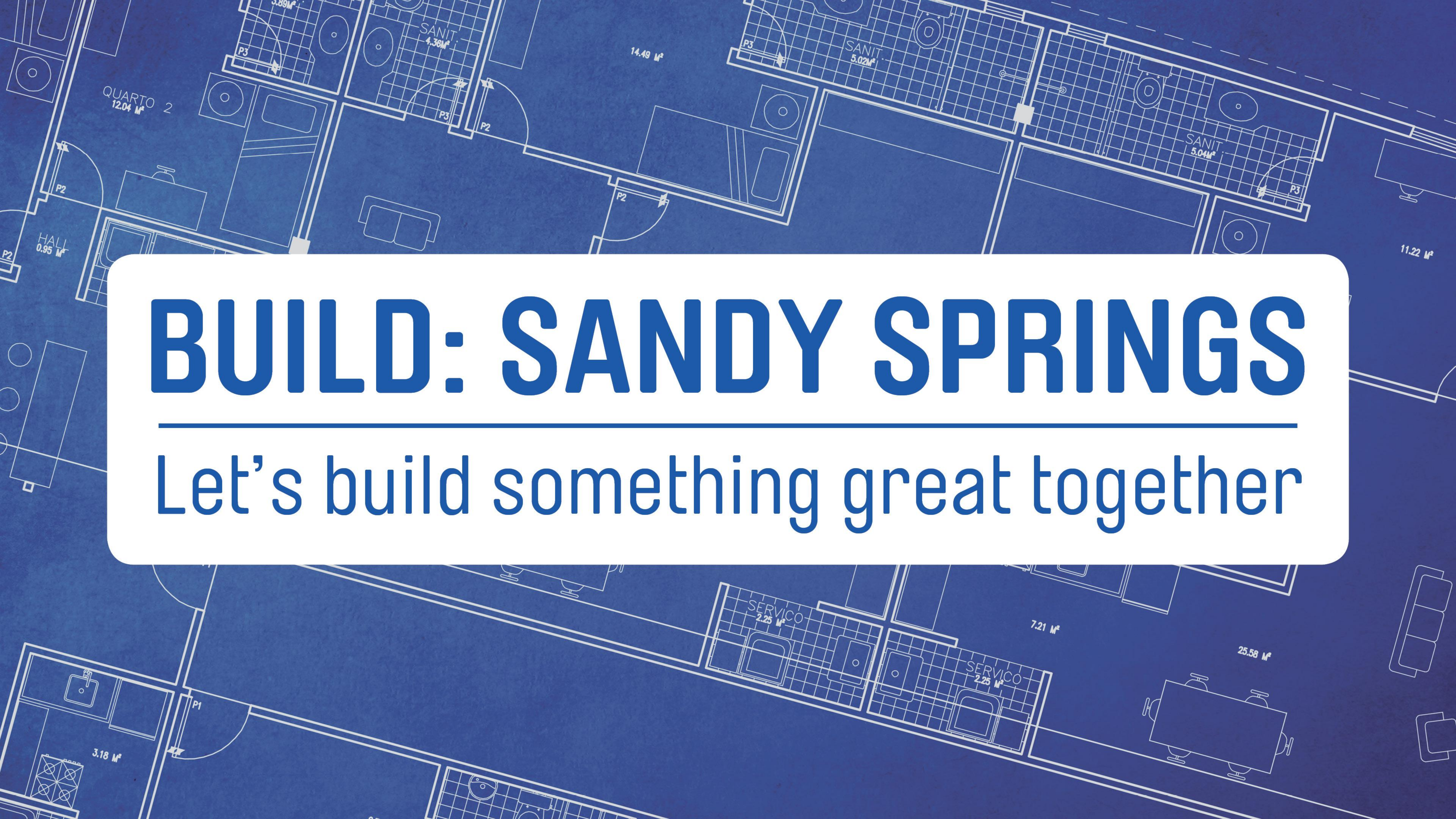


The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms including bedrooms (QUARTO), bathrooms (SANIT), a hallway (HALL), and service areas (SERVICO). Rooms are labeled with their area in square meters (M²). For example, QUARTO 2 is 12.04 M², SANIT 4.36 M², SANIT 5.02 M², SANIT 5.04 M², HALL 0.95 M², SERVICO 2.25 M², and SERVICO 2.25 M². There are also larger open areas labeled with numbers like 14.49 M², 11.22 M², 7.21 M², 25.58 M², and 3.18 M². The plan includes furniture like beds, sofas, and tables, and architectural details like doors, windows, and stairs.

BUILD: SANDY SPRINGS

Let's build something great together

BUILD: SANDY SPRINGS

Let's build something great together

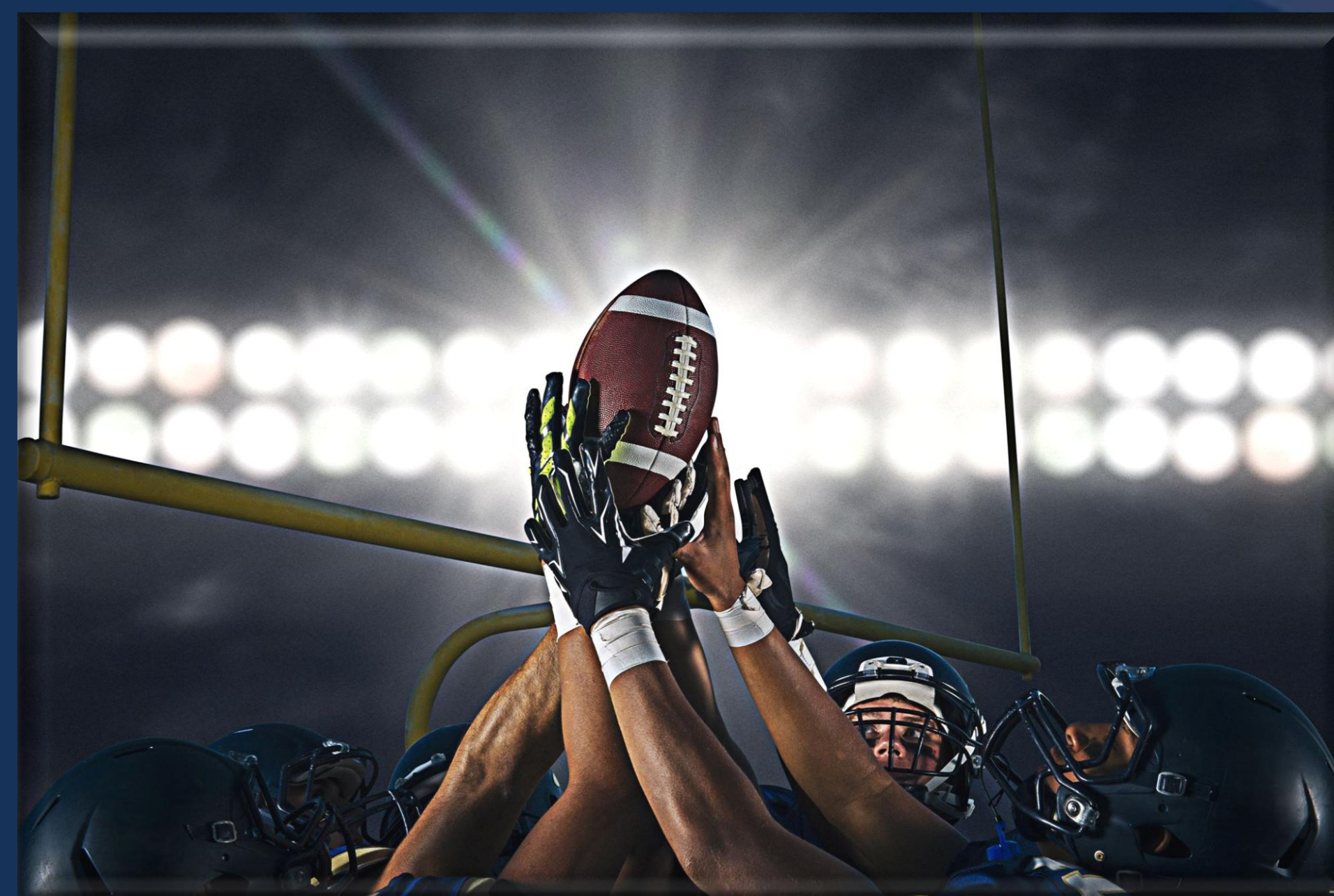
- “BUILD: SANDY SPRINGS” is a series of seminars presented by the Community Development department of the City of Sandy Springs, GA.
- It is intended to educate the public on the current policies, procedures and expectations of the City of Sandy Springs, GA as it relates to construction within the jurisdiction.
- The information presented in these seminars is subject to change with new Code adoptions, changes in City ordinances and zoning, and changes in office policy as it relates to current construction trends.

PERMIT SMARTER, NOT HARDER:

THE ULTIMATE PRE-PERMITTING PLAYBOOK



SANDY SPRINGS™
GEORGIA



February 3, 2026

Table of Contents

- Introduction
- Website
- Qless – Online Meeting Request
- Development Meeting
- Community Development GIS
- Development Code
- Planner of the Day
- Technical Manual
- Plan Sandy Springs
- Easy Build
- Build Sandy Springs Seminars
- OpenGov - Online Permitting Portal

INTRODUCTION

Introduction

- There are many factors to consider when building a new home, apartment, office, retail, or even a restaurant in Sandy Springs.
- Some of the best features of Sandy Springs are location, trees, topography, and water.
 - However, many of these come with some design challenges that are regulated by the State, County, City, and other regulatory agencies.



What We Can Discuss

- We can **discuss and answer any questions** you may have regarding **your project** focusing on the design restrictions:
 - Building Setbacks
 - Zoning Regulations
 - Lot Coverage
 - Tree Canopy Coverage
 - Easements
 - Water Quality
 - And more...



Available Resources

- We can help you navigate these regulations so that you can have a successful permitting experience without unnecessary delays before you apply for a permit.

- Online resources

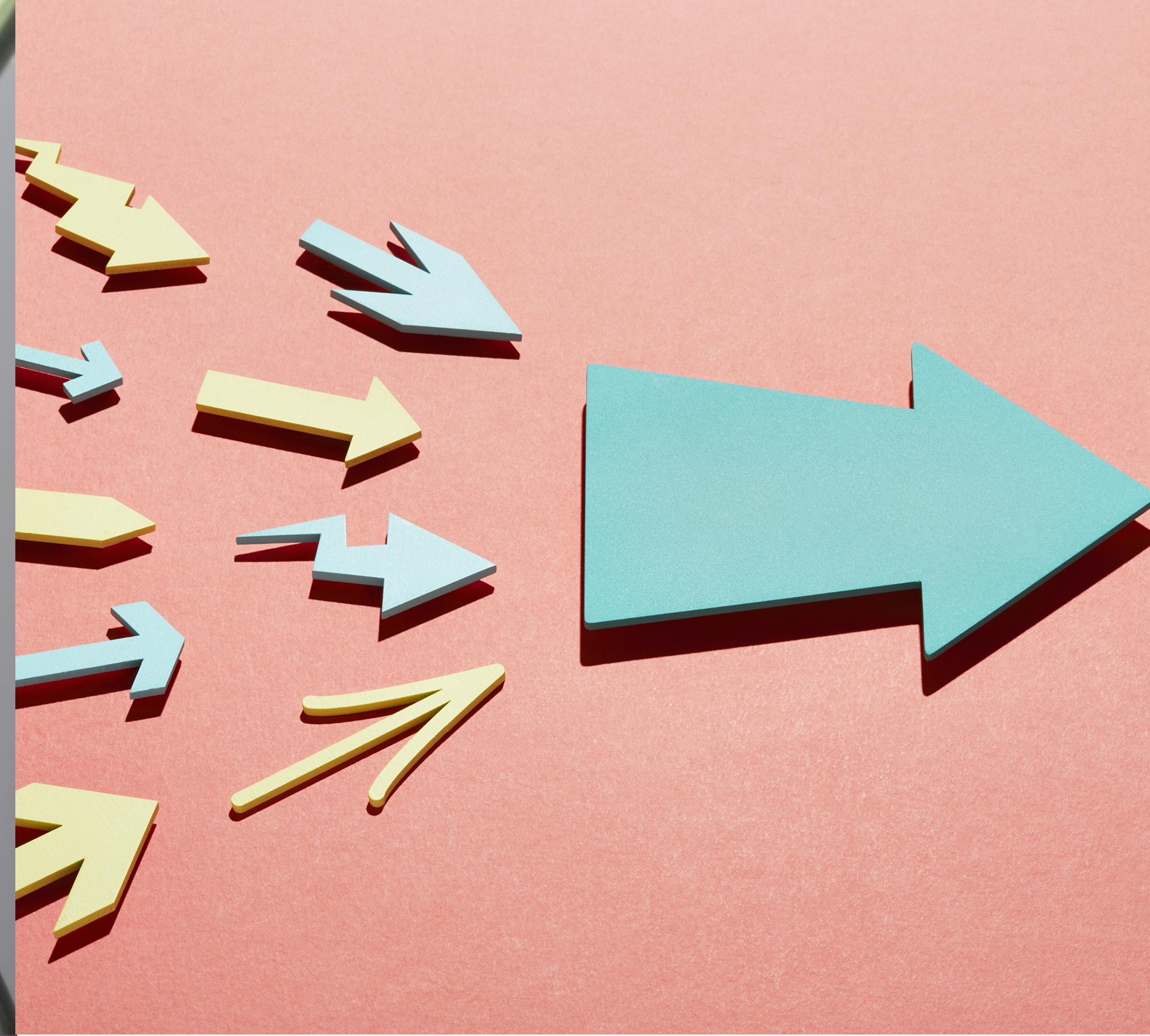
- Website
- Qless
- GIS
- Development Code
- Technical Manual
- Plan Sandy Springs
- OpenGov
- 

- In-Person Resources

- Development Meeting
- EasyBuild
- Planner of the Day
- Build Sandy Springs Seminars

Benefits of Planning

- Due Diligence up front will save time and money
- Our intent is not to slow down projects, but the help move them forward correctly the first time.
- We are here for you!



