) ▾

[Home](#) [Apply ▾](#) [Map](#) [Report](#) [Pay Invoices](#) [Search 🔍](#) [Calendar 0](#)

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.
 - Click the “Confirm” button located at the bottom of the email.



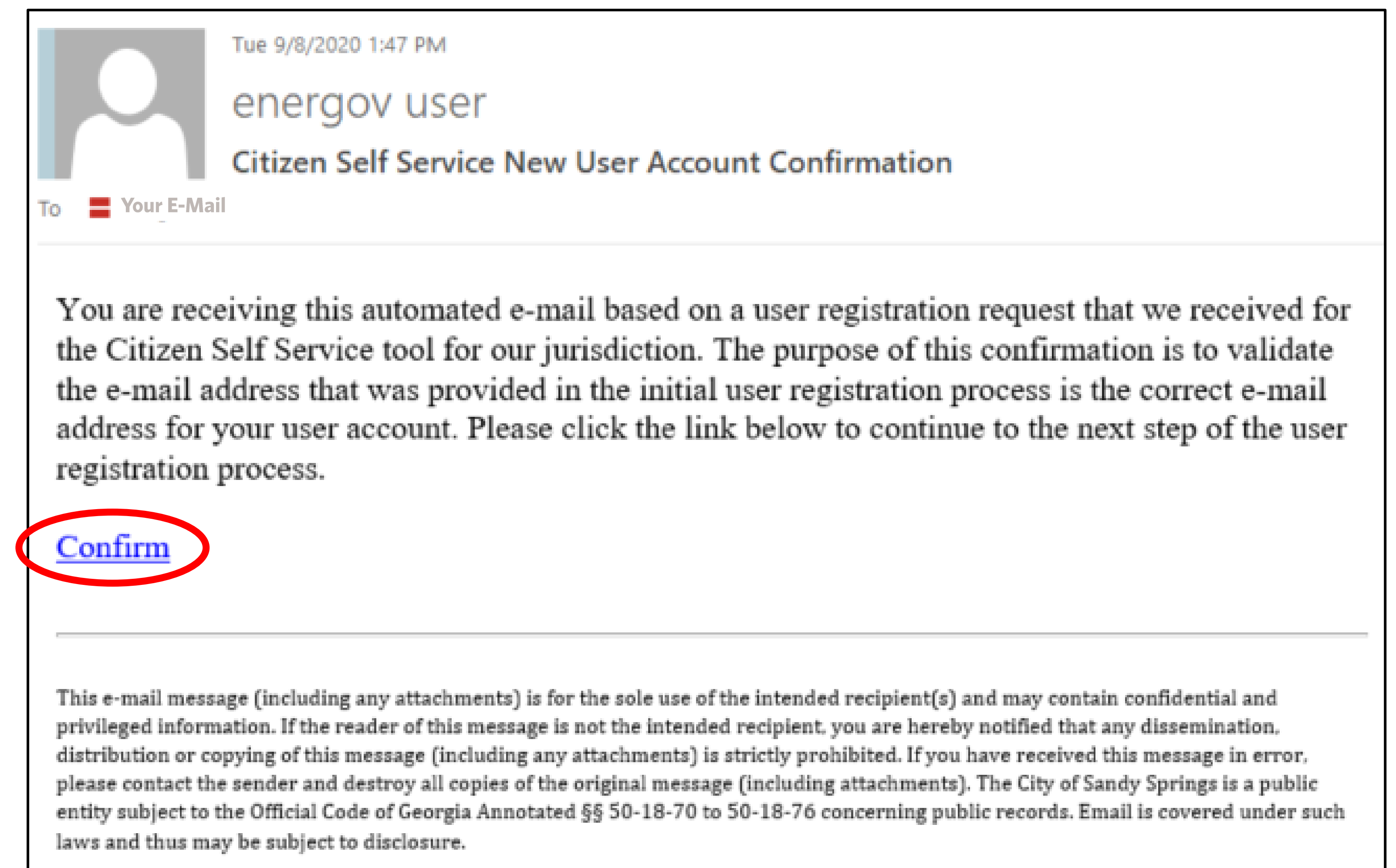
Registration

Step 1 of 4: Email Address

Email

Next

A red arrow points to the 'Next' button.




First Time User Registration

- Step 2: Login Information
 - Click the “I’m not a robot” reCAPTCHA checkbox
 - Create a unique username
 - We recommend using your email address
 - Create a password
 - Include one uppercase letter and one number
 - Confirm your password
 - Click “Next”

Registration

Step 2 of 4: Login information

*REQUIRED

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

*Username

*Password

*Confirm Password

Email Your E-Mail

Next

First Time User Registration

- Step 3: Personal Information
 - Enter your personal information such as Name, Company, and Contact Preference
 - We recommend using Email as your Contact Preference
 - Click “Next”

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.
 - Click “Submit”

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Street Number

Pre Direction

Street Name

Street Type

Post Direction

Building

City

State

Postal Code

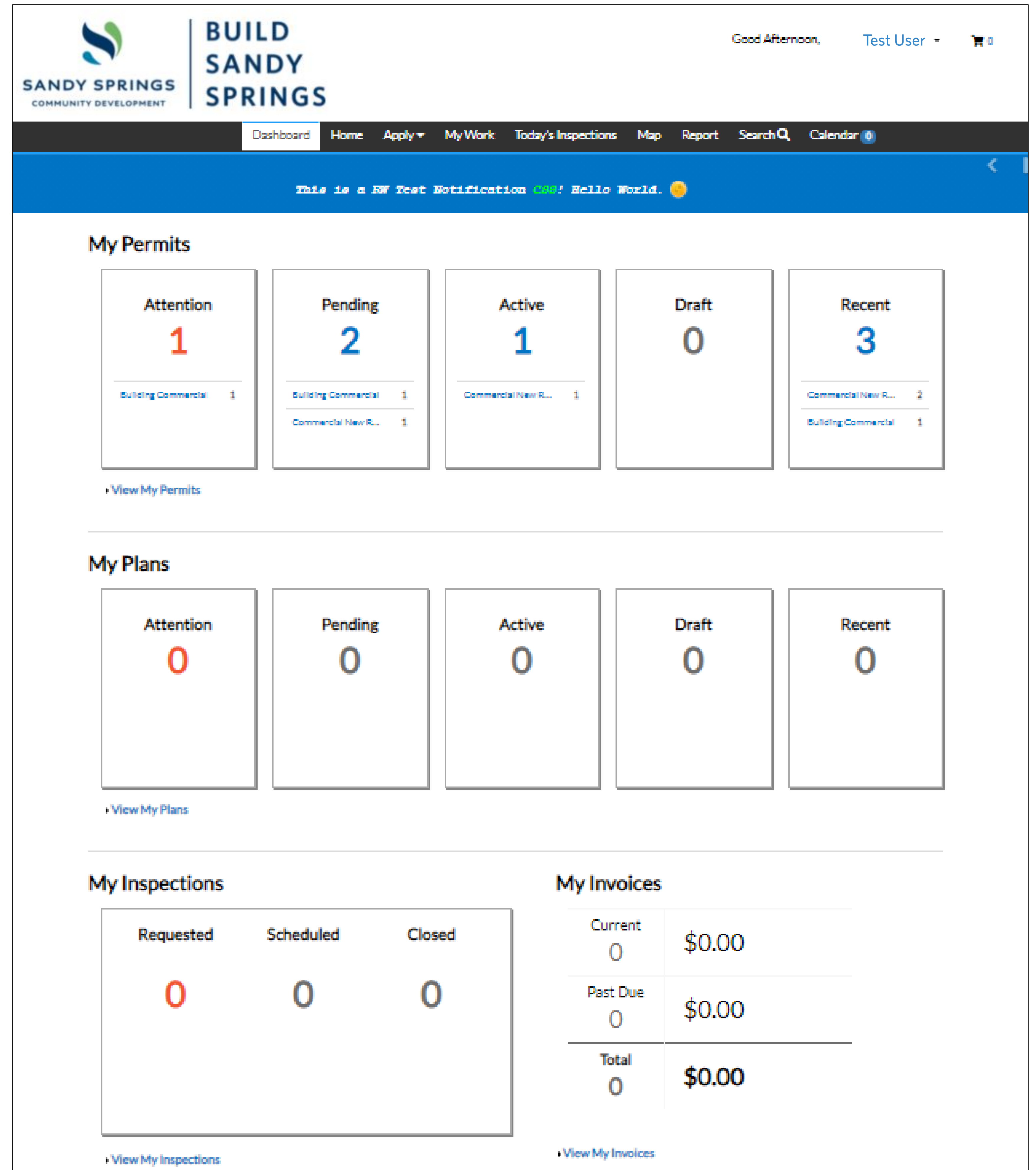
County

* 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



The screenshot displays the Sandy Springs User Dashboard. At the top, the header includes the Sandy Springs logo, the text "BUILD SANDY SPRINGS", and a greeting "Good Afternoon, Test User" with a user profile icon. Below the header is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Search, and Calendar. A blue notification banner reads "This is a FW Test Notification C08! Hello World." with a close button.

The dashboard is divided into three main sections:

- My Permits:** A grid of five cards showing permit status counts: Attention (1), Pending (2), Active (1), Draft (0), and Recent (3). Each card lists the number of permits and a link to "View My Permits".
- My Plans:** A grid of five cards showing plan status counts: Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). Each card lists the number of plans and a link to "View My Plans".
- My Inspections:** A table showing inspection counts: Requested (0), Scheduled (0), and Closed (0). A link to "View My Inspections" is provided.
- My Invoices:** A table showing invoice amounts: Current (\$0.00), Past Due (\$0.00), and Total (\$0.00). A link to "View My Invoices" is provided.

