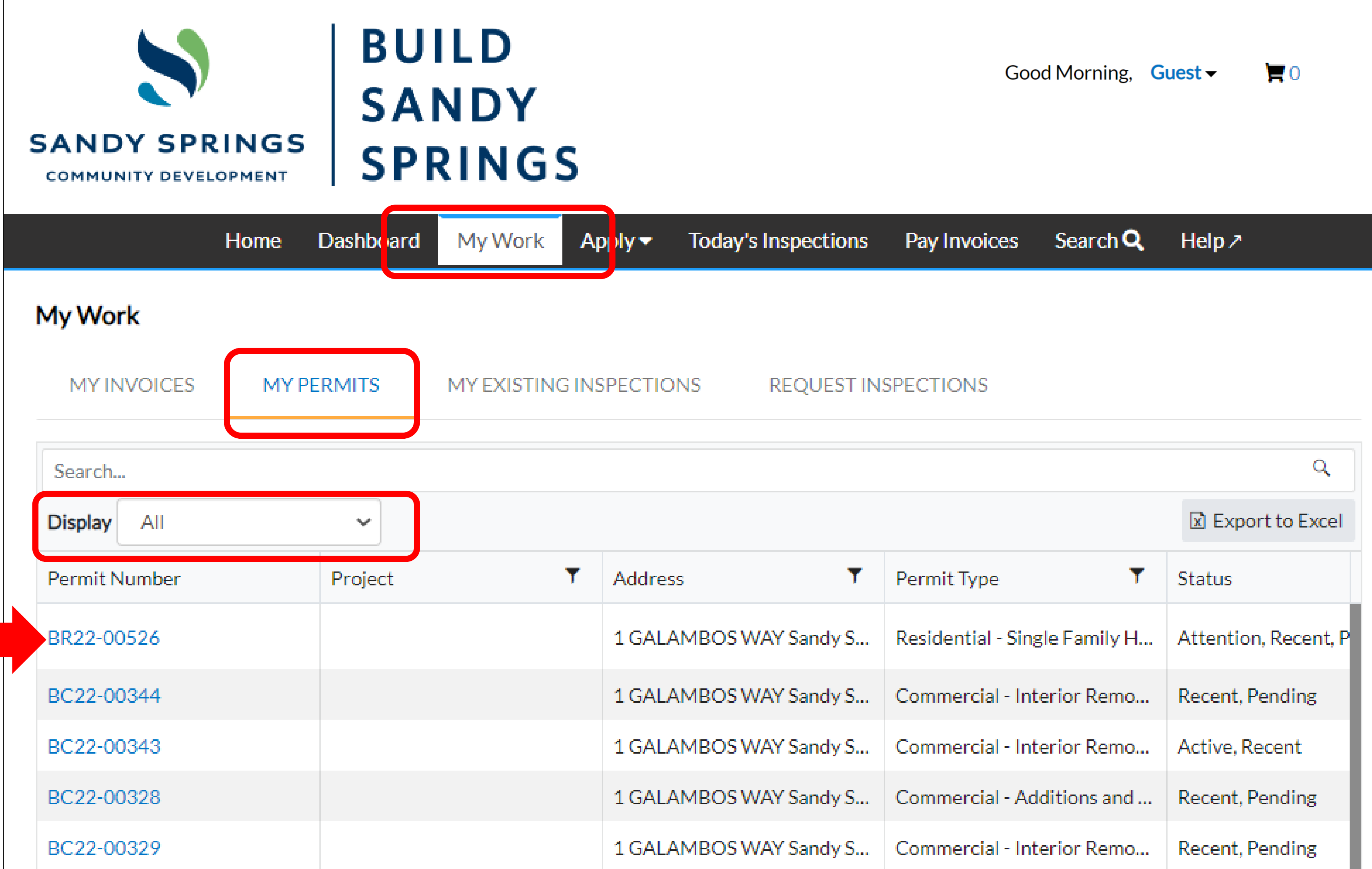


# Build Sandy Springs: 8. Plan Modifications

# 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 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-navigation. A search bar and a "Display" dropdown menu (set to "All") are visible. A table of permits is shown with columns for Permit Number, Project, Address, Permit Type, and Status. A red arrow points to the first permit number, BR22-00526.

Permit Number	Project	Address	Permit Type	Status
<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

# 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 interface. At the top, the logo for Sandy Springs Community Development and Build Sandy Springs is visible, along with the user's name 'Good Morning, 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 the permit number BR22-00453 and an 'Add to Cart' button. Below this, a table provides details for the permit, 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). A red box highlights the 'Attachments' tab in the navigation bar. Below the attachments section, a red box highlights the 'Select Type' dropdown menu in the 'Add Attachment' form. The 'Add Attachment' form 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 'Submit' button is located at the bottom right of the page, also highlighted with a red box.

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>
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

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 is titled 'Permit Number: BR22-00453' and includes an 'Add to Cart' button. Below this, there are tabs for 'Permit Details', 'Tab Elements', and 'Main Menu'. A detailed view of the permit is shown with the following 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:	
Description:	TEST single fam house				

Below the details are several tabs: Summary, Locations, Fees (with a red notification icon), Reviews, Inspections, Attachments (highlighted in blue), Contacts, Sub-Records, Holds, and More Info. The 'Attachments' tab is active, showing a list of files with a 'Sort' dropdown set to 'Needs Action'. The files listed 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

Each file entry includes a PDF icon, the file name, upload date, notes, and a 'History' button. The file names for the Drawings and Permit Card are highlighted with red boxes in the original image.

**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**