Thank You!

Thank you and everyone else (I don't have their emails) for your help with submitting my permit. I received my permit on my first submittal, that's extremely helpful for us. I met with y'all twice before I submitted and you were very helpful in getting my building plans correct. Thank you!

(01/21/2026)

Thank you again for meeting with us today and for taking the time to walk us through everything. We appreciate it and look forward to working with you and your team.

(1/30/2026)

It was a pleasure meeting you and thank you so much for taking the time to assist me with this. I really appreciate it.

01/29/2026

WEBSITE

City Website

- **What's on the website?**
 - It's not just pretty pictures
 - Valuable Information
 - Who we are?
 - What we do?
 - What we offer?
 - Helpful Resources
- **What's the Key to a successful website?**
 - Ease of Use
 - Logical Order



SANDY SPRINGS
GEORGIA

www.sandyspringsga.gov

Website – SandySpringsGA.gov

government

residents

recreation

business

development

public safety



SANDY SPRINGS
GEORGIA



SANDY SPRINGS
GEORGIA

Community Development

- Building and Construction
- Code Enforcement
- Planning and Zoning

Natural Resource Protection

- Urban Forestry Program
- Streams & Creeks
- Stormwater
- River Corridor
- Flood Zone
- Litter & Graffiti

City Improvement Projects

- Road Resurfacing
- Featured Projects
- T-SPLOST
- Sidewalks
- Traffic Signals

Digital Innovation Initiative

GIS Mapping

Request Assistance

Roswell Road North End Boulevard
Open House

Tuesday, February 10

The City of Sandy Springs is hosting a public information open house for the Roswell Road North End Boulevard project at Sandy Springs Middle School on Tuesday, February 10, from 5:30 - 7:30 p.m.

View Event



winter weather



make a payment



permits & inspections



business licenses



public meetings



request assistance



QLESS

QLess – Skip the Line, Not the Experience



Download the app

Open the App Store or Google Play. Search for QLess and install.



Select Our Location

Choose 49 South Van Ness Permit Center' from the list.



Join the line

Tap "Join the Line" and select the service you need.



Wait anywhere

QLess keeps your spot while you go about your day.



Get notified

Get real-time updates so you know exactly when to head over.



Get Served

When it's your turn, we'll send you a message with a counter number. Arrive at assigned counter and get the service you need-no long wait!

Time matters and how you start can make all the difference.

- QLess is the City's online scheduling and check-in portal
- Helps customers connect with the right city staff efficiently

QLess – Start the Conversation Early

Why It Matters:

- A quick conversation early can prevent delays and rework later, that's what QLess helps make possible.

Early Conversation:

- Customers can talk to staff before submitting or spending too much time on plans
- You'll get clarity on zoning, permits, and the next steps.

Fewer Mistakes:

- Helps avoid missteps, like missing permits, incorrect assumptions, or incomplete submittals.



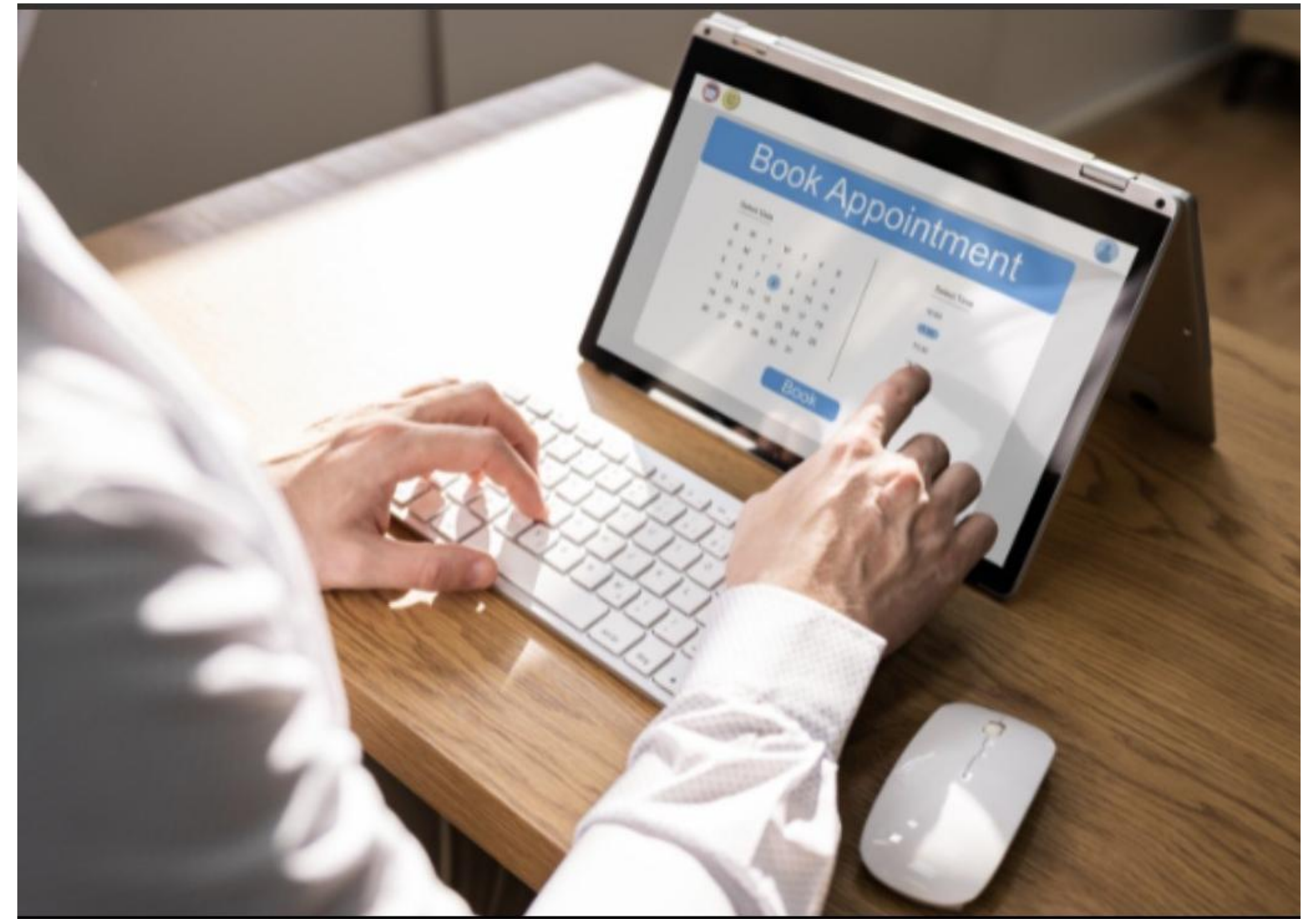
QLess – Start the Conversation Early

Fewer Revisions:

- When plans are submitted with the right information the first time, there are fewer review comments and fewer resubmittals.

Faster Approvals & Lower Costs:

- Faster approvals and fewer delays results in less time and money spent on redesign and revisions.



Navigating QLess



City of Sandy Springs Online Scheduling Portal

Welcome to the City of Sandy Springs' online appointment system! We're here to help with services from the Permitting, Revenue, and Police Departments. To get started, select the service you need.

Get started →

Step 1

Select your service

Services



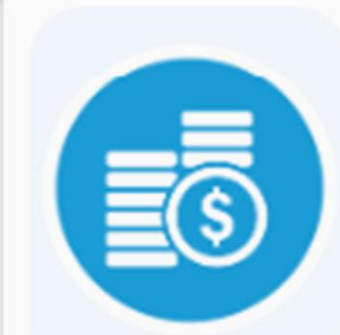
Construction Permitting

The City Permitting Staff is available to provide assistance with any construction permitting questions. Office hours Mon-Fri, 7:30 AM – 4:00 PM



Planner of the Day

The City Planner of the Day is available to provide assistance with any planning questions. Office hours Mon-Fri, 7:30 AM – 4:00 PM



Revenue

The City Revenue Staff is available to provide assistance with any business license or other revenue questions. Office hours Mon-Fri, 7:30 AM – 4:00 PM



Police Service

The City Police Staff is available to provide assistance with any Police or Records questions. Office hours Mon-Fri, 8:00 AM – 5:30 PM



Developer Meeting

The City offers free 45-minute meetings with staff every Thursday to help with your current or proposed projects.



EasyBuild Program

Homeowners can schedule a 90-minute meeting with City staff for assistance with the EasyBuild Program. Meetings are available in-person.



Multifamily Rental Housing

The MRH staff is available for anyone that needs assistance with their MRH inspections, portal access, and other similar questions. Virtual meetings are held every Monday and last 30 minutes.

- To schedule a meeting with Staff, please visit spr.gs/CHQ

DEVELOPMENT MEETING

Development Meetings: Setting Projects Up for Success

The Value of Early Coordination:

- Helps prevent redesign, rework, and avoidable costs
- Aligning early supports a smoother, more predictable path to permits in hand.

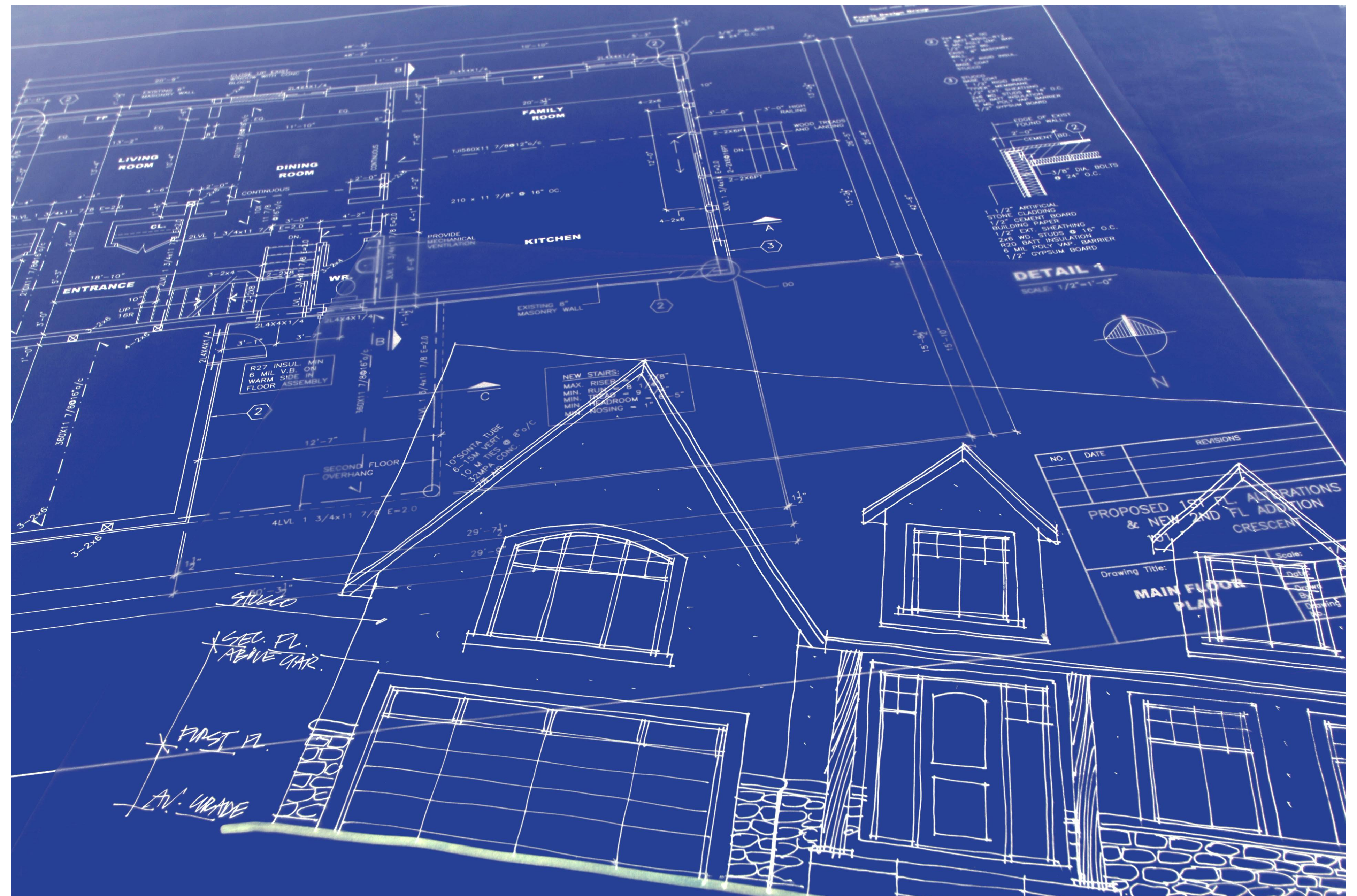
What These Meetings Support:

- Connects key City divisions together early in the process
- Clarifies requirements before design and engineering are finalized
- Supports informed due diligence at the front end of a project
- Your design team is encouraged to attend

Development Meetings: Setting Projects Up for Success

Clear understanding of the design parameters:

- Setbacks
- Buffers
- Easements
- Zoning Regulations
- Stormwater Requirements
- And more...