Status	Count
Attention	1
Pending	2
Active	1
Draft	0
Recent	3

Status	Count
Attention	0
Pending	0
Active	0
Draft	0
Recent	0

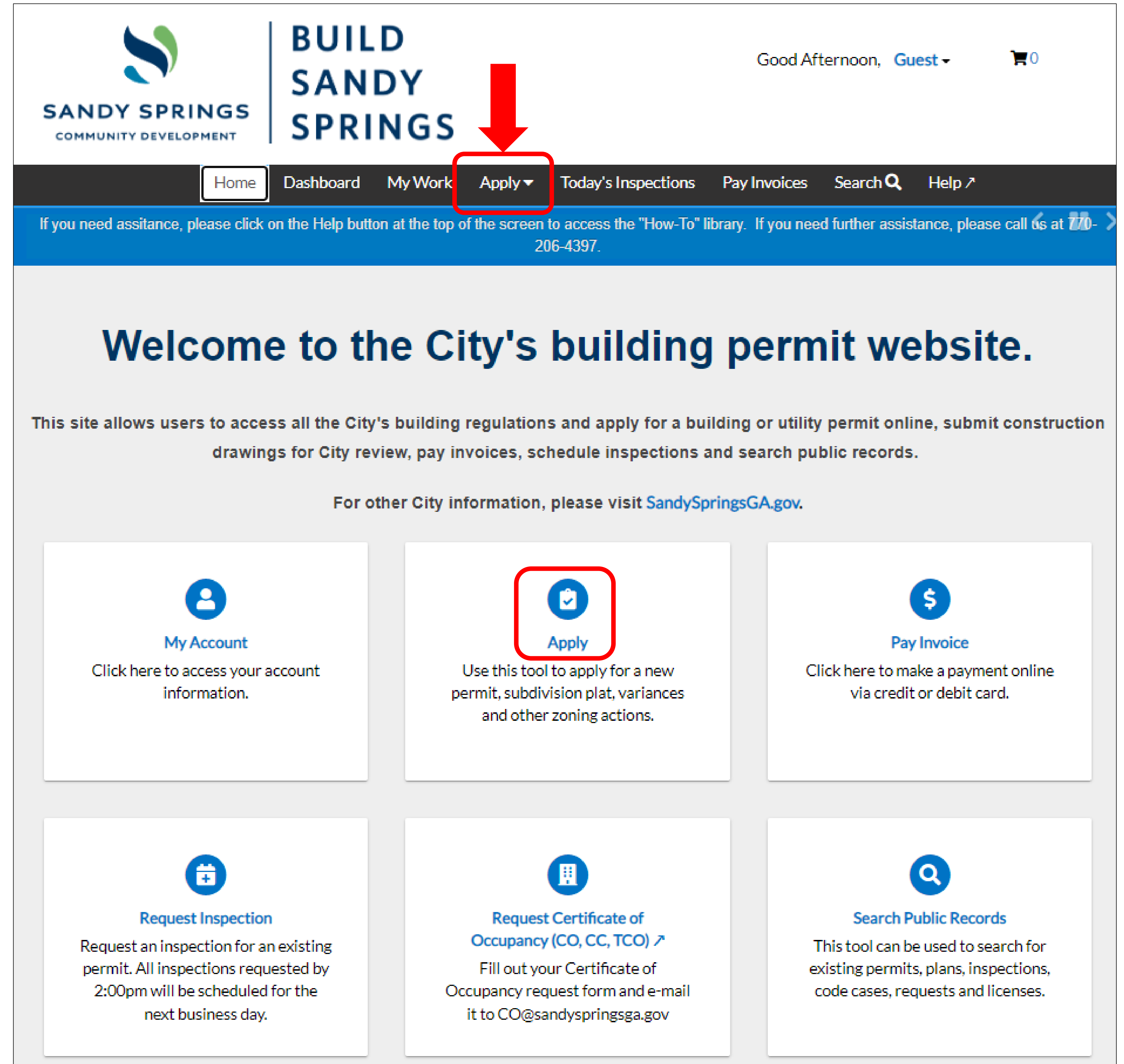
Status	Count
Requested	0
Scheduled	0
Closed	0

Status	Amount
Current	\$0.00
Past Due	\$0.00
Total	\$0.00

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



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"

The screenshot displays the 'BUILD SANDY SPRINGS' website interface. At the top, the logo for 'SANDY SPRINGS COMMUNITY DEVELOPMENT' is on the left, and the text 'BUILD SANDY SPRINGS' is on the right. A navigation bar includes links for Home, Apply, Today's Inspections, Pay Invoices, Search, and Help. The user is logged in as 'Guest'. The main section is titled 'Application Assistant' and features a search bar. Below the search bar, there are four tabs: 'All' (highlighted with a red box), 'Trending', 'PERMITS' (highlighted with a blue box), and 'PLANS'. A 'Hide Categories' button is also present. A list of categories is shown on the left, with 'PERMITS' (61) highlighted in a red box. The categories listed are: All (61), Building Commercial (13), Building Residential (10), Demolition (4), Electrical (5), Fence (4), Land Disturbance (3), Mechanical (2), Neighborhood Street Light Program (1), and Plumbing (3). On the right, four permit categories are displayed with 'Apply' buttons: 'Commercial - Accessory Structure', 'Commercial - Additions and Alterations', 'Commercial - Construction/Sales Trailer', and 'Commercial - Decks & Covered Porches'. A red arrow points to the 'Apply' button for 'Commercial - Decks & Covered Porches'.

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 

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 

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

Add Address As Project Location

[Back to Application](#)

SEARCH

1 galambos way

Apply

☒

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](#) 

HomeDashboardMy WorkApply▼Today's InspectionsPay InvoicesSearch🔍Help↗

Apply for Permit - Residential - Single Family House*REQUIRED

✓

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview 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

Residential - Single Family H▼

* Description

Johnson Family House with Pool and attached Garage

* Square Feet

2500

* Valuation

450000

BackCreate TemplateSave DraftNext

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

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

Good Afternoon, User Name

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

Apply for Permit - Residential - Single Family House

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info 5. Attachments 6. Review and Submit

CONTACTS

All permit applications require the following contacts:

- Applicant
- Legal Property Owner
- Billing Contact
- 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.


Applicant	Property Owner	Contractor (General)	Select Type
 Sandy Springer (You) City of Sandy Springs 1 Galambos, Sandy Springs, GA, 30328	 Sandy Springer(You) City of Sandy Springs 1 Galambos, Sandy Springs, ... <button>Remove</button>	 Sandy Springer(You) City of Sandy Springs 1 Galambos, Sandy Springs, ... <button>Remove</button>	<div>Add Contact</div> <div>+</div>

Back Create Template Save Draft Next


Apply for a Permit



Step 4: More Info

- 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

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

MORE INFO

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).

*Project Name

Johnson family house with pool and attached garage

Top

Main Menu

Back

Create Template


Save Draft

Next


Apply for a Permit

Step 5: Attachments

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



**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

5

Attachments

8


Review and Submit

Attachments


Residential Single Family House Application Requirements

- Residential Building Permit Application**
- 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.
- Erosion Control and Tree Conservation Agreement**
- 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 & Tr...

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 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: Sandy Springer 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

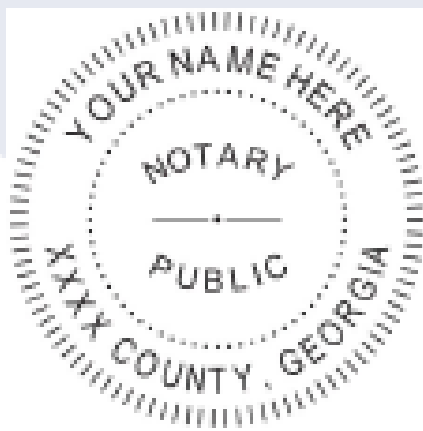
Residential Owner-Contractor Affidavit

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.

Sandy Springer
Signature of Owner Acting as Contractor
Sandy Springer
Printed Name of Owner


Notary Public
Notary Public Signature
Notary Public
Printed Name
State of Georgia, County of Fulton
Sworn and subscribed before me this
27 day of June, 2022

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
1. Control soil erosion on said property. 2. 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. 3. Keep mud off of adjoining streets by construction and maintenance of a construction exit and removal of mud from the street when necessary. 4. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the City of Sandy Springs. 5. Before construction activities begin, please arrange a preconstruction meeting at https://build.sandyspringsga.gov . <small>These provisions and others are outlined in the City of Sandy Springs' Development Code (COSS DC) Article 9: Environmental Protection.</small>	1. 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. 2. 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. A. 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 ½ feet above the ground except for Dogwood and Redbud. B. Landmark Tree; Hardwood Trees: 27" in diameter or 85" in circumference, or greater, at 4 ½ feet above the ground. Conifers – 30" in diameter or 94" in circumference at 4 ½ feet above the ground. Dogwood and Redbud – 10" in diameter or 31" in circumference, or greater, at 4 ½ feet above the ground. C. Boundary Tree: Any tree 10" in diameter or 31" in circumference, or greater, at 4 ½ feet above the ground on a neighboring property whose critical root zone or canopy extends into the permitted property. D. Setback Tree: Any tree 18" in diameter or 56" in circumference, or greater, at 4 ½ feet above the ground located in the minimum required yards/setback of any property.

☒ I, the undersigned authorized person, have obtained a copy of theses 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.

Sandy Springer
Signature of Owner or Contractor
Sandy Springer
Printed Name
Please submit completed forms and request inspections at <https://build.sandyspringsga.gov>.


