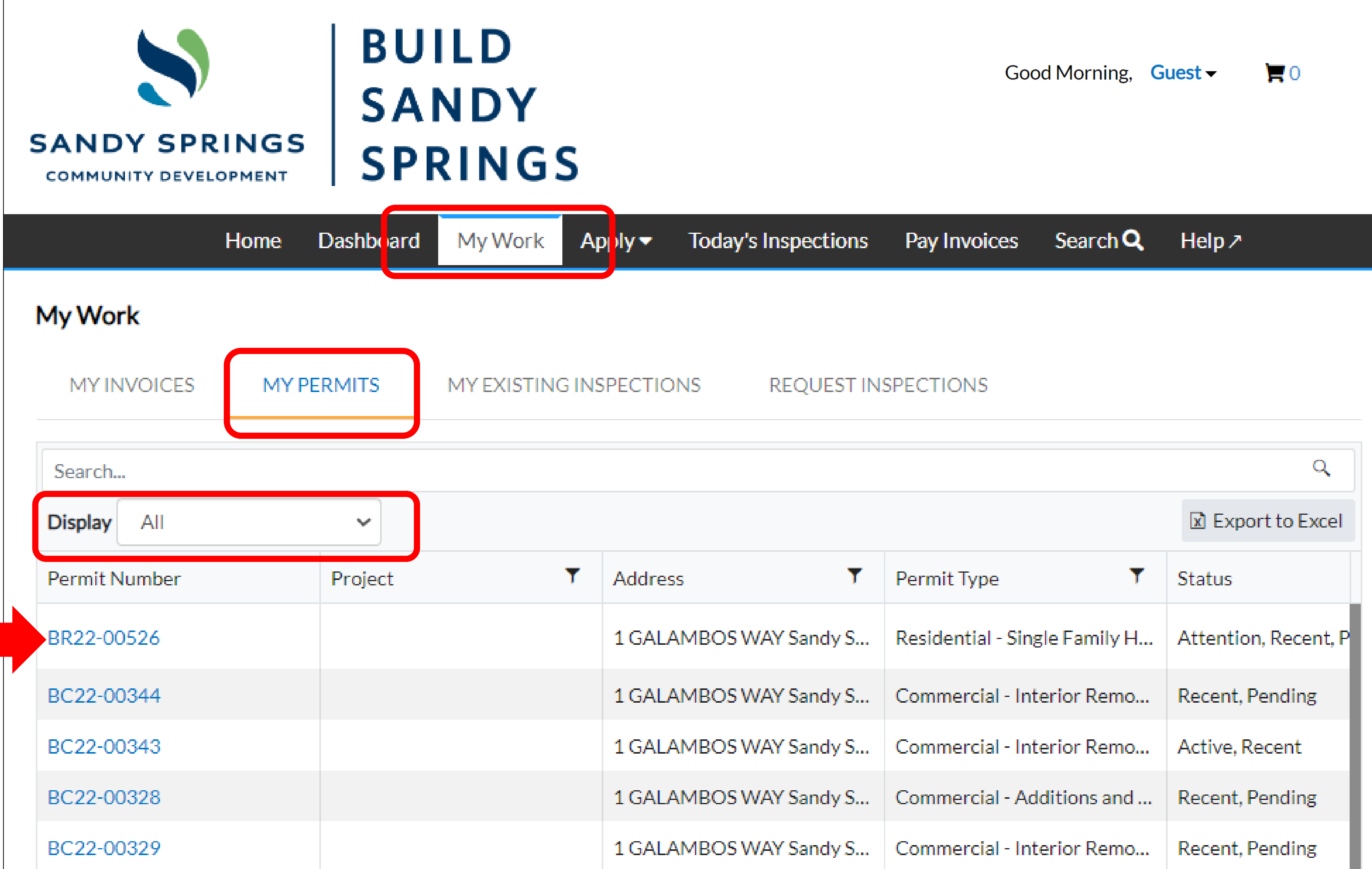


Build Sandy Springs:
**10. Certificate of Occupancy/
Certificate of Completion**

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 header includes the logo and the text "BUILD SANDY SPRINGS". The navigation bar has "My Work" highlighted. Below it, "MY PERMITS" is selected in the sub-menu. A search bar and a "Display All" dropdown are visible. 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
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 interface. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible, along with the user name "Good Morning, Guest" and a shopping cart icon. The 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 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, a red box highlights the "Attachments" tab in the navigation bar. The attachments section shows four files: Affidavit, Application, Drawings (1 Multi-Page PDF), and Permit Card, each with a PDF icon, file name, upload date, notes, and a History button. A red box highlights the "Select Type" dropdown menu in the "Add Attachment" section, which is currently set to "Certificate of Occupancy/Completion". The "Add Attachment" section also includes a plus sign icon and a list of supported file types: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw. A red box highlights the "Submit" button 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

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 is for permit BR22-00453, with an 'Add to Cart' button. Below the permit number, there are tabs for Permit Details, Tab Elements, and Main Menu. A detailed information table follows:

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				

Below the table is a navigation bar with tabs: Summary, Locations, Fees (with a red notification icon), Reviews, Inspections, Attachments (highlighted in blue), Contacts, Sub-Records, Holds, and More Info. Under the Attachments tab, there are sub-tabs: Attachments, Next Tab, Permit Details, and Main Menu. The Attachments section shows a list of files with a 'Sort' dropdown set to 'Needs Action'. Four attachment cards are visible, each with a PDF icon, a title, a filename, an upload date, and notes. The third and fourth cards are highlighted with red boxes:

- Attachment 1:** Affidavit. File: 1 Galambos Way - Affidavit.pdf. Uploaded: 05/26/2022. Notes: Affidavit.
- Attachment 2:** Application. File: 1 Galambos Way - Application.pdf. Uploaded: 05/26/2022. Notes: Application.
- Attachment 3 (highlighted):** Drawings (1 Multi-Page PDF). File: 1 Galambos Way - Drawings - Approved.pdf. Uploaded: 05/26/2022. Notes: Drawings (1 Multi-Page PDF).
- Attachment 4 (highlighted):** Permit Card. File: BR22-00453 - 1 Galambos Way - Permit Card_v1.pdf. Uploaded: 05/26/2022. Notes: Permit Card.

Each card has a 'History' button at the bottom.

**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**