Development Meetings: Benefits

What You Gain:

- Fewer rounds of review comments
- Clearer coordination across departments
- Realistic expectations for permitting path and timelines



Development Meetings – What to Expect

- Held every Thursday either virtual or in-person (hybrid)
- Dedicated 45-minute meetings
- Can be requested by clients at any time during the process, even prior to application submittal
- Required if an applicant has 3 or more failed submittals

To schedule a Development Meeting, please [Click Here](#).



Thursday, September 7, 2023

- 9:00 a.m. with Jon Temple
 - 5795 Winterthur (awaiting additional information)
[Meeting link:](#)
Call-in Phone: 312 626 6799
Meeting ID: 873 6515 6747
Passcode: 051654
- 9:45 a.m. with Bill Caldwell
 - 1165 West Garmon permit revisions
[Meeting link:](#)
Call-in Phone: 312 626 6799
Meeting ID: 889 3087 4421
Passcode: 290616

COMMUNITY DEVELOPMENT GIS

Community Development GIS

- What is GIS?
 - Geographic Information System
 - A system for managing and displaying location information, through the use of interactive maps.
 - The map data assists with decision-making, creating layers for different types of information.
 - www.sandyspringsga.gov/gis-mapping



Community Development GIS

government

residents

recreation

business

development

public safety



SANDY SPRINGS
GEORGIA



SANDY SPRINGS
GEORGIA

Roswell Road North End Boulevard
Open House

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Community Development

▪ Building and Construction

▪ Code Enforcement

▪ Planning and Zoning

Natural Resource Protection

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Digital Innovation Initiative

GIS Mapping

Request Assistance



winter weather



make a payment



permits & inspections



business licenses



public meetings



request assistance

Community Development GIS

- From the GIS Mapping website, click “[Community Development Map](#)” to be directed to the interactive GIS database.
- You can search an address to determine its:
 - Zoning district
 - Hydrology details and buffers
 - Topography
 - Aerial photography
 - FEMA Flood Insurance Rate Maps (FIRM)
 - and more....



GIS Mapping

GIS, short for Geographic Information System, is a system for managing and displaying location information, typically through the use of maps. A computer system that captures, stores, checks and displays data related to positions on the Earth's surface, the map data assists with decision-making, creating layers for different types of information.

The City's Open Data Portal, provides you with data sets and interactive maps used by the City.

OPEN DATA PORTAL

Popular Maps

- [Community Development Map](#)
- [GIS City Map](#)

All GIS Maps

- [Sandy Springs GIS Maps Website](#)



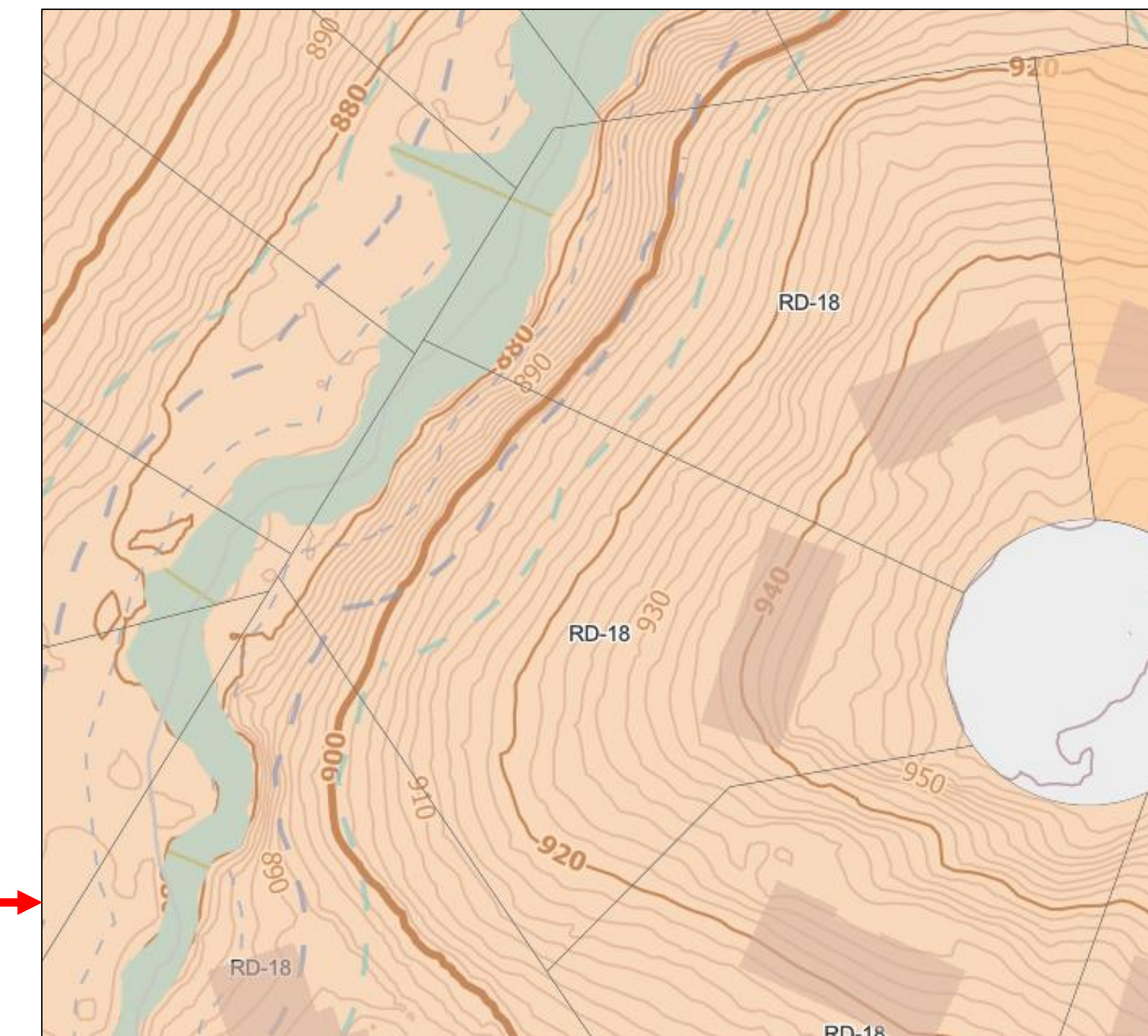
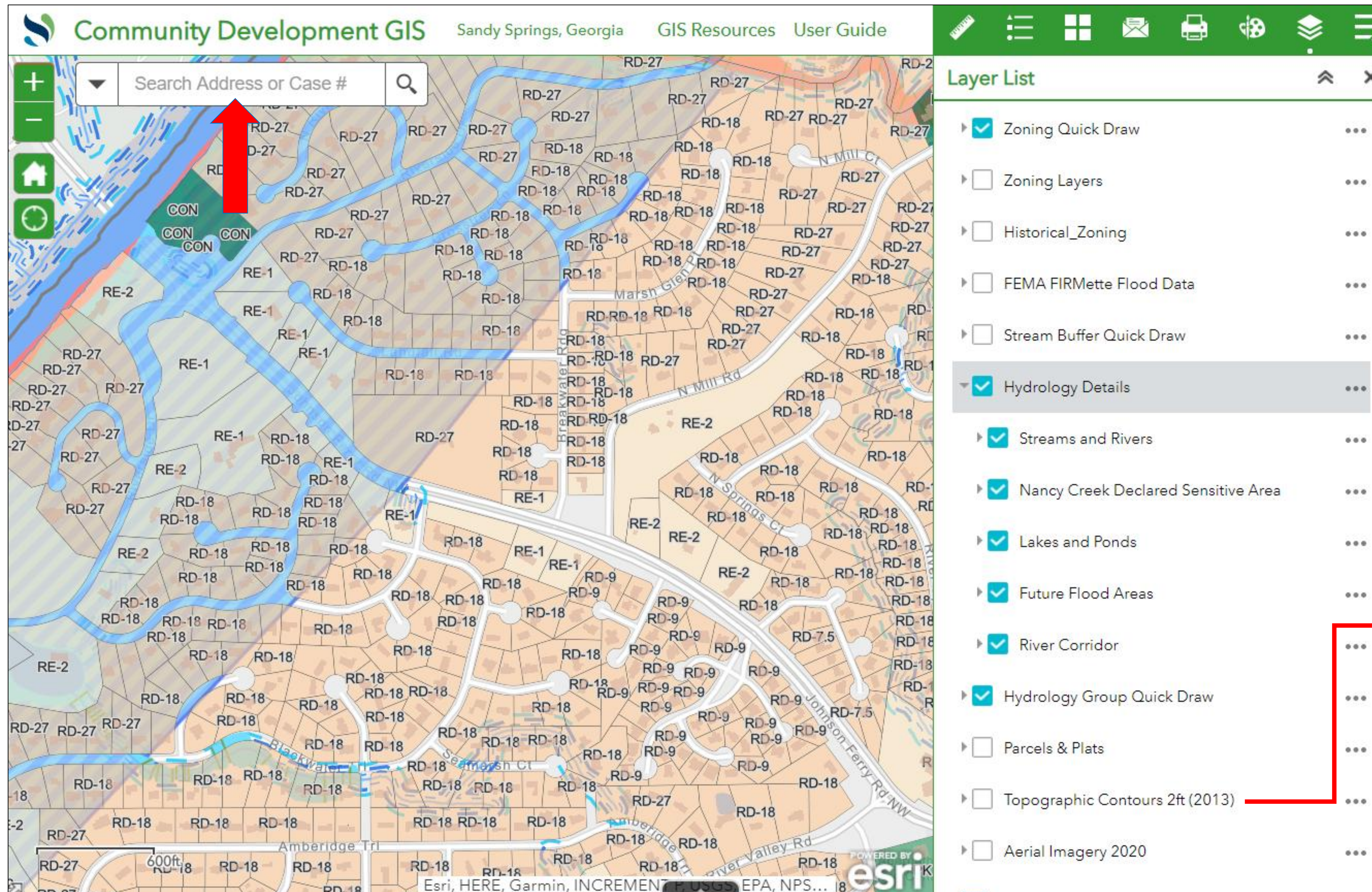
Community Development GIS