June 28, 2022
Date
1 Galambos Way
Mailing Address

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”



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

1

Review and Submit

Submit

Locations

Project Location

1 (Pre-Direction) GALAMBOS WAY 30028

Parcel Number

17 0007 LL0101

Basic Info

Type

Residential - Single Family House

Description

Johnson Family House

Square Feet

2800

Valuation

480000

Applied Date

06/23/2022

Contacts

Applicant

Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA., 30028

Property Owner

Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA., 30028

Contractor (General)

Sandy Springer
City of Sandy Springs
1 Galambos Way Sandy Springs, GA., 30028

Estimated Fees

The following is a fee estimate 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	\$2,000.00
Technology Surcharge	\$75.00

Total: \$2,400.00

More Info

Project Name

Johnson Family Home

[Toggle 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.

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

Good Morning, [Guest](#)  0

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

✓ Your permit application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

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

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

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			

[Summary](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

● Completed
● In Progress
● Not Started

Fees


\$2,800.00

[View Details](#) [Add to Cart](#)

Workflow

- ☐ 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

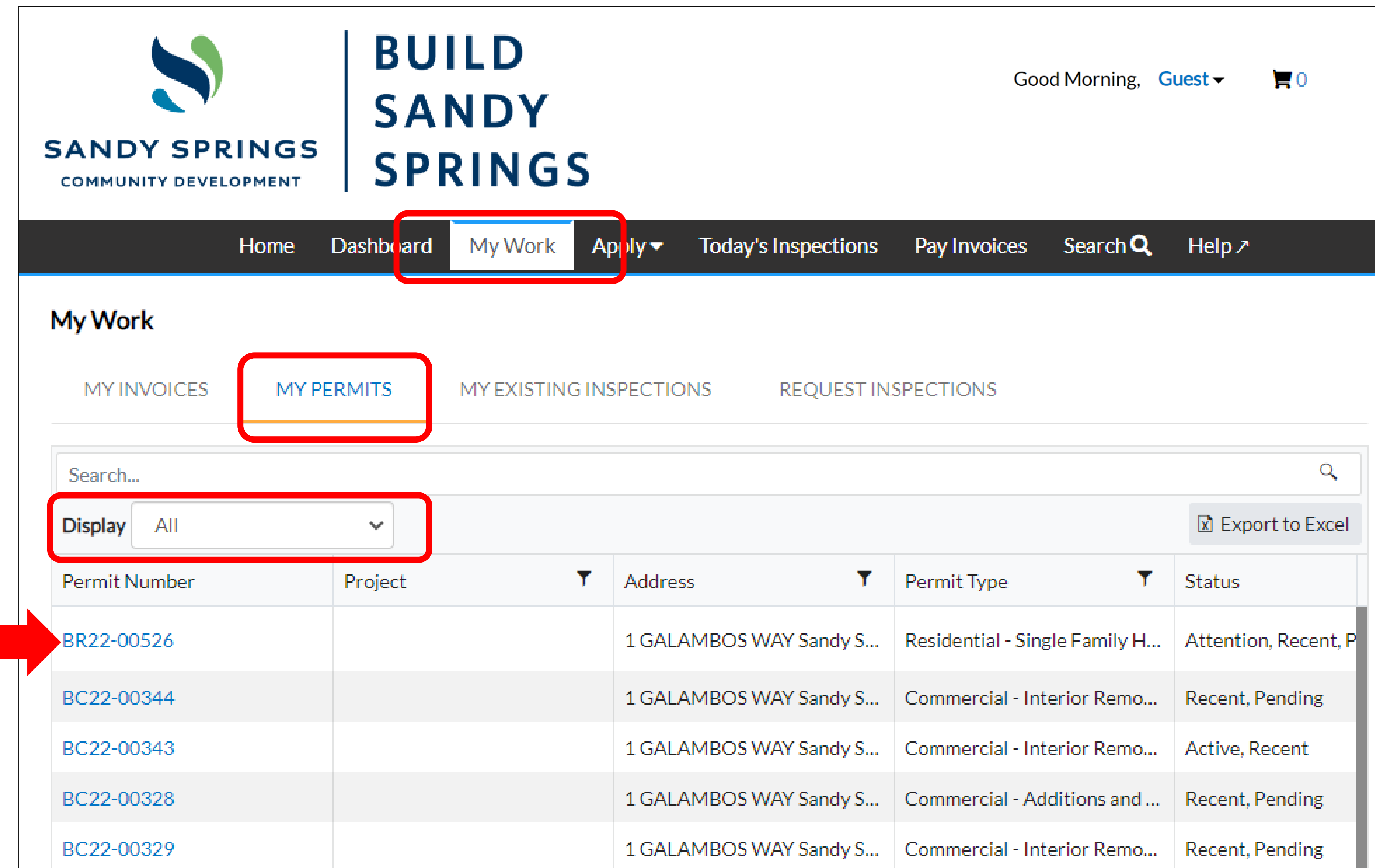
 **Unpaid Fees** [Pay Now](#)

\$2,800.00
07-23-2022

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 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: Summary Tab

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



BUILD
SANDY
SPRINGS

Good Morning, [Guest](#)  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp


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 

Reviews 

Inspections

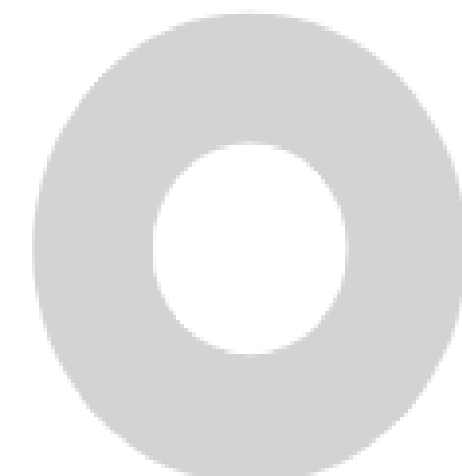
Attachments 

Contacts

Sub-Records

More Info

Progress



0%
Completed

Completed

In Progress


Not Started

Fees

\$2,800.00

[View Details](#) [Add to Cart](#)

Workflow

 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


 Unpaid Fees

\$2,800.00
07-23-2022


[Pay Now](#)

Your Permit Page: Fees Tab

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



**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](#) [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
-------------	------------	------------	--------	--------------	------------	-----------------------------

Remaining Fees Sort Fee


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 10 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.

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: BR22-00453 [Add to Cart](#)

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

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				

[Summary](#) [Locations](#) [Fees](#) **[Reviews](#)** [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [More Info](#)

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

Building Residential Single Family House

Submittal Status	Received Date	Due Date	Completed Date
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 header includes the logo, the text "BUILD SANDY SPRINGS", and a 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. Below the header, the permit number "BC17-00025" is shown. A sub-header area contains links for Permit Details, Tab Elements, and Main Menu. The main content area is divided into two sections: "Existing Inspections" and "Request Inspections".

Permit Details:

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

Navigation Tabs: Summary, Locations, Fees, Reviews, **Inspections**, Attachments, Contacts, Sub-Records, Holds, More Info

Existing Inspections:

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

Request Inspections:

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"/>

Page Controls: Results per page: 10, 1 - 10 of 42, << < 1 2 3 4 5 > >>

Request Inspection Button: Request Inspection

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 shows the Sandy Springs Community Development website. The header includes the logo and navigation links. The main content area displays permit details for BR22-00496. A red box highlights the 'Attachments' tab in the navigation bar. Below the tabs, a message states 'At least one file needs to be resubmitted.' The 'Attachments' section shows three items: 'Drawings (1 Multi-Page PDF)', 'Affidavit', and 'Application'. The 'Drawings' item is highlighted with a red box, showing a list of files with a 'Resubmit' button. The 'Affidavit' and 'Application' items also have 'History' buttons. A fourth panel on the right shows the 'Add Attachment' button and supported file formats.

Permit Number: BR22-00496 [Add to Cart](#)

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

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			

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Drawings (1 Multi-Page PDF)

[Test Drawing_v1.pdf](#)

Version: 1

Status: Revisions Required

Resubmit Instructions:

[Resubmit](#) [Markups](#)

Affidavit

[Test Affidavit_v1.pdf](#)

Uploaded: 06/09/2022

Notes: Affidavit

[History](#)

Application

[Test Application_v1.pdf](#)

Uploaded: 06/09/2022

Notes: Application

[History](#)

