

# 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 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 "Display" dropdown is set to "All". A table lists several permits 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
<a href="#">BR22-00526</a>		1 GALAMBOS WAY Sandy S...	Residential - Single Family H...	Attention, Recent, P
<a href="#">BC22-00344</a>		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending
<a href="#">BC22-00343</a>		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Active, Recent
<a href="#">BC22-00328</a>		1 GALAMBOS WAY Sandy S...	Commercial - Additions and ...	Recent, Pending
<a href="#">BC22-00329</a>		1 GALAMBOS WAY Sandy S...	Commercial - Interior Remo...	Recent, Pending

# As-Builts

- 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 interface. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible, along with user information "Good Morning, Guest" and a shopping cart icon. A navigation bar includes links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The main content area shows permit details for permit number BR22-00453, including fields for 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), and Finalized Date. A red box highlights the "Attachments" tab in the navigation bar. Below this, the "Attachments" section shows a list of four files: Affidavit, Application, Drawings (1 Multi-Page PDF), and Permit Card, each with a "History" button. A red box highlights the "Select Type" dropdown menu in the "Add Attachment" form, which also features a "+" button and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw...

Permit Number: BR22-00453

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
--	--	--	--

Select Type

Add Attachment

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

Submit

# 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. The user is logged in as 'Guest' with a shopping cart icon showing '1' item. A navigation bar includes links for Home, Dashboard, My Work, Apply, Today's Inspections, Pay Invoices, Search, and Help. The main content area shows permit details for 'Permit Number: BR22-00453'. Below this is a tabbed interface with 'Attachments' selected. The attachments list includes: Affidavit (1 Galambos Way - Affidavit.pdf), Application (1 Galambos Way - Application.pdf), Drawings (1 Galambos Way - Drawings - Approved.pdf), and Permit Card (BR22-00453 - 1 Galambos Way - Permit Card\_v1.pdf). The file names for the Drawings and Permit Card are highlighted with red boxes. A 'History' button is present at the bottom of each attachment card.

**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 <a href="#">History</a>	 Application 1 Galambos Way - Application.pdf Uploaded: 05/26/2022 Notes: Application <a href="#">History</a>	 Drawings (1 Multi-Page PDF) 1 Galambos Way - Drawings - Approved.pdf Uploaded: 05/26/2022 Notes: Drawings (1 Multi-Page PDF) <a href="#">History</a>	 Permit Card BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf Uploaded: 05/26/2022 Notes: Permit Card <a href="#">History</a>
--	--	--	--

**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**