Community Development GIS Sandy Springs, Georgia GIS Resources User Guide

Search Address or Case #

Layer List

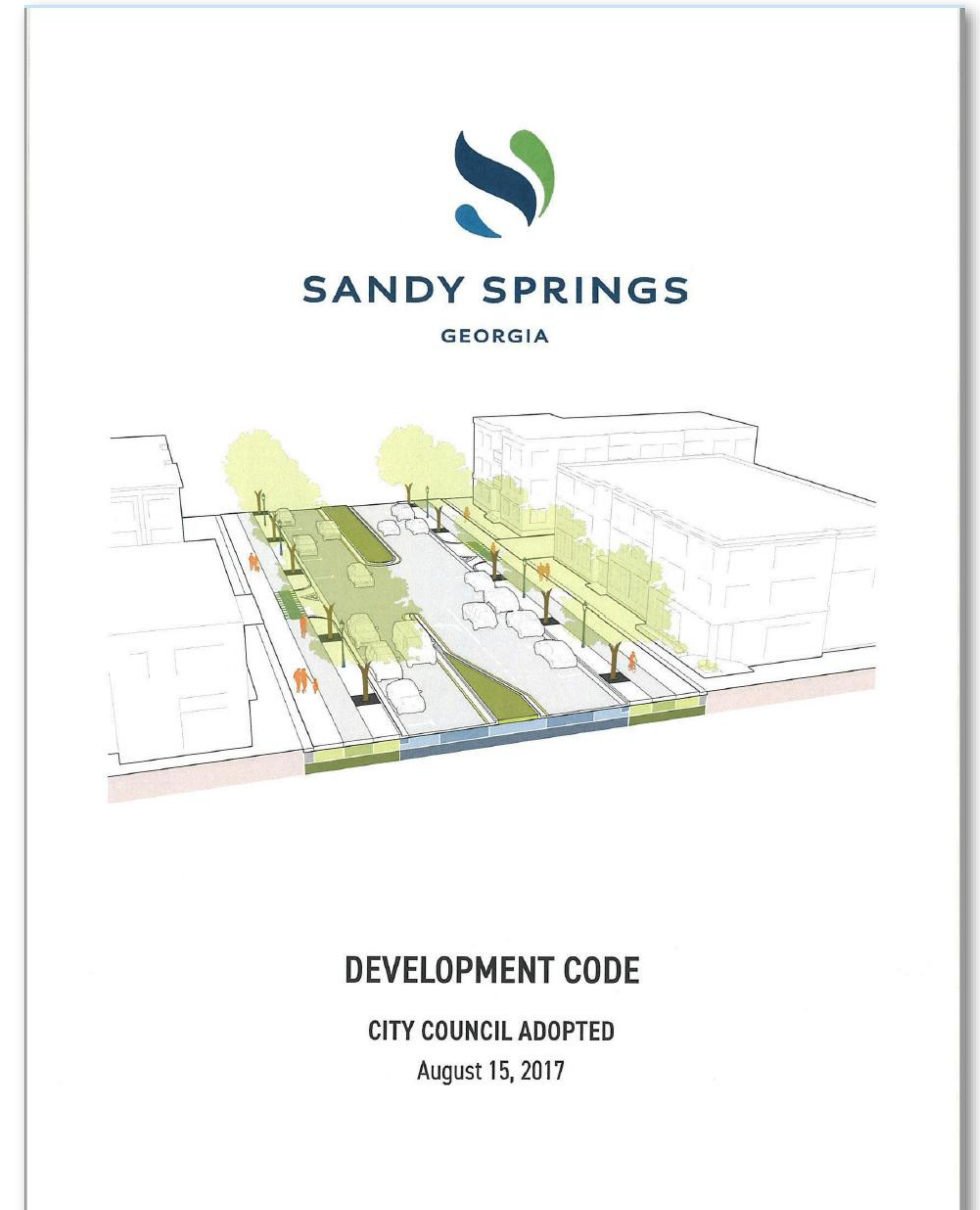
- ☒ Zoning Quick Draw
- ☐ Zoning Layers
- ☐ Historical_Zoning
- ☐ FEMA FIRMette Flood Data
- ☐ Stream Buffer Quick Draw
- ☒ Hydrology Details
 - ☒ Streams and Rivers
 - ☒ Nancy Creek Declared Sensitive Area
 - ☒ Lakes and Ponds
 - ☒ Future Flood Areas
 - ☒ River Corridor
- ☒ Hydrology Group Quick Draw
- ☐ Parcels & Plats
- ☐ Topographic Contours 2ft (2013)
- ☐ Aerial Imagery 2020



DEVELOPMENT CODE

Development Code

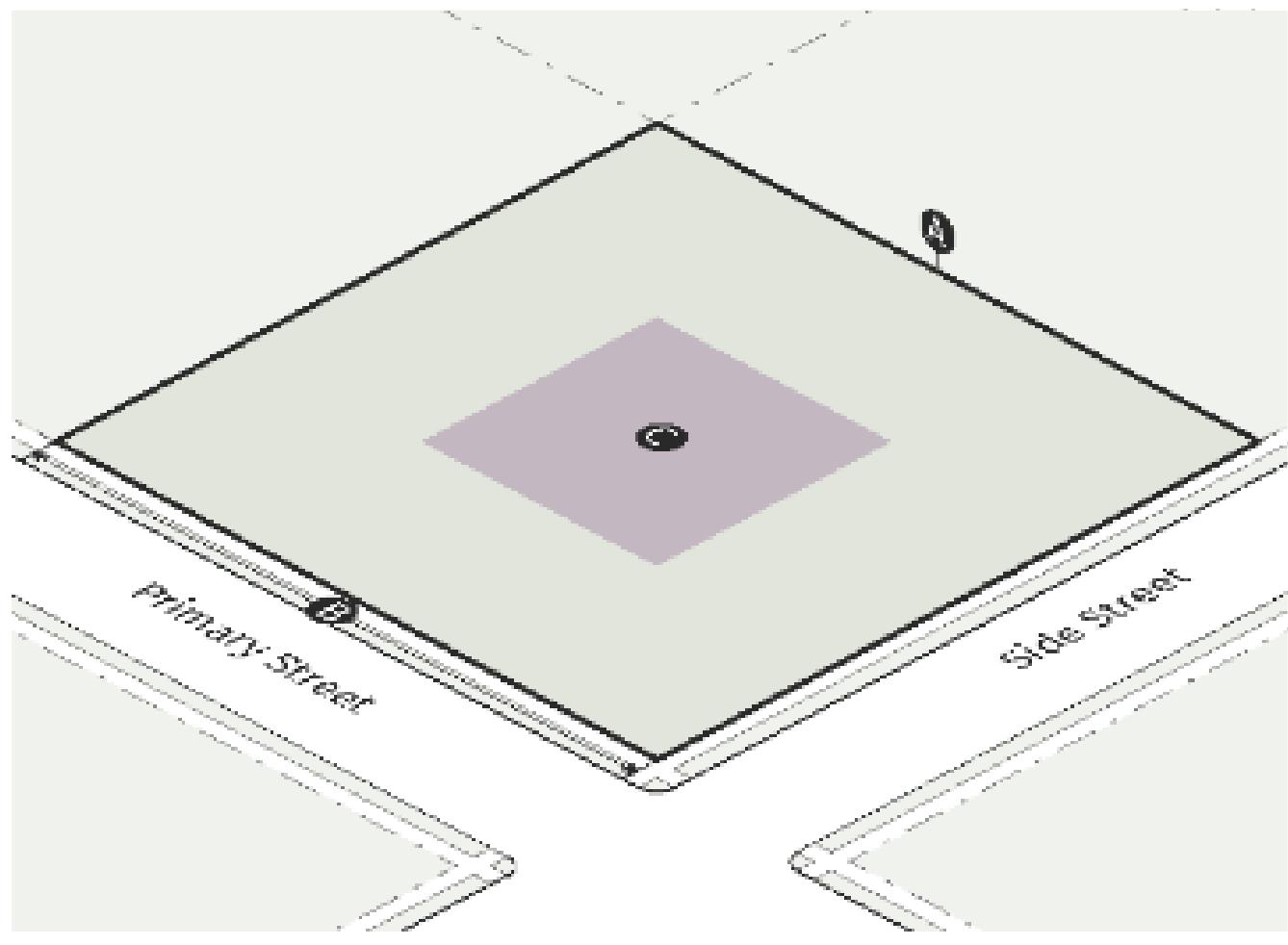
- The Development Code can help you determine many things:
 - Zoning setbacks
 - Building heights
 - Minimum lot dimensions
 - Lot Coverage
 - Outdoor amenity space
 - Tree canopy coverage
 - and more....



Development Code

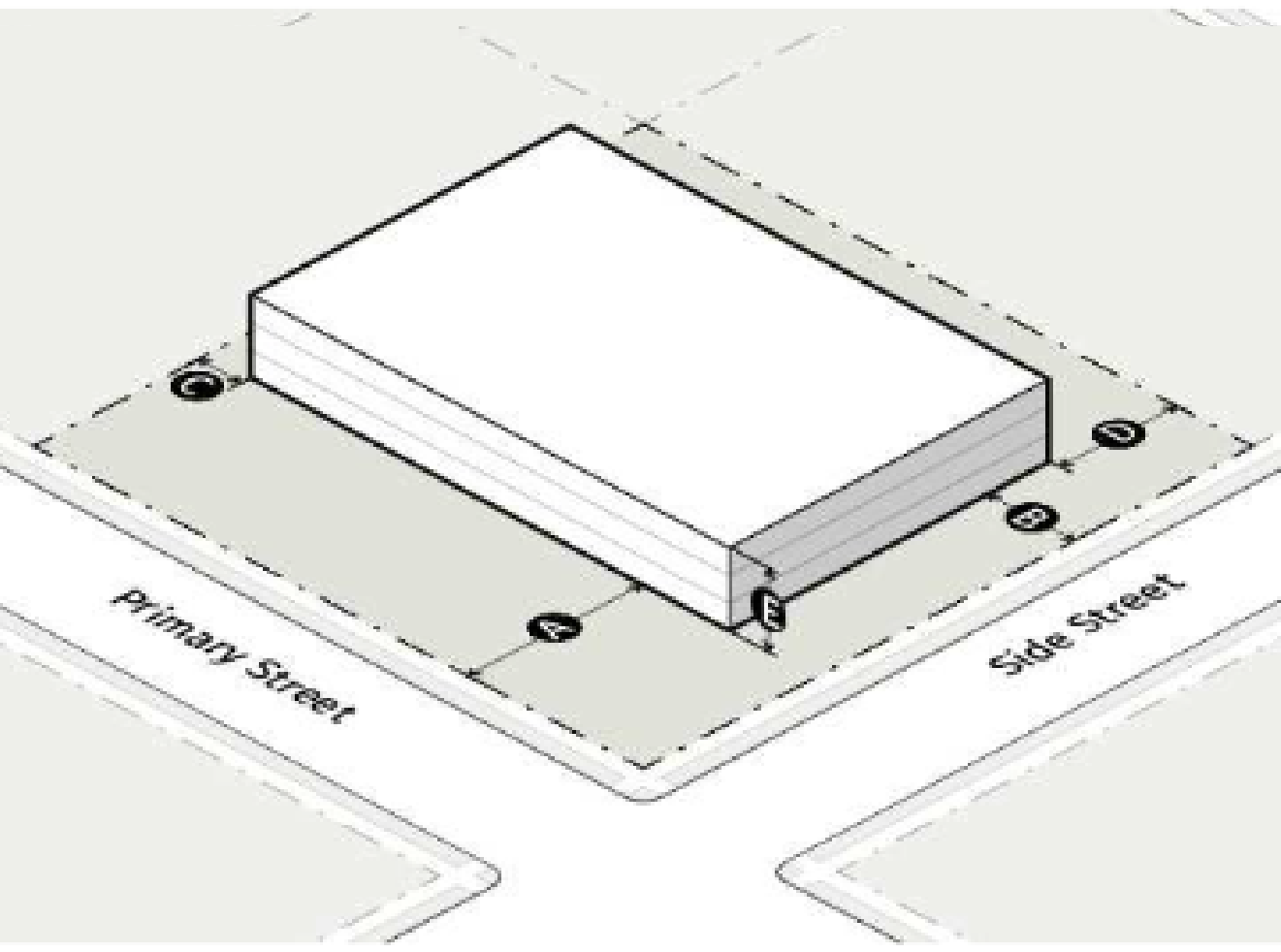
Div. 2.2. Residential Estate (RE-2, -1)*

SEC. 2.2.1. LOT PARAMETERS



		RE-2	RE-1
Lot			
A	Area		
	Single unit detached	2 acre min	1 acre min
	All other allowed uses	10,000 SF min	10,000 SF min
B	Width		
	Single unit detached	200' min	150' min
	All other allowed uses	100' min	100' min
Coverage			
C	Lot coverage		
	Residential use	25% max	25% max
	All other principal uses	By use permit	
D	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min
E	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min