Select Type

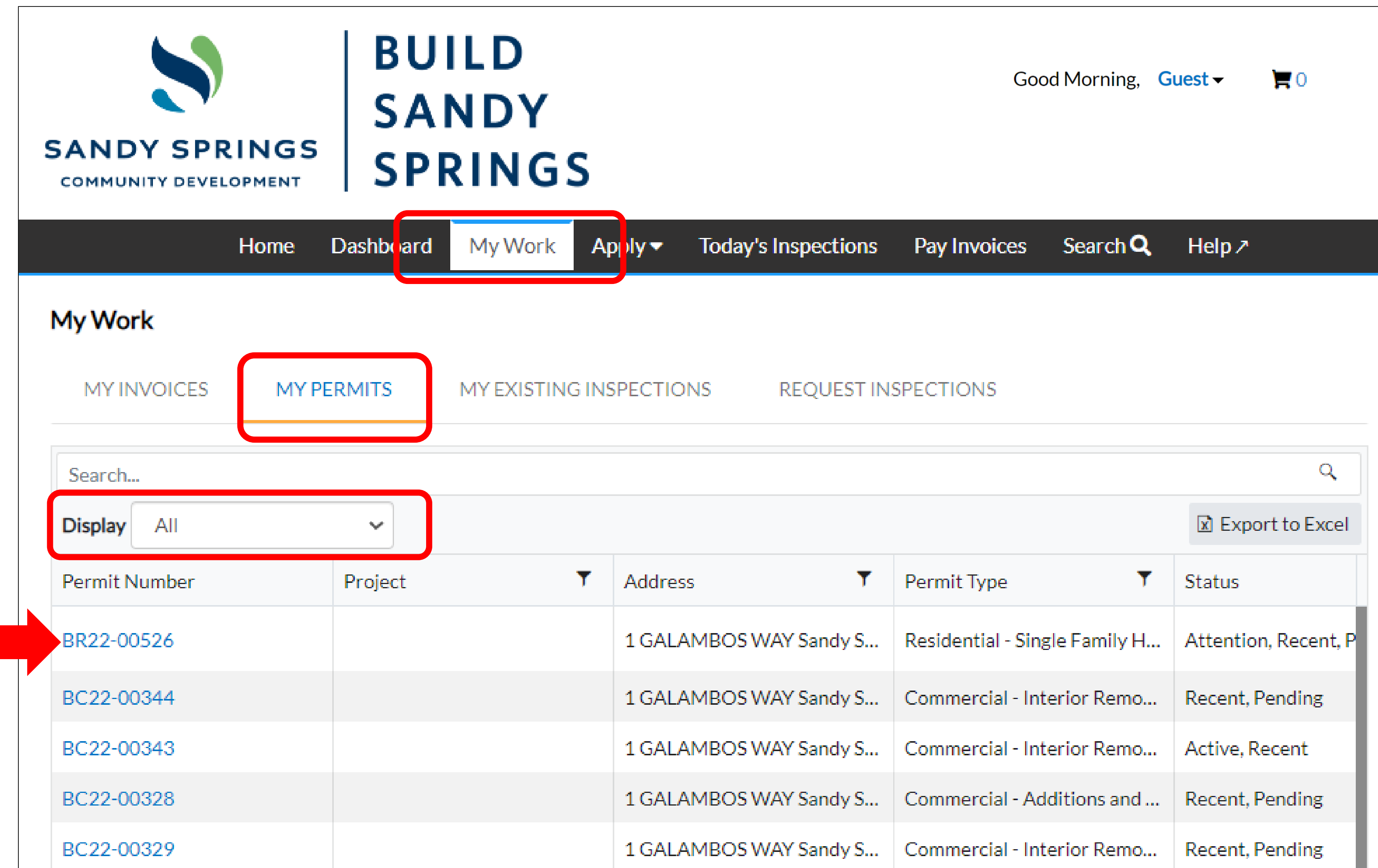
Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Build Sandy Springs: 5. Pay Permit Fees

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: Fees Tab

- City Staff cannot begin plan review until fees are paid
- Click “Add to Cart”
- Then click “Check Out”
- There is a 5% surcharge for card transactions. You can also Schedule an Appointment to pay via cash or check at City Hall.



BUILD
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Good Morning, [Guest](#)  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp

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

Permit DetailsTab ElementsMain Menu

Type:Residential - Single Family HouseStatus:Plan Revision RequiredProject Name:

IVR Number:134496Applied Date:06/23/2022Issue Date:

District:Council District 3Assigned To:Expire Date:

Square Feet:2,500.00Valuation:\$450,000.00Finalized Date:

Description:TEST Johnson Family House with Pool and attached Garage

SummaryLocationsFeesReviewsInspectionsAttachmentsContactsSub-RecordsMore Info

Fee SummaryRemaining FeesPaid FeesNext TabPermit DetailsMain Menu

Fee Summary

Total Fees:\$2,800.00Paid Fees:\$0.00Unpaid Fees:\$2,800.00 [Add to Cart](#)

Remaining Fees

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 10 1 - 5 of 5 << < 1 > >>

**Pay Invoices for Multiple
Permits at One Time**

Pay Invoices for Multiple Permits at Once

- From any page, select “My Work”
- Click “My Invoices”
- Select which invoices you want to pay
- If you want to pay all of the invoices at once, click “Select All”
- Click “Add to Cart”

The screenshot shows the Sandy Springs Community Development website. The top navigation bar includes links for Home, Dashboard, My Work (highlighted with a red box), Apply, Today's Inspections, Pay Invoices, Search, and Help. The user is logged in as 'Guest' and has 11 items in their cart.


Under the 'My Work' section, there are four tabs: MY INVOICES (highlighted with a red box), MY PERMITS, MY EXISTING INSPECTIONS, and REQUEST INSPECTIONS. Below the tabs is a search bar and a table of invoices. The 'Add To Cart' button is highlighted with a red arrow.

<input checked="" type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number
<input checked="" type="checkbox"/>	00028165	\$1,005.00	05/15/2022	Due	BR22-00329
<input checked="" type="checkbox"/>	00028880	\$345.00	06/25/2022	Due	BR22-00445
<input checked="" type="checkbox"/>	00028881	\$135.00	06/25/2022	Due	BR22-00446
<input checked="" type="checkbox"/>	00028882	\$2,800.00	06/25/2022	Due	BR22-00447
<input checked="" type="checkbox"/>	00028885	\$2,650.00	06/25/2022	Due	BR22-00448
<input checked="" type="checkbox"/>	00028886	\$2,800.00	06/25/2022	Due	BR22-00450
<input checked="" type="checkbox"/>	00028889	\$2,550.00	06/25/2022	Due	BR22-00451
<input checked="" type="checkbox"/>	00029137	\$2,800.00	07/09/2022	Due	BR22-00496
<input checked="" type="checkbox"/>	00029140	\$495.00	07/09/2022	Due	BR22-00497
<input checked="" type="checkbox"/>	00029374	\$2,800.00	07/23/2022	Due	BR22-00526
<input checked="" type="checkbox"/>	00029432	\$3,960.00	07/29/2022	Due	BC22-00348


Showing 11 records. Limited to the last 2000 records

Shopping Cart

- Review your Shopping Cart
- Click “Check Out”



BUILD
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SPRINGS

Good Morning, [Guest](#) 

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

[Back](#)

Shopping Cart

Invoice: [00028885](#)
Due Date: [06/25/2022](#)

Description: [BR22-00448](#)

Case Number	Project	Case Address	Amount Due
BR22-00448		1 GALAMBOS WAY Sandy Springs GA 30328	\$2,650.00

Total \$2,650.00

[Check Out](#)

\$2,650.00

[Remove](#)

[Top](#) | [Main Menu](#)

Total \$2,650.00

[Check Out](#)

Payment Window

- Enter your credit or debit card information in the provided fields.
 - There is a 5% service fee for all card transactions.
 - Alternatively, you can pay via cash or card at the Revenue Office at City Hall.
- Click "Pay Now"



Sandy Springs, GA

Order Number: 9135

Friday, July 1, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
00028885	BR22-00448	1	\$2,650.00	\$2,650.00
			Item Total:	\$2,650.00
			Service Fee:	\$104.68
			Order Total:	\$2,754.68

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<div>Select one... ▼</div>	<input type="text"/>	<div>Month ▼</div> <div>Year... ▼</div>
CVV Code		
<input type="text"/>		
<div>Pay Now - \$2,754.68</div>		

[Cancel](#)



Build Sandy Springs: 6. Plan Review and Revisions

Plan Review

- All construction permit applications require review by City Staff for compliance with state and city building code. The review teams include:
 - Building
 - Land Development
 - Planning & Zoning
 - Arborist
 - GIS
 - Fire Marshal's Office
 - Transportation
 - Sustainability
 - Impact Fees
 - ADA Compliance
 - Demolition
- An application must be approved by all required Plan Review Teams before a Permit Card can be issued.

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 shows the Sandy Springs Community Development website. The header includes the logo and navigation links: Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The user is logged in as a Guest. The main content area displays permit details for BR22-00496, including Type (Residential - Townhouse), Status (Plan Revision Required), Project Name, IVR Number, Applied Date, Issue Date, District, Assigned To, Expire Date, Square Feet, Valuation, Finalized Date, and Description. A red box highlights the Attachments tab in the navigation bar. Below the navigation bar, the Attachments section shows a list of files: Drawings (1 Multi-Page PDF), Affidavit, and Application. The Drawings file is highlighted with a red box, and its details (Test Drawing_v1.pdf, Version: 1, Status: Revisions Required, Resubmit Instructions) are shown. A red box highlights the Resubmit button. The Affidavit and Application files also show their details and History buttons. A blue box on the right contains the Add Attachment button and supported file formats.

Permit Number: BR22-00496 [Add to Cart](#)

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

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			

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Drawings (1 Multi-Page PDF)

[Test Drawing_v1.pdf](#)

Version: 1

Status: Revisions Required

Resubmit Instructions:

[Resubmit](#) [Markups](#)

Affidavit

[Test Affidavit_v1.pdf](#)

Uploaded: 06/09/2022

Notes: Affidavit

[History](#)

Application

[Test Application_v1.pdf](#)

Uploaded: 06/09/2022

Notes: Application

[History](#)

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Your Permit Page Attachments: Resubmit Your Drawings

- Step 1: Files
 - Responses to markups are optional
 - Click “Next”
- Step 2: Reviews
 - Acknowledgements are required
 - Click “Next”
- Step 3: Resubmit
 - Click “Select File”
 - Choose the correct file
 - Click “Submit”


Resubmit File(s)

Files Reviews Resubmit

1

Files

Drawings (1 Multi-Page PDF) Supported: .pdf

File	Version	Resubmit Instructions
 Test Drawing_v1.pdf	1	Samantha Dulac:

Markups

Text	Added By	Page
V1	sdulac	1

Optional response

Next

2

Reviews

All reviews in red must be acknowledged before continuing.