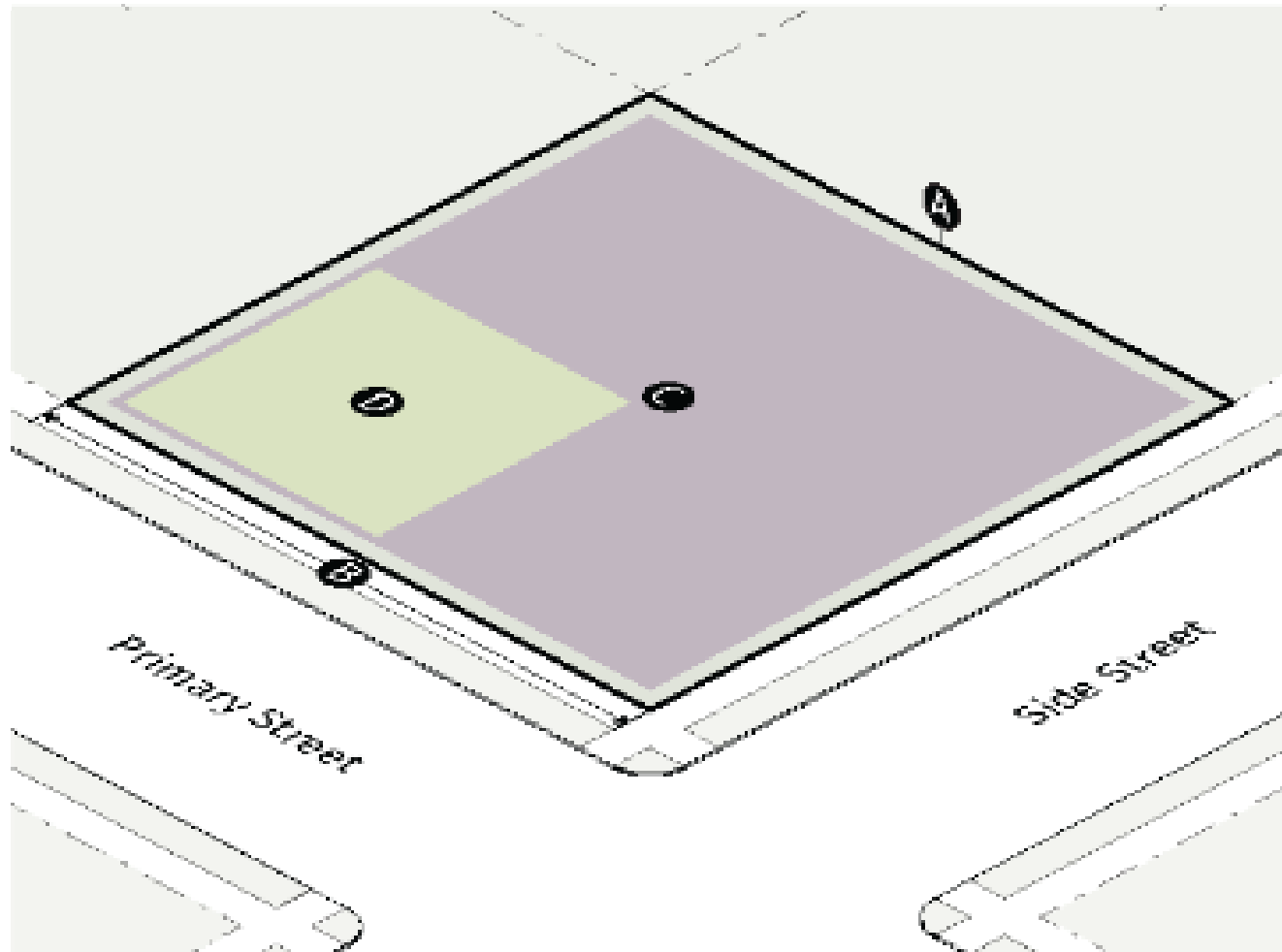
SEC. 2.2.2. PLACEMENT AND HEIGHT



		RE-2	RE-1
Building Setbacks			
A	Primary street	60' min	60' min
B	Side street	40' min	30' min
C	Side: common lot line	25' min	15' min
D	Rear: common lot line	50' min	40' min
Building Height			
E	Single-unit detached dwelling	3 stories/40' max	
F	All other principal uses	By use permit	
G	Single-unit detached dwelling	3 stories/40' max	
	All other principal uses	By use permit	

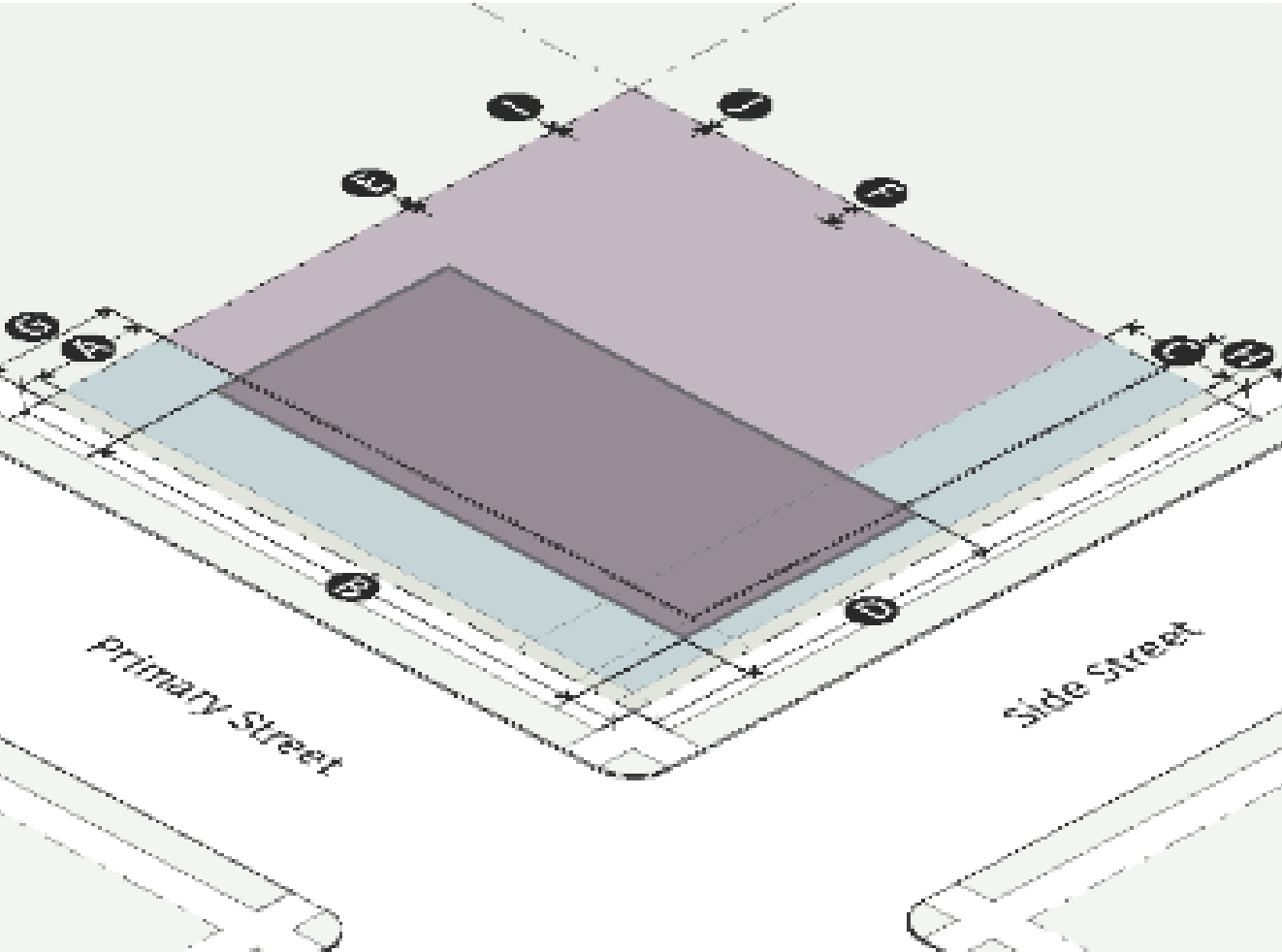
Div. 4.4. Commercial Mixed Use (CX-)

SEC. 4.4.1. LOT PARAMETERS



Lot		
A	Area	
	Single unit attached	1,300 SF min
	Multi-unit	7,500 SF min
	All other allowed uses	7,500 SF min
B	Width	
	Single unit attached	16' min
	Multi-unit	75' min
	All other allowed uses	75' min
Coverage		
C	Lot coverage	85% max
D	Outdoor amenity space	Required
E	Canopy coverage	
	Residential use	35% min
	All other uses	40% min
	Residential use	35% min
	All other uses	40% min

SEC. 4.4.2. BUILDING PLACEMENT



Build-to Zone			
A	Primary street	3'	min/20' max
B	% of building facade in primary street build-to zone	80%	min
C	Side street	3'	min/20' max
D	% of building facade in side street build-to zone	40%	min
Side and Rear Building Setbacks			
E	Side: common lot line	0'	min
	Side: alley	5'	min
F	Rear: common lot line	0'	min
	Rear: alley	5'	min
	Abutting a Protected Neighborhood	see Div. 6.4	
Parking Setbacks			
G	Primary street	20'	min
H	Side street	10'	min
I	Side: common lot line/alley	0'	min
J	Rear: common lot line/alley	0'	min

- For more information about Development Code, please [Click Here](#)

PLANNER OF THE DAY

Planner of the Day

The Planner of the Day (POD) is a **dedicated City staff member** who is **available to answer any planning & zoning questions:**

Zoning Districts

- The City is divided into residential and commercial zoning districts that manage where and how properties may be developed.

Development Code

- The City's Development Code regulates development activities within each type of zoning district.

Planner of the Day

Land Use Petitions Under Consideration

- You can view land use petitions currently under consideration using an interactive map.

Filing Land Use Petitions

- When proposed development in Sandy Springs falls outside of approved land uses, it is necessary to petition the City. These petitions include:
 - Comprehensive Plan Character Area Map Amendments
 - Zoning Map Amendments (Rezoning)
 - Conditional Use Permits
 - Variances

Planner of the Day

Planning Boards, Commissions and Community Meetings

- Members of the public can learn about petitions by attending Community Meetings. Depending on the petition type, they are reviewed by the Planning Commission, Board of Appeals, and the Mayor and City Council.

Impact Fees

- Impact fees are charged for transportation improvements, recreation and parks, and public safety.
- The fees will be charged at the time of issuance of any building permit.

Planner of the Day

Plans and Studies

- From time to time, the City creates policies, plans and conducts studies that may be relevant to your project, neighborhood, or citywide.

Address and Street Name Changes

- New development and redevelopment streets and/or house numbers may be changed that meet the City's addressing standard.

Community Development Block Grant

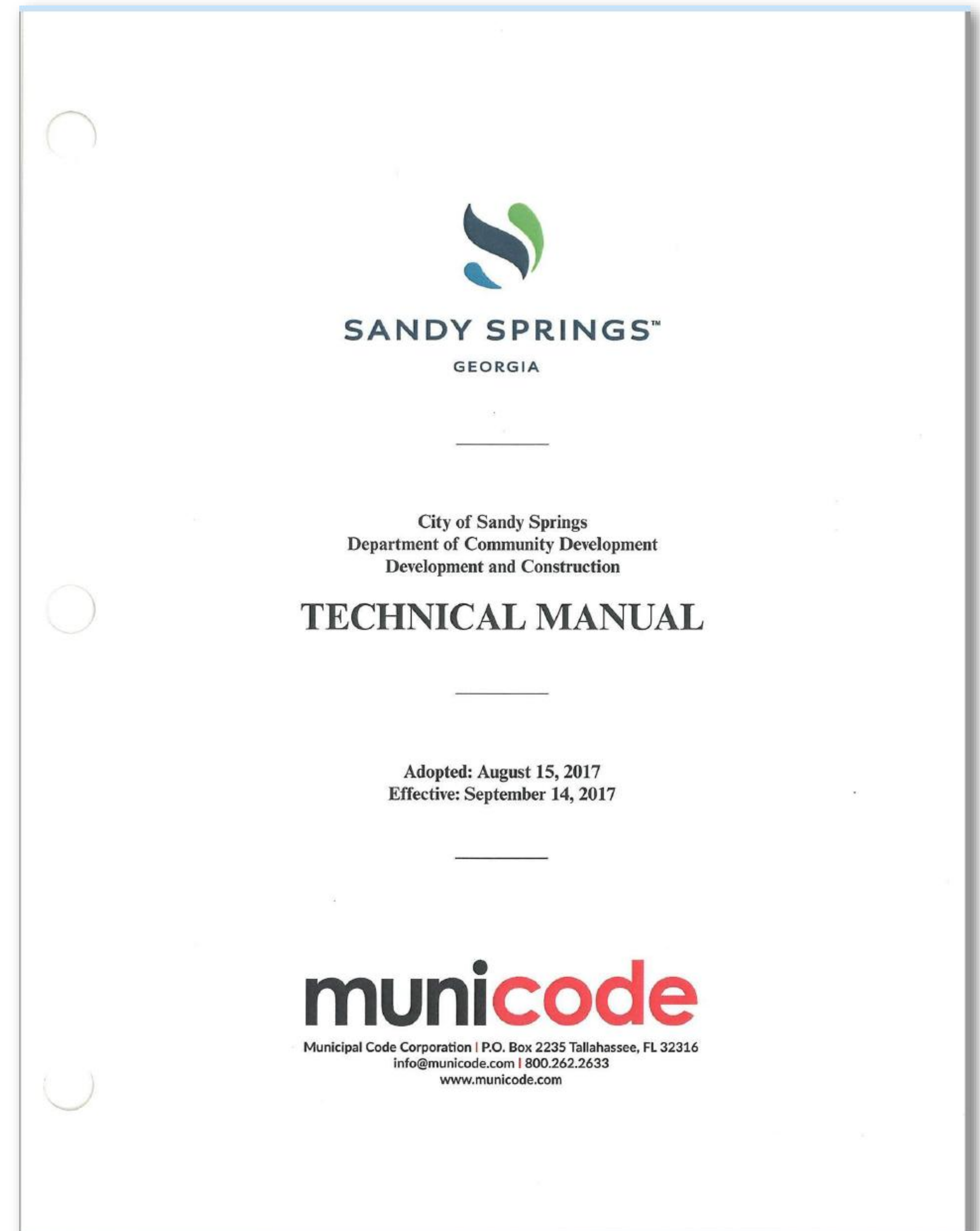
- Through a partnership with the U.S. Department of Housing and Urban Development (HUD), the City of Sandy Springs uses its annual allocation of federal funds to support initiatives that are eligible for Community Development Block Grant Program assistance.

To schedule a meeting with the Planner of the Day, please visit [spr.gs\CHQ](https://spr.gs/CHQ)

TECHNICAL MANUAL

Technical Manual

- The Sandy Springs Technical Manual contains many of the City design standards:
 - Landscape, tree, & buffer requirements
 - Roadway design & pavement details
 - Sidewalks & Multiuse Trails
 - Lighting & Utilities
 - Grading & Drainage
 - Water Conservation
 - Plan & Plat Specifications
 - and more....



Technical Manual

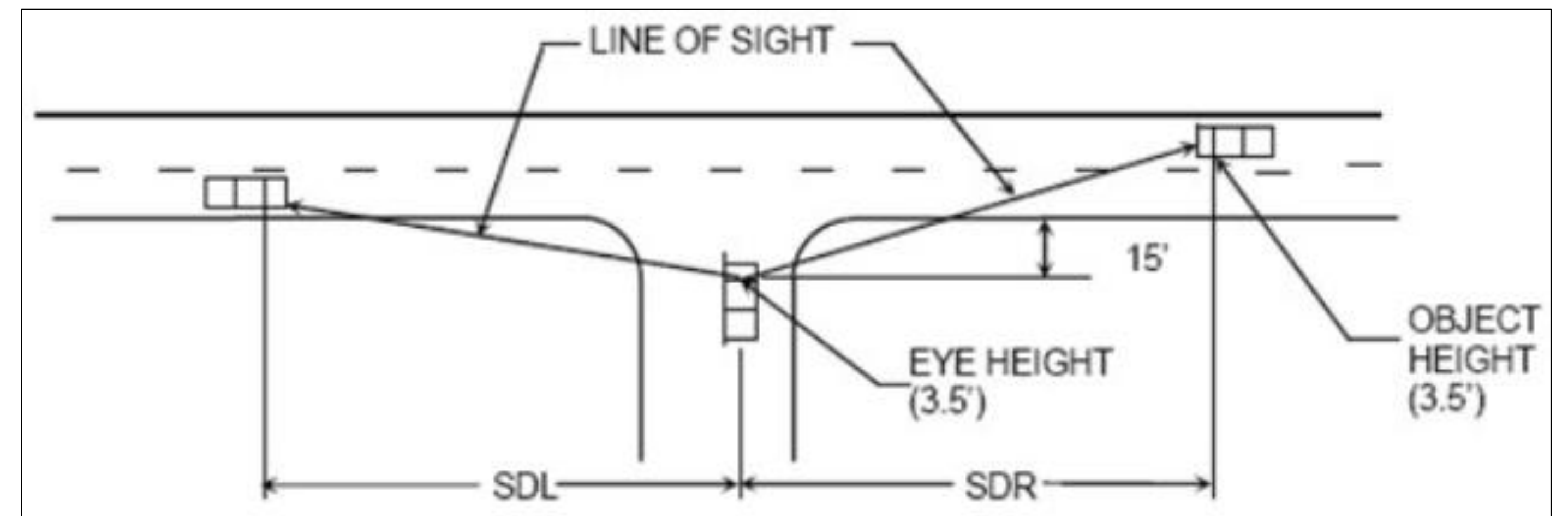
SECTION 1 - LANDSCAPE, TREE AND BUFFER SUBMITTAL PLANS AND PLANTING STANDARDS

Should any standard conflict with the Development Code, the Development Code shall govern.

A. Canopy Cover Requirements

1. Coverage area of site is based on calculation of trees to remain and trees to be planted to be no less than the allowances listed in the Tree Conserv
2. Canopy cover requirements shall be established for the protection of all existing Protected Trees.
3. Canopy can be determined by actual measurement or by general assignment.
 - a. Actual measurement is the measured square footage of the canopy of a tree.
 - b. General assignment attributes square footage base on the potential canopy size of a species (small, medium, or large) as indicated in the Recor
4. Trees planted to meet canopy cover standards must be maintained in healthy condition for a minimum of three (3) full growing seasons. See Figure

B. Landscape Strips on Private Property



SECTION 5 - CURB AND GUTTER

A. General Requirements

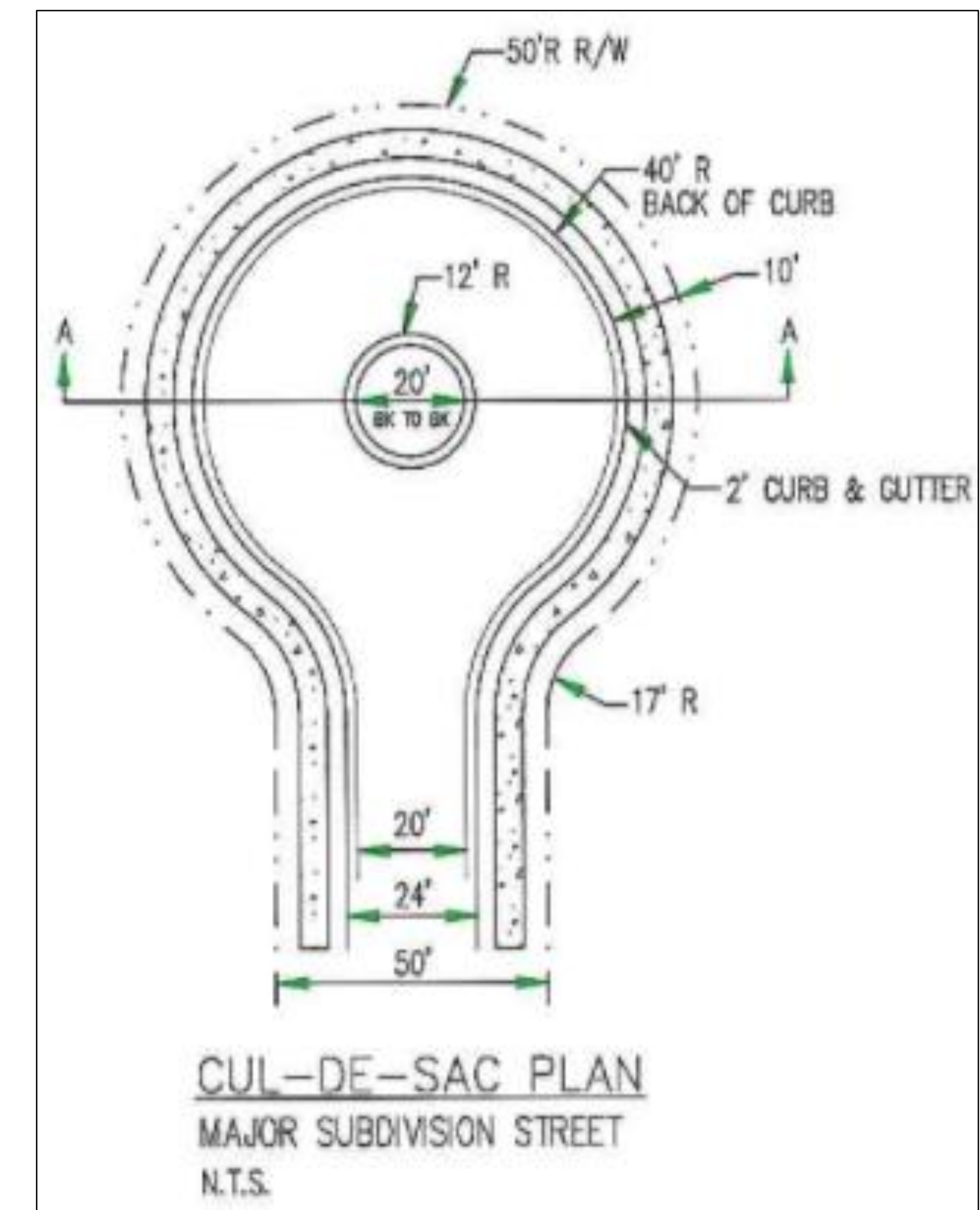
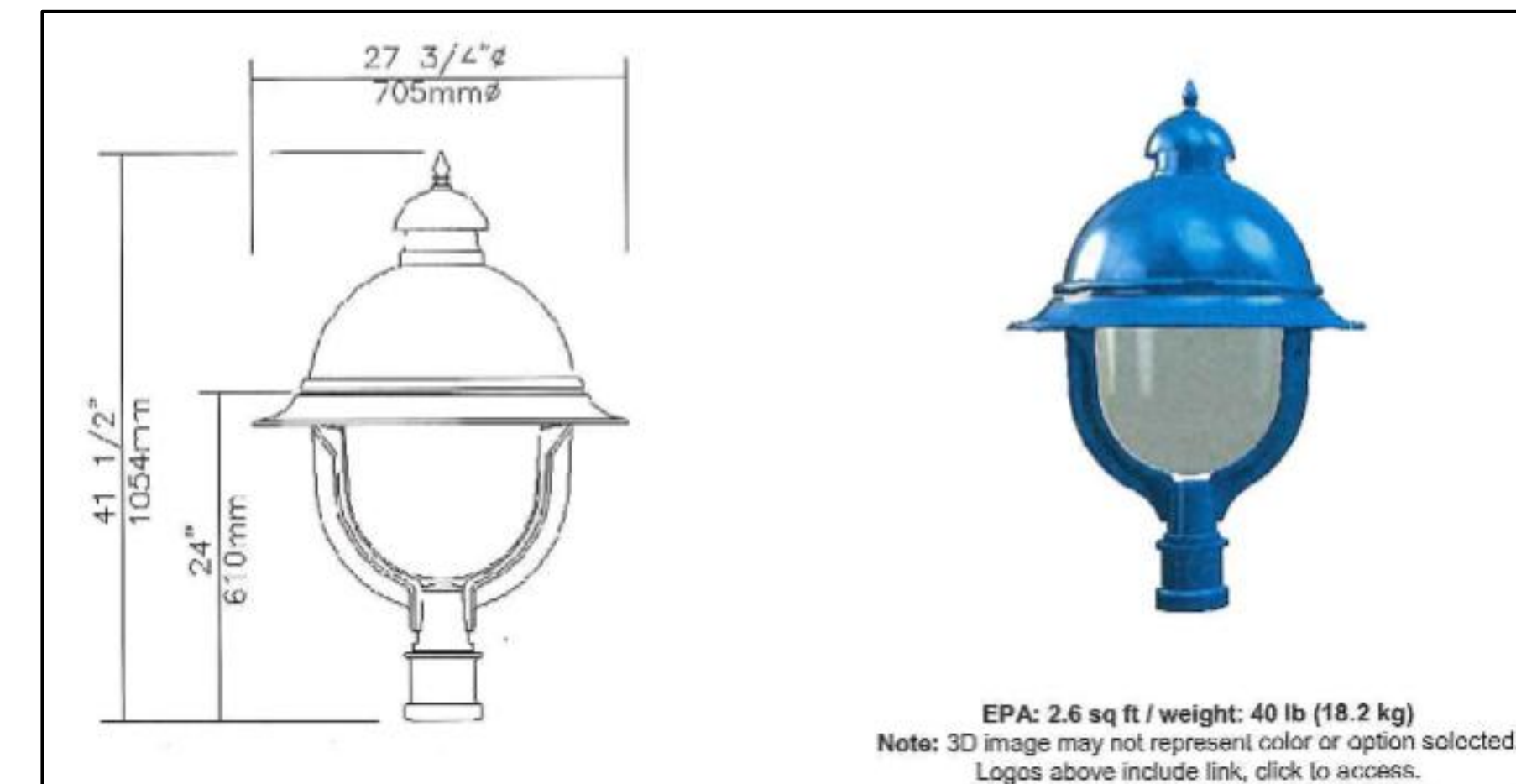
1. *Curb and gutter required.* All new streets and access improvements shall be provided with curb and gutter except where approved for a rural road section shall provide appropriate roadside drainage facilities designed in accordance with the Georgia Stormwater Management smoothly with no areas of ponding.
2. *Alternative curb and gutter design.* Alternative curbing designs such as rolled back or vertical curbing without a gutter may be approved by the for the type of development proposed.
3. *Standard Curbing.* Only standard curb and gutter shall be used along any classified street. Header curbs may be used along medians when road Mountable curbs shall not be used along pedestrian or bicycle facilities, along on-street parking or at the end of stub-roads.

B. Local and Collector Road Curbing. *Local and collector road curbing shall meet the following requirements:*

1. Concrete shall be Class "A" (as defined by GDOT) and have a minimum strength of 3,000 PSI at 28 days.
2. Typical minimum section shall be 6" x 24" x 12"(GDOT 24" Type II).
3. Vertical curbing only, except where specific approval has been granted by the Director for an alternate curb design.

C. Arterial Curbing. *Arterial curbing shall meet the following requirements:*

1. Concrete shall be Class "A" (as defined by GDOT) and have a minimum strength of 3,000 PSI at 28 days.
2. Typical minimum section shall be 8" x 30" x 14" (GDOT 30" Type II).
3. Vertical curbing only, except where mountable has been specified and approved by the Director.