Building Residential Townhouse (Up to 3 stories)

Submittal Status	Received Date	Due Date	Completed Date
Denied	06/09/2022	06/16/2022	06/09/2022

✓ Building Residential • Revisions Required • Dulac Samantha • Completed : 06/09/2022

Due Date	Completed Date
06/16/2022	06/09/2022

Acknowledge


Back Next

3

Resubmit

Drawings (1 Multi-Page PDF) Supported: .pdf

Select File


File	Version	Resubmit Instructions
 Test Drawing_v1.pdf	1	Samantha Dulac:

Include additional new file? ☐


Back Submit

Your Permit Page Attachments: View Your Approved Construction Documents

- Click the File Names to download the files
 - Stamped Drawings
 - Permit Card
 - Noise Ordinance
 - List of Required Inspections



**BUILD
SANDY
SPRINGS**

Good Morning, [Guest](#)  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp

Permit Number: BR22-00453 [Add to Cart](#)


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

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				

SummaryLocationsFeesReviewsInspections**Attachments**ContactsSub-RecordsHoldsMore Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action




Affidavit

1 Galambos Way - Affidavit.pdf

Uploaded: 05/26/2022

Notes: Affidavit

History




Application

1 Galambos Way - Application.pdf

Uploaded: 05/26/2022

Notes: Application

History




Drawings (1 Multi-Page PDF)

1 Galambos Way - Drawings - Approved.pdf

Uploaded: 05/26/2022

Notes: Drawings (1 Multi-Page PDF)

History



Permit Card

BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf

Uploaded: 05/26/2022

Notes: Permit Card


History

Construction Drawing Examples

Approved and Stamped Drawings

Permit Card

<h1 style="margin: 0; color: blue; font-size: 4em; letter-spacing: -2px;">V2</h1>			
<p>REFERENCE MATERIAL</p> <ol style="list-style-type: none"> CORRECTIVE WARRANTY DEED IN FAVOR OF KATHRYN R. SAUSSY AND HUGH S. SAUSSY, JR. DEED BOOK 51040 PAGE 273 FULTON COUNTY, GEORGIA RECORDS <p>FLOOD NOTE</p> <p>THIS PROPERTY IS LOCATED IN A FEDERAL FLOOD AREA AS INDICATED BY F.I.R.M. OFFICIAL FLOOD HAZARD MAPS. COMMUNITY PANEL NO. 13121C0134 G (SHADED ZONE "X") EFFECTIVE DATE SEPTEMBER 16, 2013. FULTON COUNTY, GEORGIA</p> <p>SURVEY NOTES</p> <ol style="list-style-type: none"> STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION UNDERGROUND UTILITIES AS SHOWN HEREIN ARE TAKEN OF ABOVE GROUND STRUCTURES. UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREIN. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. PLEASE CALL ALL LOCAL UTILITY PROVIDERS AND OR 811 FOR FURTHER INFORMATION. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT EXAMINATION OF RECORD ENCUMBRANCES. RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT A CURRENT TITLE SEARCH MAY DISCLOSE. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREIN. THIS PLAT DOES NOT EXTEND TO ANY UNPAID PERSON, PERSONS, OR ENTITY WITHOUT THE EXPRESS RECONSTITUTION OF THE SURVEYOR NAMING SUCH PERSON, PERSONS OR ENTITY. THE FIELD DATA UPON WHICH THIS PLAT IS BASED WAS OBTAINED BY AN OPEN TRAVERSE. THIS PLAT HAS BEEN CALCULATED AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT 750,816 FEET. A GARMIN ZOOM 90 SERIES ROBOTIC TOTAL STATION WITH CARLSON SURVEY 2 DATA COLLECTOR WERE USED IN THE COLLECTION OF FIELD DATA. BEARINGS SHOWN WERE COMPUTED FROM ANGLES TURNED FROM A SINGLE MAGNETIC OBSERVATION. THIS PROPERTY IS SUBJECT TO CURRENT ZONING REGULATIONS AND RESTRICTIONS. ALL REBAR SET ARE 1/2" REBARS UNLESS OTHERWISE NOTED. THE EXISTENCE, SIZE, AND LOCATION OF IMPERVIOUS BARRIERS ARE SUBJECT TO FINAL DETERMINATION BY THE LOCAL ISSUING AUTHORITY, CITY, OR COUNTY. THE FLOOD INFORMATION ON THIS PLAT HAS BEEN ISSUED AFTER REVIEW OF MAPS WHICH ONLY APPROXIMATE THE LOCATION OF THE APPLICABLE FLOOD HAZARD AREA. FOR MORE ACCURATE INFORMATION, A SECOND OPINION OF THE APPLICABLE FLOOD HAZARD AREA IS RECOMMENDED. FOR FURTHER INFORMATION CONTACT THE LOCAL DRAINAGE DEPARTMENT CORPS OF ENGINEERS, AN INSURANCE COMPANY OR APPRAISER. 	<h2 style="color: red; margin: 0;">PERMITTED BUILDING PERMIT EXAMPLE</h2> <p style="color: red; font-weight: bold; margin: 0;">SANDY SPRINGS, GA. COMMUNITY DEVELOPMENT DEPARTMENT</p> <p style="color: red; font-weight: bold; margin: 0;">BY: _____</p> <p style="font-size: 2em; color: red; margin: 0;">05/26/2022</p> <p style="color: red; font-size: 0.8em; margin-top: 10px;">THESE PLANS WERE REVIEWED WITH RESPECT TO BUILDING CODES ONLY. NO EFFORT WAS MADE TO CHECK THE ELECTRICAL, PLUMBING, MECHANICAL OR STRUCTURAL DESIGN OTHER THAN TO COMPARE THE SUBMITTED PLANS WITH THE APPLICABLE BUILDING CODES. STRUCTURAL REVIEW ALSO CONSIDERED APPLICABILITY OF A SPECIAL INSPECTIONS PROGRAM. STRUCTURAL INTEGRITY IS THE TOTAL RESPONSIBILITY OF THE OWNER AND THE OWNER'S AGENTS. THIS BUILDING PERMIT IS SUBJECT TO ALL SANDY SPRINGS ORDINANCES AND GEORGIA STATE LAWS.</p>		
<p>NO.</p> <p>REVISIONS</p> <p>DATE</p>	<p>LEGEND</p> <ul style="list-style-type: none"> DW DENOTES DRAIN POLE GW DENOTES GUY WIRE PW DENOTES POWER LINE PM DENOTES POWER METER PD DENOTES POWER BOX A/C DENOTES AIR CONDITION TG DENOTES TELEPHONE BOX GM DENOTES GAS METER GVAL DENOTES GAS VALVE GLM DENOTES GAS LINE MARKER WM DENOTES WATER METER WV DENOTES WATER VALVE RH DENOTES FIRE HYDRANT MW DENOTES MONITORING WELL HW DENOTES HEADWALL JB DENOTES JOINT BOX DI DENOTES DROP INLET SSW DENOTES SANITARY SEWER LINE SSH DENOTES SANITARY SEWER MANHOLE CO DENOTES CLEAN OUT P.O.B. DENOTES POINT OF BEGINNING P.O.C. DENOTES POINT OF COMMENCEMENT 	<p>SURVEY FOR</p> <p style="text-align: center;">ATLANTA, GEORGIA</p> <p style="text-align: center;">TOTAL AREA= 0.761± ACRES OR 33,155± SQ. FT.</p>	<p style="text-align: right;">LOT 15 UNIT SIX AND A TRACT TO THE REAR</p> <p>LAND LOT 126 DISTRICT 17TH FULTON COUNTY GEORGIA</p> <p>PLAT PREPARED: 7-18-17 FIELD: 7-17-17 SCALE: 1"=30'</p>
<p style="text-align: center;"> McELUNG SURVEYING SERVICES, INC. 4833 South Cobb Drive Suite 200 Smyrna, Georgia 30080 (770) 434-3363 www.mcsurveyingservices.com Certificate of Authorization #LSFP000752 </p>			

 SANDY SPRINGS <small>GEORGIA</small>	City of Sandy Springs 1 Galambos Way Sandy Springs, GA 30328 www.sandyspringsga.gov	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #f2f2f2;">APPLICATION NUMBER</th> </tr> <tr> <td style="text-align: center;">BR22-00453</td> </tr> <tr> <td style="text-align: center; font-size: small;">Issue Date: 05/26/2022</td> </tr> </table>	APPLICATION NUMBER	BR22-00453	Issue Date: 05/26/2022
APPLICATION NUMBER					
BR22-00453					
Issue Date: 05/26/2022					

Permit Type: Building Residential

Exp Date: 11/22/2022

Parcel ID	Street Address
17 0089 LL1189	1 GALAMBOS WAY
Property Zoning	Project Name

Contractor Information	
Name: City of Sandy Springs Address: 1 Phone:	Business License: Business License Exp. Date: State License Codes: State License Exp. Date:

Building Information
Proposed Use: Construction Type: Estimated Cost of Construction: \$450,000.00

Project Description:
 Scope of Work:
 TEST single fam house

EXAMPLE

FOR APPROVAL SEE APPROVED PLANS

Compliance with the noise ordinance, permit posting, erosion control, and all applicable regulations are enforced. Subcontractor Affidavits shall be submitted before beginning work. **No occupancy allowed prior to issuance of Certificate of Occupancy or Certificate of Completion by the City of Sandy Springs.**

By acceptance of this permit, you hereby agree to comply with all applicable laws regulating the work and understand that is is your responsibility to inform this office of any change in scope of work or change of contractor. All inspection request shall be made by the applicant or their authorized agent.

REQUEST AN INSPECTION AT: [HTTPS://BUILD.SANDYSPRINGSGA.GOV](https://build.sandyspringsga.gov) by 2:00 P.M. THE BUSINESS DAY BEFORE AN INSPECTION IS REQUIRED.