- For more information about Technical Manual, please [Click Here](#)

PLAN SANDY SPRINGS

Plan Sandy Springs

Before You Apply

- Discover where in the City a project is allowed
- Helps determine which permits are needed
- Estimates associated fees
- Plan Sandy Springs is not a permit application. It is an informational tool, a guided experience.
- Online Tutorial – “Introduction to Plan Sandy Springs”
<https://www.sandyspringsga.gov/build-seminars>



PLAN SANDY SPRINGS

Discover where your project is allowed, which permits you need, and estimated cost.



spr.gs/plan

Zoning Check This tool simplifies the site selection process and shows you where your project or business is allowed. Check my Zoning	Commercial Permits Learn more about the permitting process and estimated fees for your commercial construction project. Start Project	Residential Permits Learn more about the permitting process and estimated fees for your residential construction project. Start Project
--	--	--

Plan Sandy Springs

- Project Description
- Project Location
- Permit Types
- Estimated Fees

Commercial Permits Portal

Overview

Welcome to Plan Sandy Springs. This tool will determine the permits required for a construction project and provide an estimate of any associated permit fees. To move forward with the project, you will need to submit your application on our Build Sandy Springs permitting website. Plan Sandy Springs is not a permit application, but rather an informational tool.

In order to determine which permits you need for your project, this tool will ask a series of questions about the following topics:

1

Project Description

2

Project Location

3

Permit Types

4

Estimated Fees

5

Permit Summary

After you have answered these questions, we will allow you to submit your application for your project, this tool will allow you to submit permit applications.

SANDY SPRINGS
GEORGIA

Commercial Permits Portal

STEP 1/4

Project Description

Enter your project type to find matching land use codes from the City's official list

restaurant

Q Search

Please select from the following 5 land use codes:

COMMERCIAL USES

☐ Restaurant

A facility that prepares and sells food and drink for on- or off-premises consumption. Restaurant includes the following: Brewpub (subject to the barrel limitation prescribed in O.C.G.A. Sec. 3-5-36). Bakery, cake shop. Coffee, tea shop. Juice bar, smoothie shop. Restaurant. Yogur... Read more

☐ Boutique hotel (6 to 30 rooms)

A facility not exceeding 30 rooms where overnight accommodations for 15 consecutive days or less are provided for compensation.

☐ Bed and breakfast (up to 5 rooms)

A facility where overnight accommodations not exceeding 5 rooms are provided for compensation, with or without a morning meal, and which may include an afternoon or evening meal for guests, and where the owners of the facility live on the premises. Bed and breakfast does no... Read more

☐ Hotel (more than 30 rooms)

A facility with more than 30 rooms where overnight accommodations for 15 consecutive days or less are provided for compensation.

ACCESSORY USES

☐ Outdoor dining

SANDY SPRINGS
GEORGIA

Commercial Permits Portal

STEP 2/4

Project Location

Select your location by typing in the address or clicking on the map.

Address *

1 Galambos Way, Sandy Springs, Georgia 30328

Please answer the following questions, which could change the zoning clearance at your selected location.

Does this type of use already exist in this location?

☐ Yes

☐ No

Based on your current answers, the zoning clearance for your project is "Permitted" in this location. Please answer the remaining 1 question, which could alter this result.

SANDY SPRINGS
GEORGIA

Commercial Permits Portal

STEP 3/4

Permit Types

The questions on this page determine which requirements you will need for your project.

What type of work are you doing? *

☒ New Construction

New construction of a building from the ground up.

☐ Additions and Alterations

Alterations that will expand a building's footprint or alter an exterior wall, including any interior remodeling associated with the project.

☐ Interior Remodel

Alterations within a structure's existing footprint.

☐ Reconstruction

Restoring a building to its original condition within its existing footprint due to fire damage or natural disaster.

☐ Trade Work Only

Standalone mechanical (HVAC), electrical, or plumbing work.

☐ Other Work

Any other construction projects requiring permits such as site work, decks, generators, pools, fences, or signs.

REQUIREMENTS

Commercial - Accessory Structure

Commercial - New Building

Sign - Permanent Wall Mounted

SANDY SPRINGS
GEORGIA

Commercial Permits Portal

STEP 4/4

Estimated Fees

The questions on this page are used to estimate your fees.

Valuation of interior work including both construction materials and labor: *

\$

Valuation of sign work

\$

REQUIREMENTS

Commercial - Interior Remodel

\$285.00

Sign - Permanent Wall Mounted

\$135.00

Estimated Cost

\$420.00

Your fee estimates are being calculated. Please answer 2 questions to see a final cost estimate.



EASYBUILD

EasyBuild

Simplified process for homeowners and residential contractors

- Designed to help applicants navigate permit complexities efficiently
- Offers significant time and cost savings

Helps to obtain construction permits for simple new accessory structures up to 500 square feet in size

- Free-standing garages
- Outdoor kitchens
- Pool houses
- Storage sheds
- Uncovered decks
- And more!

EasyBuild

When is a project NOT eligible for EasyBuild?

- Accessory structures over 500 square feet
- Projects located within a stream buffer or river corridor
- Projects that fall under special zoning considerations
- Structures Not Eligible:
 - New Single-family houses
 - New Townhouses
 - Residential additions & alterations
 - Covered decks/Sunrooms

EasyBuild

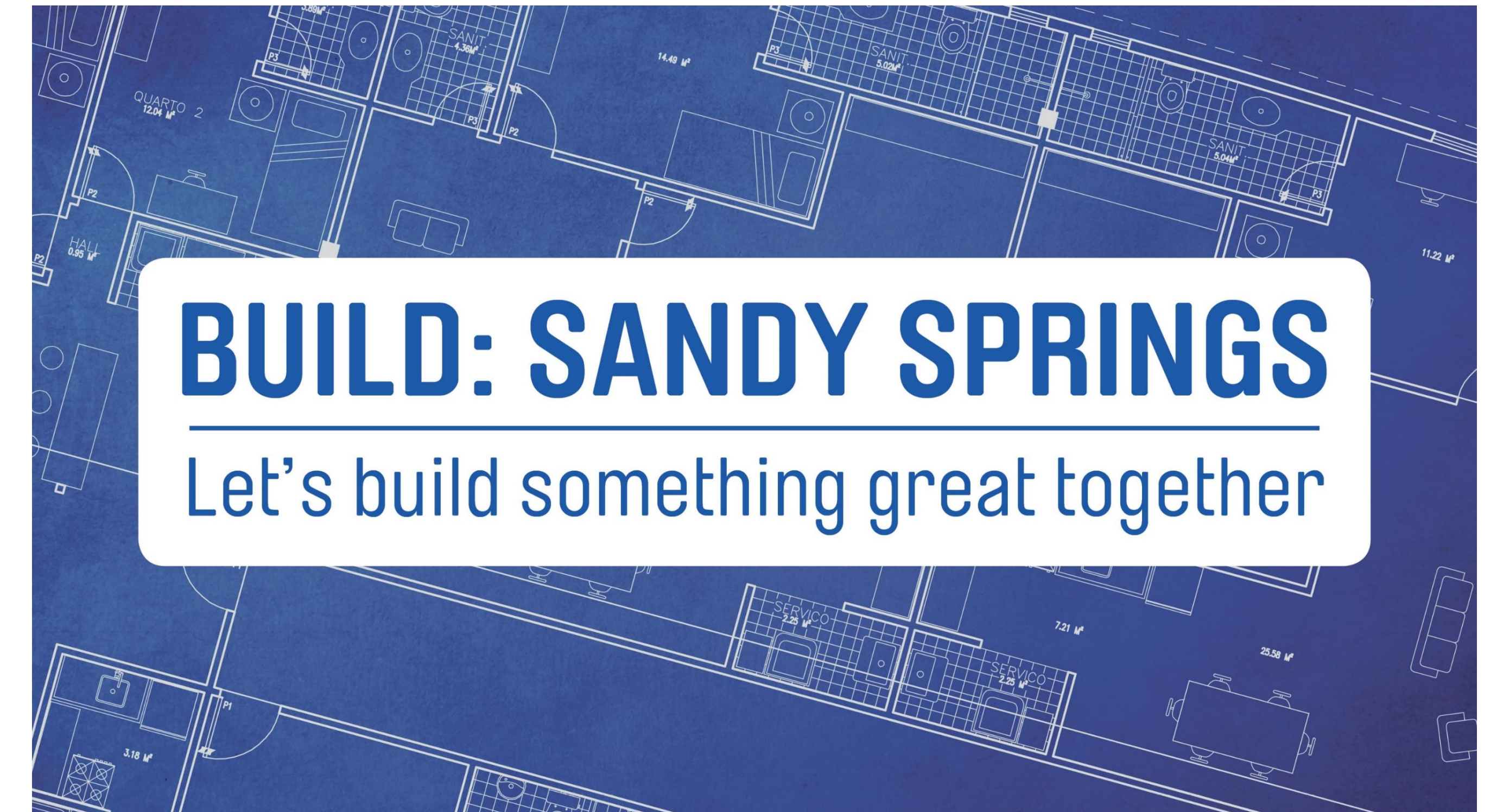
- City staff are available by appointment twice a week for dedicated 90-minute meetings with the applicant to discuss their specific project in detail.
- The City may provide code-compliant construction details to the applicant for use with their permit submittal.

To learn more about EasyBuild, please visit [**SandySpringsGa.gov/easybuild**](https://SandySpringsGa.gov/easybuild)

BUILD SANDY SPRINGS SEMINARS

“Build: Sandy Springs” Seminars

- Series of seminars presented by the Community Development Department
- Intended to educate the public on the current policies, procedures, and expectations of the City as it relates to construction within the jurisdiction
- Create a transparent, collaborative environment with all construction partners to drive shared success.



For learn more about past and future Build: Sandy Springs seminars, please visit sandyspringsga.gov/build-seminars

Build: Sandy Springs Seminars

- The City has presented 24 seminars of various topics to date. Some examples are:
 - Residential Inspections 101
 - Permitting Online Portal & Residential Inspection List
 - Land Development 101
 - Intro to Planning & Zoning
 - Exterior Construction 101
 - OpenGov - The New Online Permitting Portal
- Upcoming seminar topics for next year include:
 - 2024 International Building Code
 - Permitting & Construction Mini-Series
 - GA Energy Code Compliance

4-Phases of a Construction Project

Planning

Develop
Permit Smarter,
Not Harder
The Ultimate
Pre-Permitting
Playbook

Permitting

Building Plan
From Upload to
Approval
The Easy Path to
Getting a Permit

Construction

Building
Inspection
Ready!
How To Pass
Your Inspections
the First Time

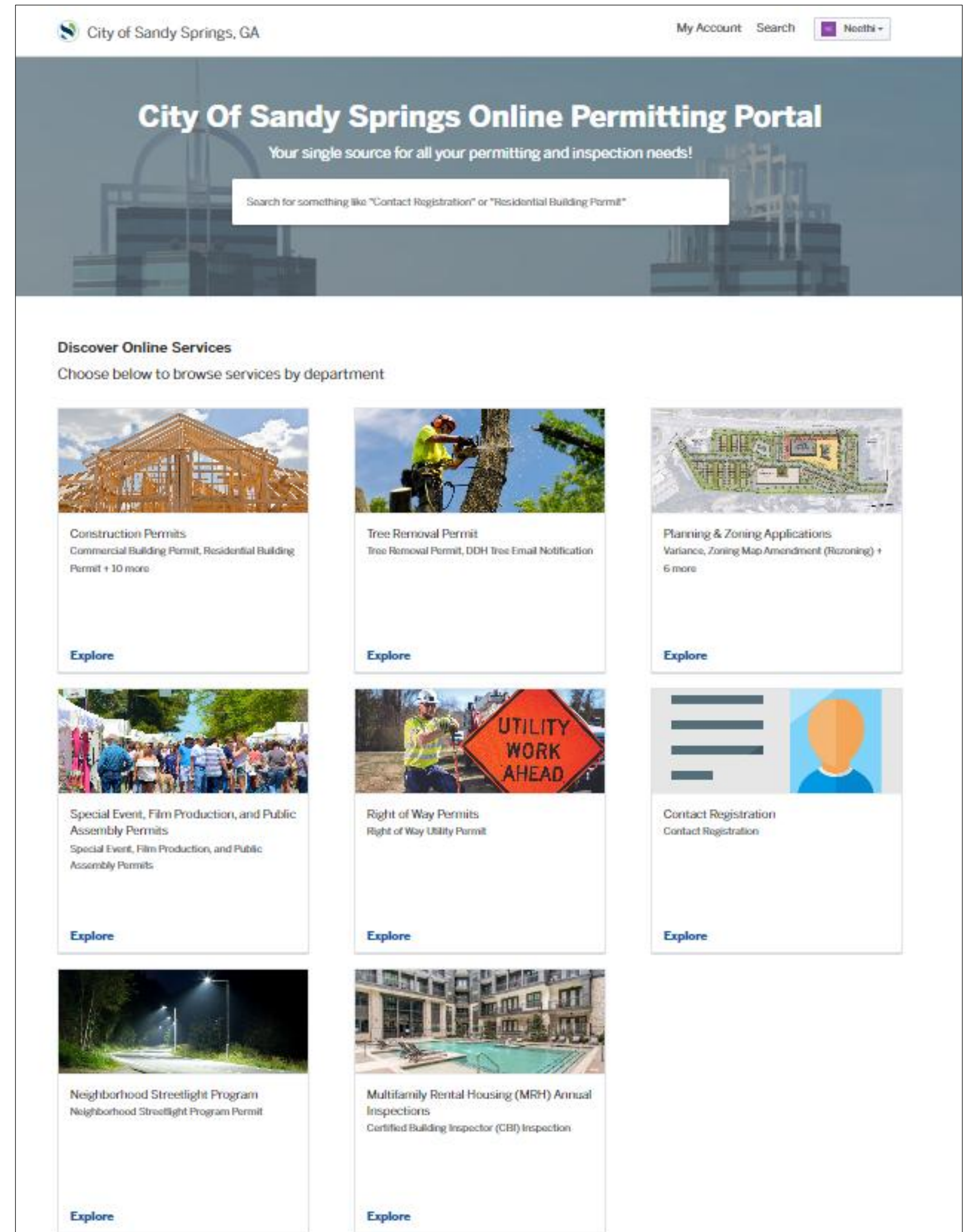
Completion

Certificate of
Your Roadmap to
Occupancy
Your Roadmap to
Occupancy

OPENGOV – ONLINE PERMITTING PORTAL

What is OpenGov?

- **OpenGov** is the City's online and back office permitting software that allows all applicants (such as homeowners, design professionals, contractors, etc.) to do the following:
 - **Apply for various building permits, planning & zoning applications, special events, and more**
 - **Upload construction documents**
 - **Download City review comments**
 - **Request inspections**
 - **Pay invoices**
 - **Create a Contact Registration**
 - **and more...**

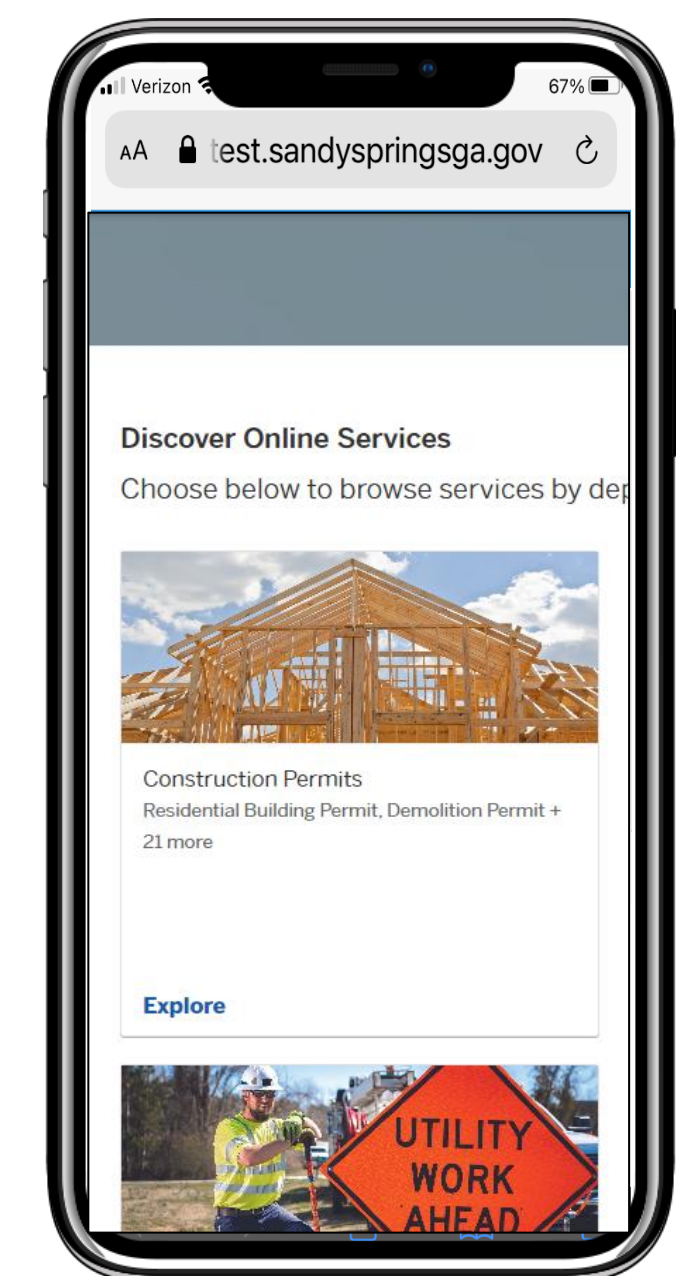
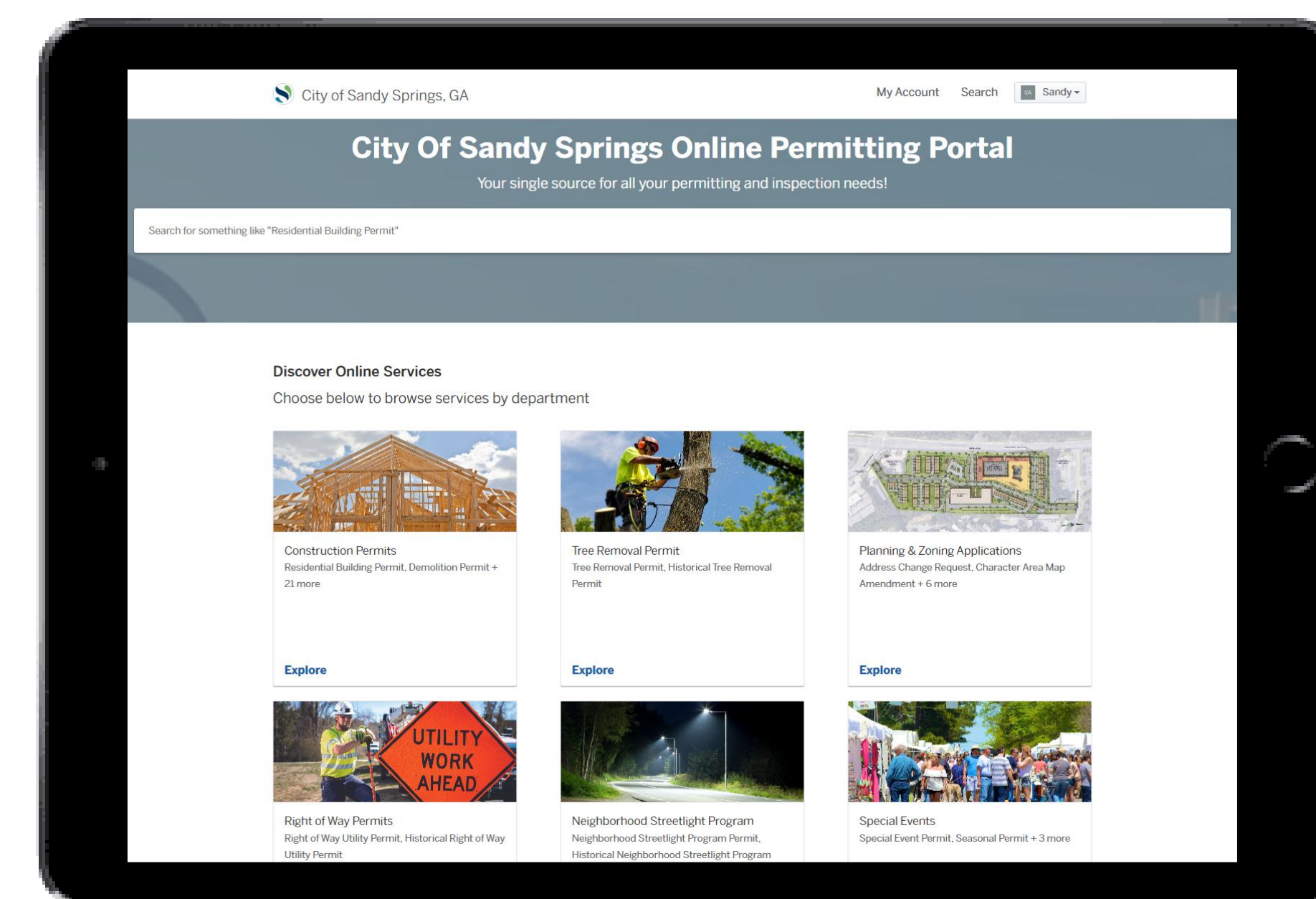
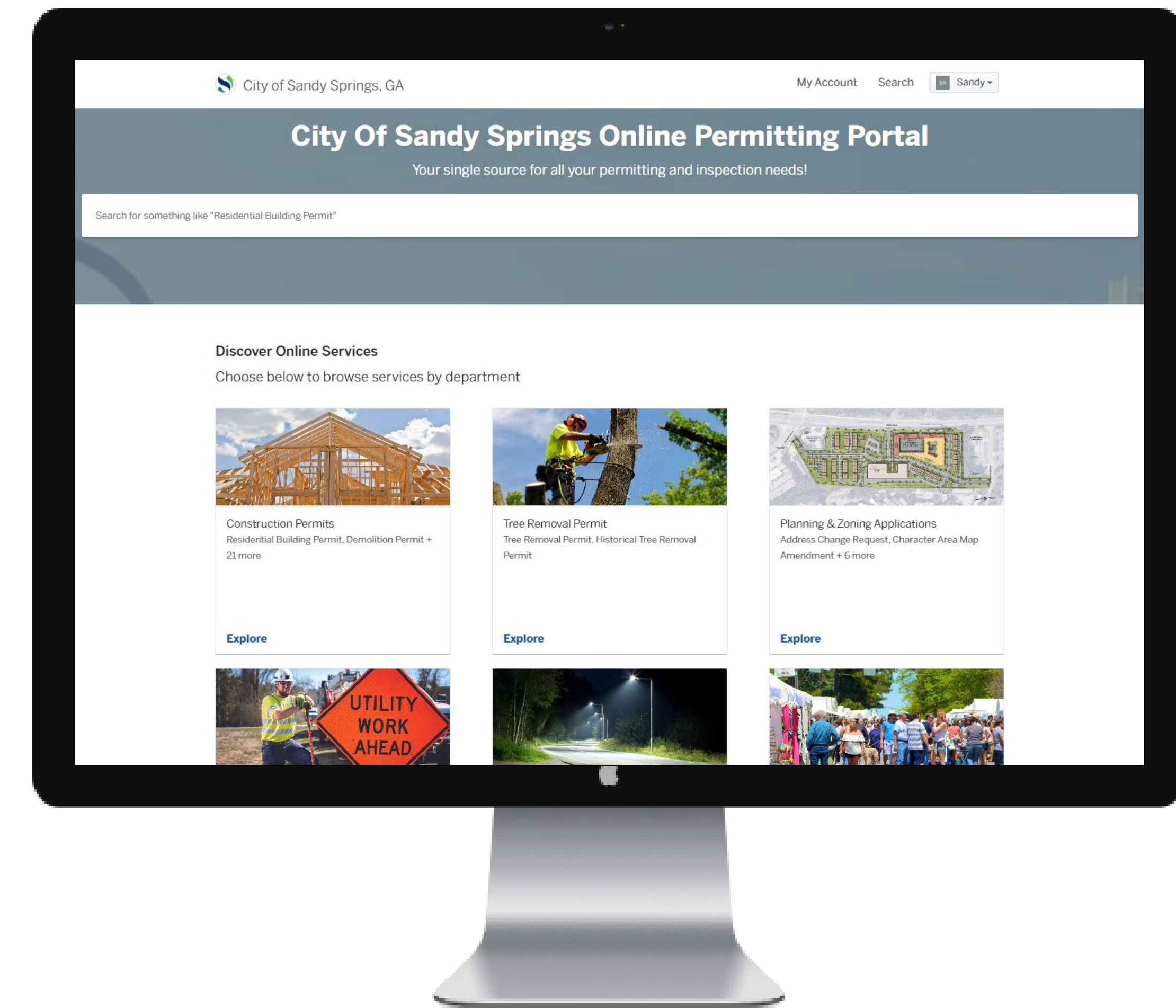


Accessible

- **Accessible** from anywhere with an internet connection, **24 hours a day, 7 days a week.**
- **It is mobile device friendly!**
- **Can work on multiple web browsers:**
(    )
- Home screen is icon based

Online Permitting Portal Link:

<https://build.sandyspringsga.gov>



OpenGov Features

- All **permit applications are online** (no more paper/PDF applications)
 - Help expedite the permitting process
- All **permit applications includes smart logic** that adapts the questions to your answers
 - Customizes each permit application to your project and minimizes unnecessary data entry
- **Inspections** have been **separated into construction phases**
 - Minimizes the chance of missed inspections
- The list of **available inspections are customized** for your specific permit
 - No more unnecessary or missed inspections
- **Permit Card is issued automatically**
 - Reduces unnecessary delays

OpenGov Features

- **Certificate of Occupancy/Completion is issued automatically**
 - Eliminates unnecessary requests and reduces unnecessary delays
- You can **select multiple parcels** on one application
 - Great for larger developments
- New **Contact Registration** feature
 - Eliminates notarized affidavits for each permit
 - One time registration to verify professional and business license.
 - Contact is searchable by the applicant to auto populate in the application
 - License renewal reminder
- New **chat feature** to communicate directly with staff at any workflow step
 - Easily connect with staff to discuss application questions, plan review comments, inspection clarifications, etc.

To access OpenGov, please [**Click Here**](#)



Questions?



SANDY SPRINGS
COMMUNITY DEVELOPMENT

**If you have any questions,
please feel free to contact us!**

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