 Signature of Approving Official

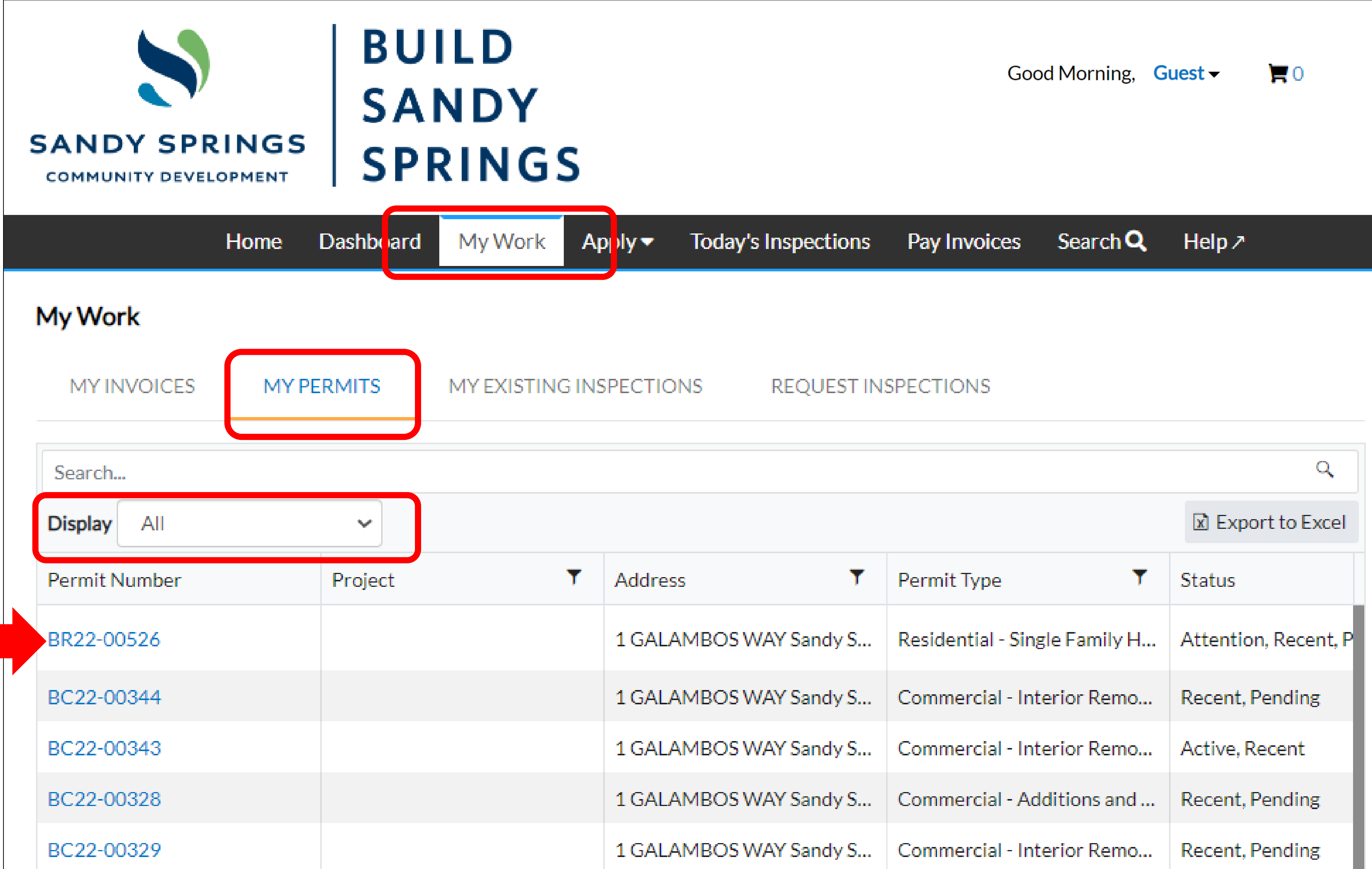
Date: 05/26/2022

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.

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"

SANDY SPRINGS
COMMUNITY DEVELOPMENT

BUILD
SANDY
SPRINGS

Good Morning, TEST PERMIT

1

DashboardHomeApplyMy WorkToday's InspectionsMapReportPay InvoicesSearchCalendar

Permit Number: BC17-00025

Permit DetailsTab ElementsMain Menu

Type:Building Commercial - New MultifamilyStatus:Permit ExpiredProject Name:

IVR Number:107484Applied Date:01/12/2017Issue Date:01/30/2017

District:<NONE>Assigned To:Expire Date:07/31/2017

SummaryLocationsFeesReviewsInspectionsAttachmentsContactsSub-RecordsHoldsMore Info

Existing InspectionsRequest InspectionsOptional InspectionsNext TabPermit DetailsMain Menu

Existing InspectionsSortDescription

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

Request InspectionsSortOrder

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 page101 - 10 of 42<<<12345>>>

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 3rd party inspections
- Click “Submit”
- You will receive an email with the results of your inspection.

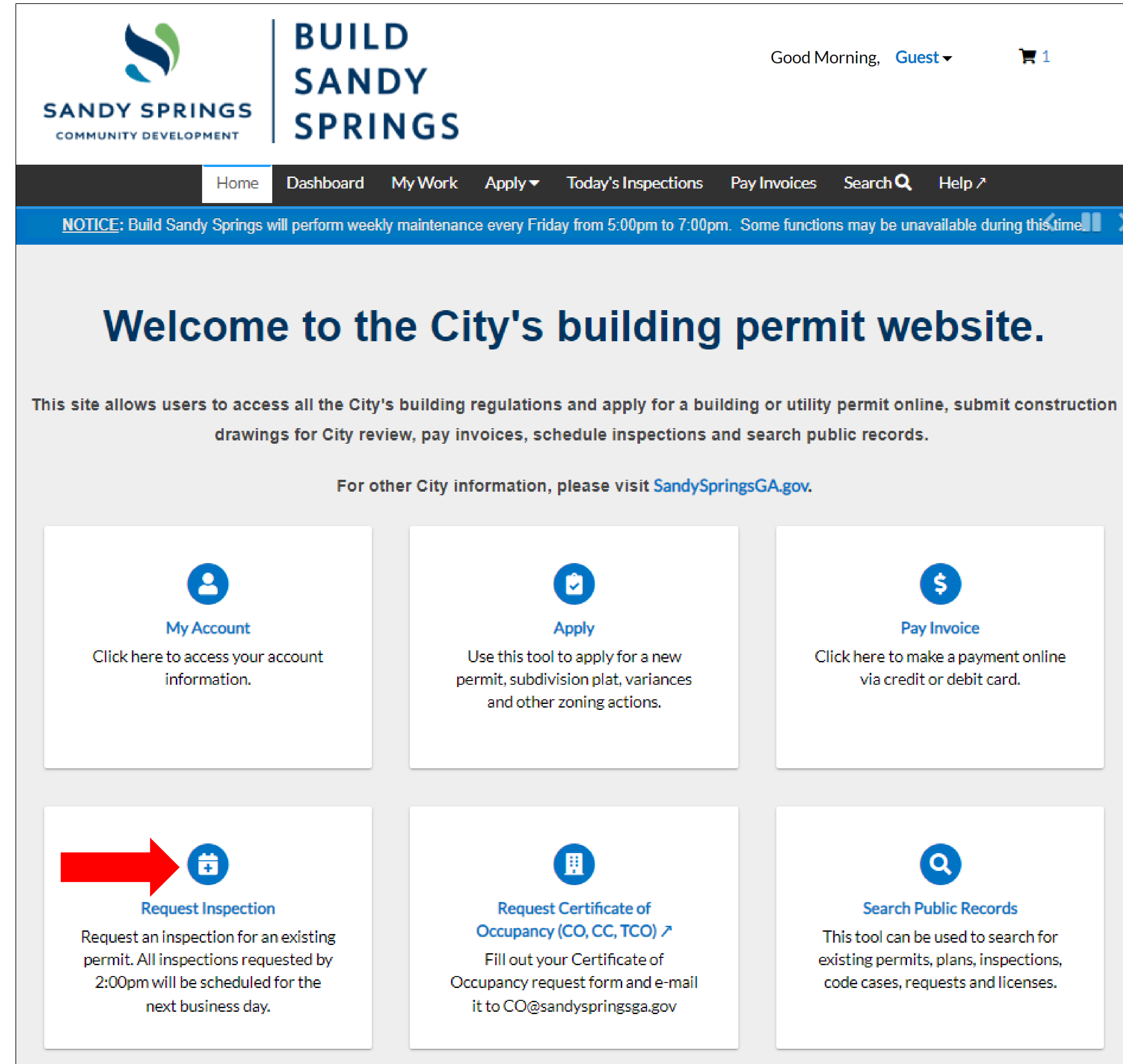
The screenshot shows the Sandy Springs Community Development website. The header includes the logo and navigation links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled 'Request Inspections (1)' and contains a form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




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




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.
- 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 3rd party inspections
- Click “Submit”
- You will receive an email with the results of your inspection.

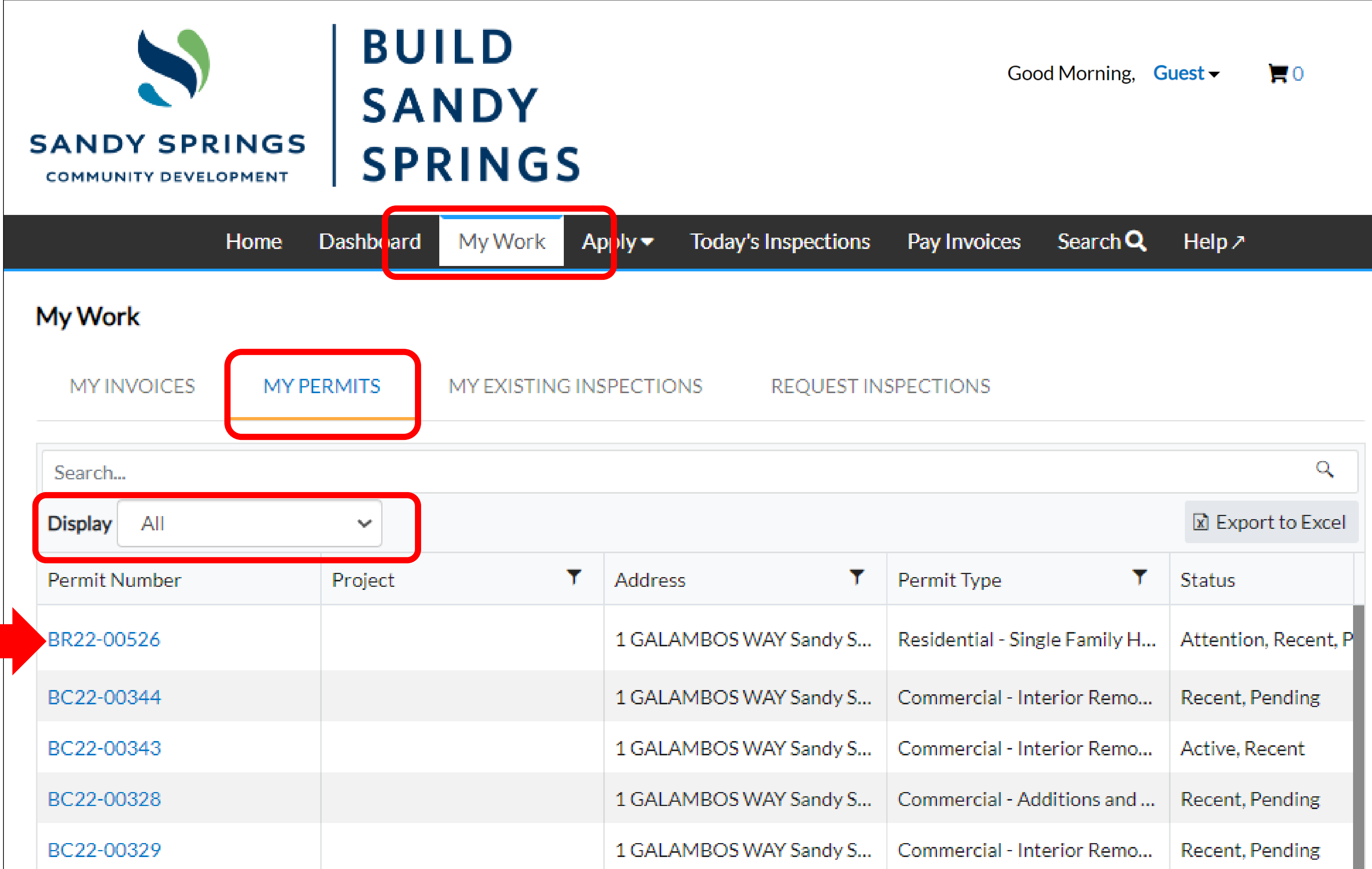
The screenshot shows the Sandy Springs Community Development website. The header includes the logo and navigation links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled 'Request Inspections (1)' and contains a form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

Build Sandy Springs: 8. Plan Modifications

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 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

Plan Modifications

- Plan Modifications are used to submit revisions to your drawings after a Permit Card has been issued.
 - The fee for Plan Mods is \$200.
- On your Permit Page, select the “Attachments” tab
- Change your file type to “Plan Modifications”
- Upload or drag and drop your file
- Include the address in each file name
- Click “Submit”

The screenshot displays the Sandy Springs Community Development website. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible. The navigation bar includes links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The permit number BR22-00453 is shown at the top right, along with an 'Add to Cart' button.

The permit details section shows the following information:

Type:	Status:	Project Name:
Residential - Single Family House	Permit Issued	

IVR Number:	Applied Date:	Issue Date:
134059	05/26/2022	05/26/2022

District:	Assigned To:	Expire Date:
Council District 3		11/22/2022

Square Feet:	Valuation:	Finalized Date:
2,500.00	\$450,000.00	

Description: TEST single fam house


The 'Attachments' tab is highlighted in the navigation bar. Below the tabs, the 'Attachments' section shows four files:

Attachment	File Name	Uploaded	Notes
Affidavit	1 Galambos Way - Affidavit.pdf	05/26/2022	Affidavit
Application	1 Galambos Way - Application.pdf	05/26/2022	Application
Drawings (1 Multi-Page PDF)	1 Galambos Way - Drawings - Approved.pdf	05/26/2022	Drawings (1 Multi-Page PDF)
Permit Card	BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf	05/26/2022	Permit Card


The 'Add Attachment' button is highlighted in the bottom right corner. The 'Select Type' dropdown menu is also highlighted.

Attachments: View Your Approved Construction Documents

- Click the File Names to download the files
 - Stamped Drawings
 - Permit Card
 - Plan Mods
 - As-Builts
 - CO/CC



**BUILD
SANDY
SPRINGS**

Good Morning, [Guest](#)  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp

Permit Number: BR22-00453 [Add to Cart](#)


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

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				

SummaryLocationsFeesReviewsInspections**Attachments**ContactsSub-RecordsHoldsMore Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action




Affidavit

1 Galambos Way - Affidavit.pdf

Uploaded: 05/26/2022

Notes: Affidavit

History




Application

1 Galambos Way - Application.pdf

Uploaded: 05/26/2022

Notes: Application

History




Drawings (1 Multi-Page PDF)

1 Galambos Way - Drawings - Approved.pdf

Uploaded: 05/26/2022

Notes: Drawings (1 Multi-Page PDF)

History



Permit Card

BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf

Uploaded: 05/26/2022

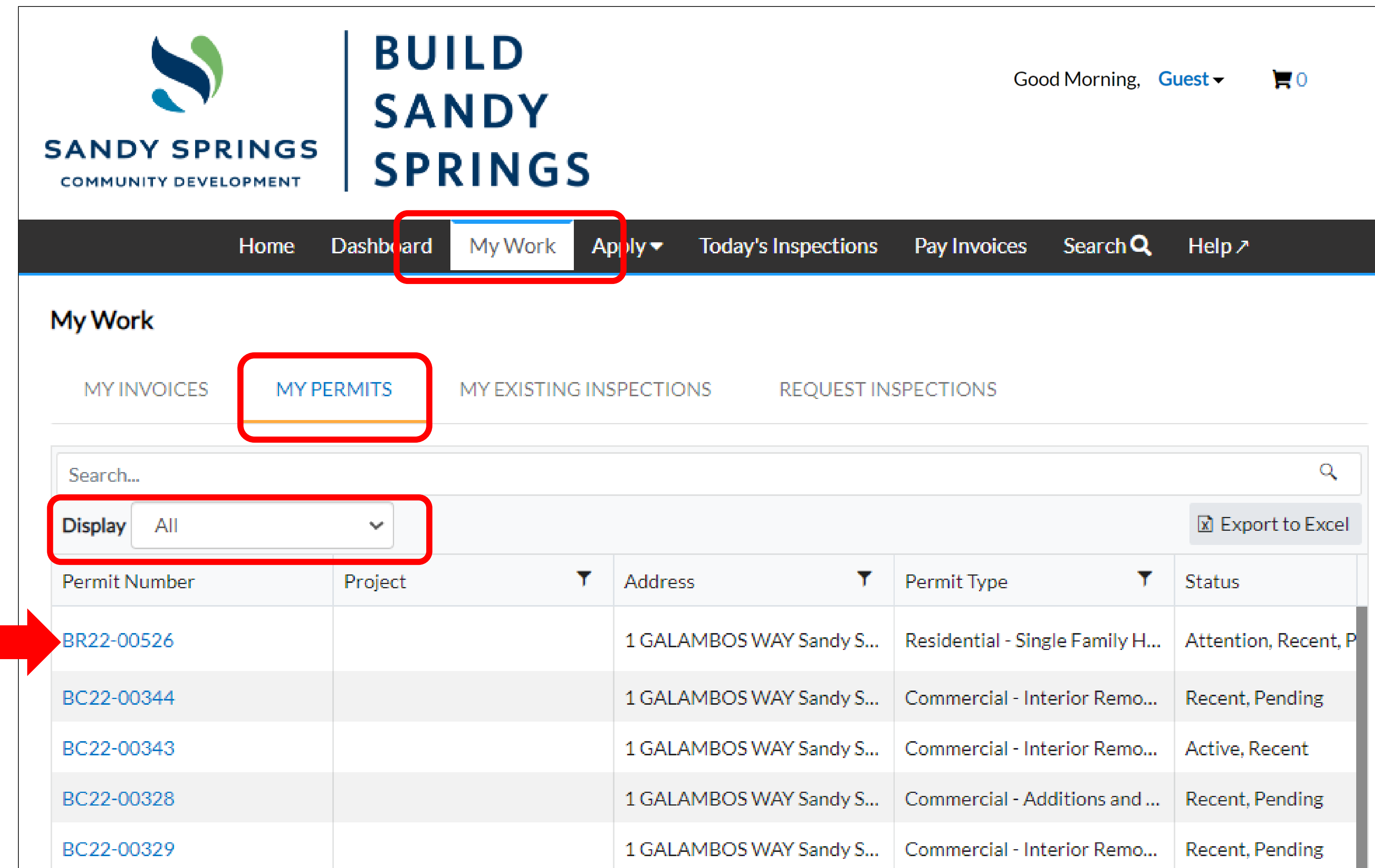
Notes: Permit Card

History

Build Sandy Springs: 9. As-Builts

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
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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

As-Built

- As-Built Drawings are a survey of your as-built conditions. These are used by staff to confirm a project was built in accordance with the approved construction documents.
- On your Permit Page, select the "Attachments" tab
- Change your file type to "As-Built Drawings"
- Upload or drag and drop your file
- Include the address in each file name
- Click "Submit"

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

The main content area shows the permit details for BR22-00453. The permit is for a Residential - Single Family House, issued on 05/26/2022, with a valuation of \$450,000.00. The project name is 1 Galambos Way. The attachments section is highlighted with a red box, showing a list of attachments including Affidavit, Application, Drawings (1 Multi-Page PDF), and Permit Card. Each attachment has a "History" button.

Below the attachments list, there is a "Select Type" dropdown menu and an "Add Attachment" button with a plus sign. The supported file types are listed: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwg. A red box highlights the "Submit" button at the bottom right.

Type	Status	Project Name
Residential - Single Family House	Permit Issued	1 Galambos Way

IVR Number	Applied Date	Issue Date
134059	05/26/2022	05/26/2022

District	Assigned To	Expire Date
Council District 3		11/22/2022

Square Feet	Valuation	Finalized Date
2,500.00	\$450,000.00	

Description
TEST single fam house

Attachment	Uploaded	Notes
1 Galambos Way - Affidavit.pdf	05/26/2022	Notes: Affidavit
1 Galambos Way - Application.pdf	05/26/2022	Notes: Application
1 Galambos Way - Drawings - Approved.pdf	05/26/2022	Notes: Drawings (1 Multi-Page PDF)
BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf	05/26/2022	Notes: Permit Card

Supported file types: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwg.

Attachments: View Your Approved Construction Documents

- Click the File Names to download the files
 - Stamped Drawings
 - Permit Card
 - Plan Mods
 - As-Builts
 - CO/CC

The screenshot displays the Sandy Springs Community Development website interface. At the top, the logo for Sandy Springs Community Development is on the left, and the text "BUILD SANDY SPRINGS" is on the right. A user greeting "Good Morning, Guest" and a shopping cart icon with "1" are in the top right. A navigation bar below the header contains links: Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The main content area shows "Permit Number: BR22-00453" with an "Add to Cart" button. Below this, a tabbed interface includes "Permit Details", "Tab Elements", and "Main Menu". The "Permit Details" tab is active, displaying a grid of information: 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, and Description (TEST single fam house). Below the details is a horizontal menu with tabs: Summary, Locations, Fees (with a red notification icon), Reviews, Inspections, Attachments (highlighted with a red box), Contacts, Sub-Records, Holds, and More Info. Under the "Attachments" tab, there's a sub-header "Attachments" and a "Sort" dropdown set to "Needs Action". Four attachment cards are shown, each with a PDF icon, a title, a filename, an upload date, notes, and a "History" button. The third and fourth cards are highlighted with red boxes: "Drawings (1 Multi-Page PDF)" with filename "1 Galambos Way - Drawings - Approved.pdf" and "Permit Card" with filename "BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf".

Permit Number: BR22-00453 [Add to Cart](#)

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

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				

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort: Needs Action

Affidavit

1 Galambos Way - Affidavit.pdf

Uploaded: 05/26/2022

Notes: Affidavit

[History](#)

Application

1 Galambos Way - Application.pdf

Uploaded: 05/26/2022

Notes: Application

[History](#)

Drawings (1 Multi-Page PDF)

1 Galambos Way - Drawings - Approved.pdf

Uploaded: 05/26/2022

Notes: Drawings (1 Multi-Page PDF)

[History](#)

Permit Card

BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf

Uploaded: 05/26/2022

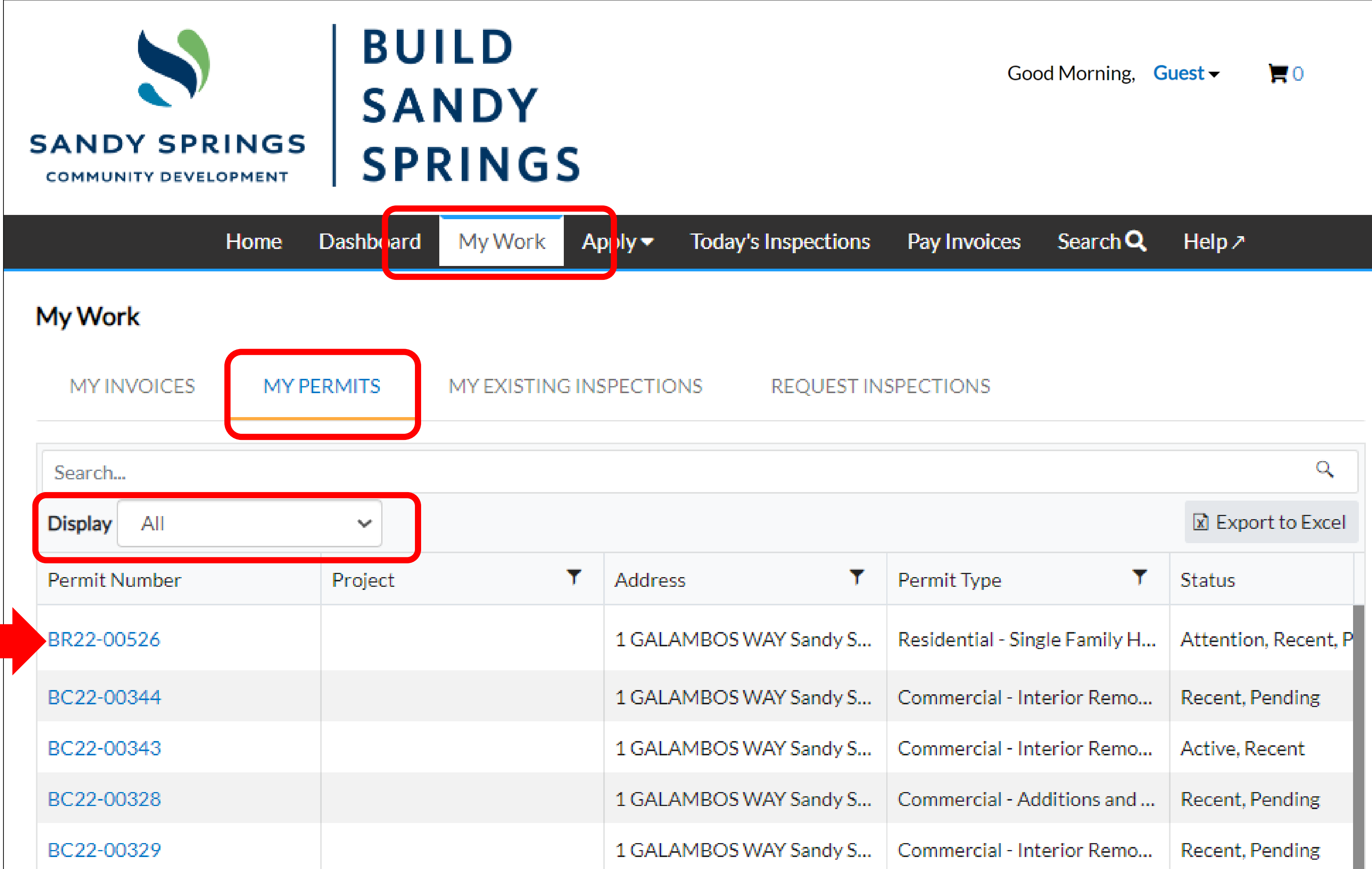
Notes: Permit Card

[History](#)

Build Sandy Springs:
10. Certificate of Occupancy/
Certificate of Completion

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

Certificate of Occupancy (CO)/ Certificate of Completion (CC)

- A Certificate of Occupancy (CO) is required to legally occupy all residential and commercial buildings.
- A Certificate of Completion (CC) is required to occupy all new additions and alterations to existing residences where the residence remained occupied during construction.
- On your Permit Page, select the "Attachments" tab
- Change your file type to "Certificate of Occupancy/Completion"
- Upload or drag and drop your file
- Include the address in each file name
- Click "Submit"

The screenshot displays the Sandy Springs Community Development website. At the top, the header includes the logo for Sandy Springs Community Development and Build Sandy Springs, along with the user name "Good Morning, Guest" and a shopping cart icon showing 1 item. The navigation bar contains links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help.

The main content area shows the permit details for BR22-00453. The permit type is Residential - Single Family House, and the status is Permit Issued. The project name is 1 Galambos Way. The IVR Number is 134059, and the applied date is 05/26/2022. The district is Council District 3, and the assigned to is [redacted]. The square feet are 2,500.00, and the valuation is \$450,000.00. The description is TEST single fam house. The issue date is 05/26/2022, and the expire date is 11/22/2022. The finalized date is [redacted].

The Attachments tab is selected, showing a list of attachments. The attachments are:


- Affidavit: 1 Galambos Way - Affidavit.pdf, Uploaded: 05/26/2022, Notes: Affidavit
- Application: 1 Galambos Way - Application.pdf, Uploaded: 05/26/2022, Notes: Application
- Drawings (1 Multi-Page PDF): 1 Galambos Way - Drawings - Approved.pdf, Uploaded: 05/26/2022, Notes: Drawings (1 Multi-Page PDF)
- Permit Card: BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf, Uploaded: 05/26/2022, Notes: Permit Card

Below the attachments list, there is a "Select Type" dropdown menu and an "Add Attachment" button with a plus sign. The supported file types are listed: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwg.


The "Submit" button is located at the bottom right of the page.

Attachments: View Your Approved Construction Documents

- Click the File Names to download the files
 - Stamped Drawings
 - Permit Card
 - Plan Mods
 - As-Builts
 - CO/CC



**BUILD
SANDY
SPRINGS**

Good Morning, [Guest](#)  1

HomeDashboardMy WorkApplyToday's InspectionsPay InvoicesSearchHelp

Permit Number: BR22-00453 [Add to Cart](#)


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

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				

SummaryLocationsFeesReviewsInspections**Attachments**ContactsSub-RecordsHoldsMore Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action




Affidavit

1 Galambos Way - Affidavit.pdf

Uploaded: 05/26/2022

Notes: Affidavit

History




Application

1 Galambos Way - Application.pdf

Uploaded: 05/26/2022

Notes: Application

History




Drawings (1 Multi-Page PDF)

1 Galambos Way - Drawings - Approved.pdf

Uploaded: 05/26/2022

Notes: Drawings (1 Multi-Page PDF)

History



Permit Card

BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf

Uploaded: 05/26/2022

Notes: Permit Card

History