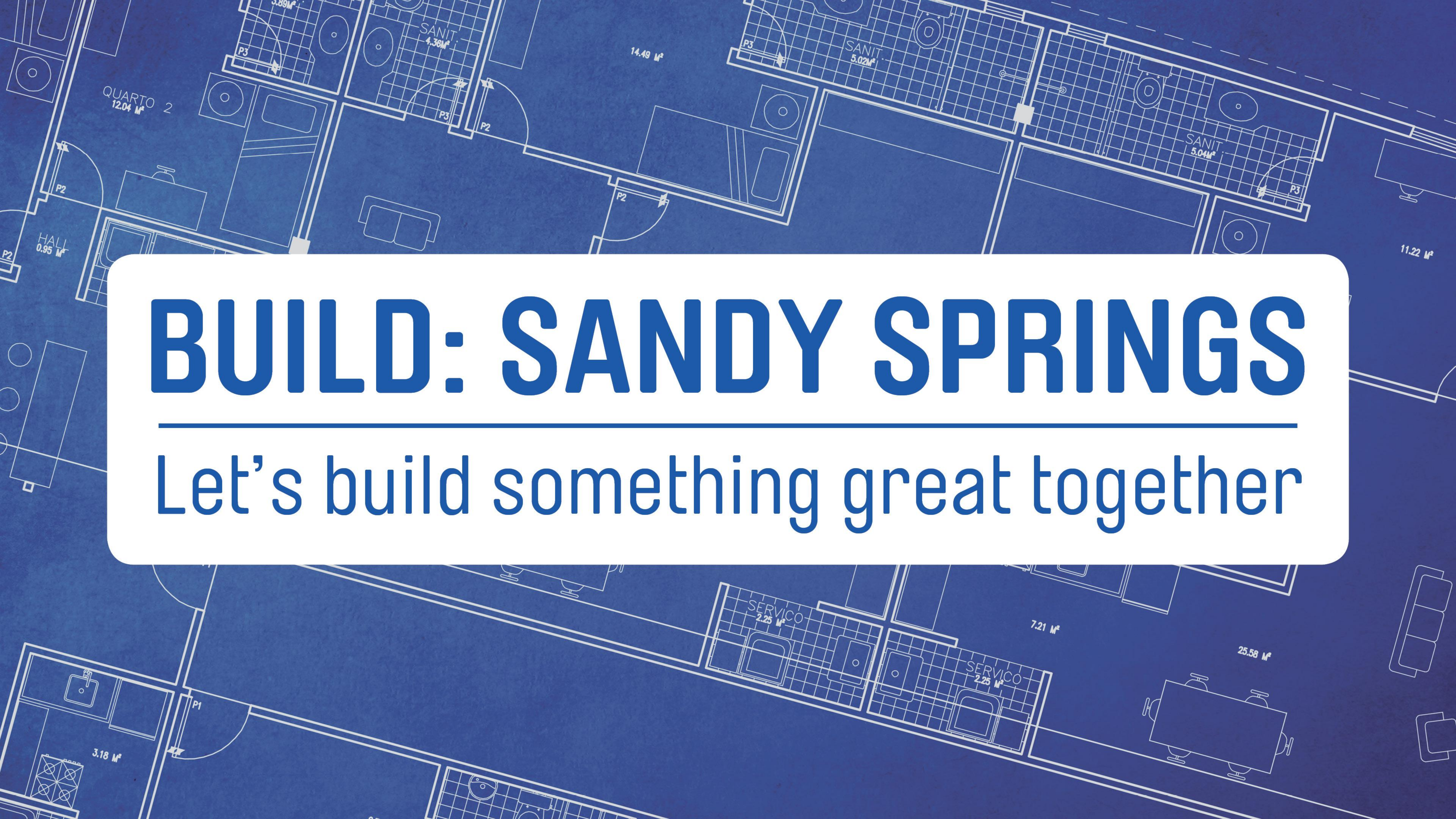


The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms including bedrooms (QUARTO), bathrooms (SANIT), a service area (SERVICO), and a hall. Rooms are labeled with their area in square meters (M²). For example, QUARTO 2 is 12.04 M², SANIT 4.36 M², SANIT 5.02 M², SANIT 5.04 M², SERVICO 2.25 M², and SERVICO 2.25 M². There are also labels for P1, P2, and P3, likely representing parking or specific points. 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.

FROM UPLOAD TO APPROVAL:

THE EASY PATH TO GETTING A PERMIT



SANDY SPRINGS™
GEORGIA

April 14, 2026

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- Application
- Plan Review
- Issue Permit Card
- Inspections
- Plan Modifications
- As-Built Drawings
- Certificate of Occupancy/Completion
- Takeaways

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 - Landscape / Arborist
 - Architectural
 - Structural
- Issue Permit Card
- Plan Modifications
- Takeaways

INTRODUCTION

”Success in Permitting Starts Before You Ever Hit Submit.”

What we’re covering today

- The permitting process from submission to approval
- Where delays typically occur
- How to move through the process more efficiently

Tools Available to You

- Developer Meetings (Thursdays)
- QLess and in person support
- Access to City staff and resources

What drives Success

- Completing due diligence upfront
- Providing clear and coordinated plans
- Using available tools before submission

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

“Common Questions We Hear.”

You guys are so difficult?

- We understand the process can feel complicated
- Our role is to uphold city, state, and federal regulations
- Complete and accurate plans help move your project forward efficiently

Why does it take so long to issue a permit?

- Timelines are often impacted by incomplete or unclear submissions
- Reviewing and addressing all City comments thoroughly helps avoid future delays
- Clear, coordinated responses move applications forward

Why do new comments keep getting added?

- Changes to plans can trigger additional review comments
- Each review cycle may identify items that weren't previously provided, coordinated, or addressed
- Consistency across revisions is key to minimizing repeat comments

I didn't have to do this before?

- Requirements vary between municipalities
- Sandy Springs has unique site conditions (topography, water, etc.)
- These conditions may require additional state and/or local compliance



APPLICATION

Apply in Person

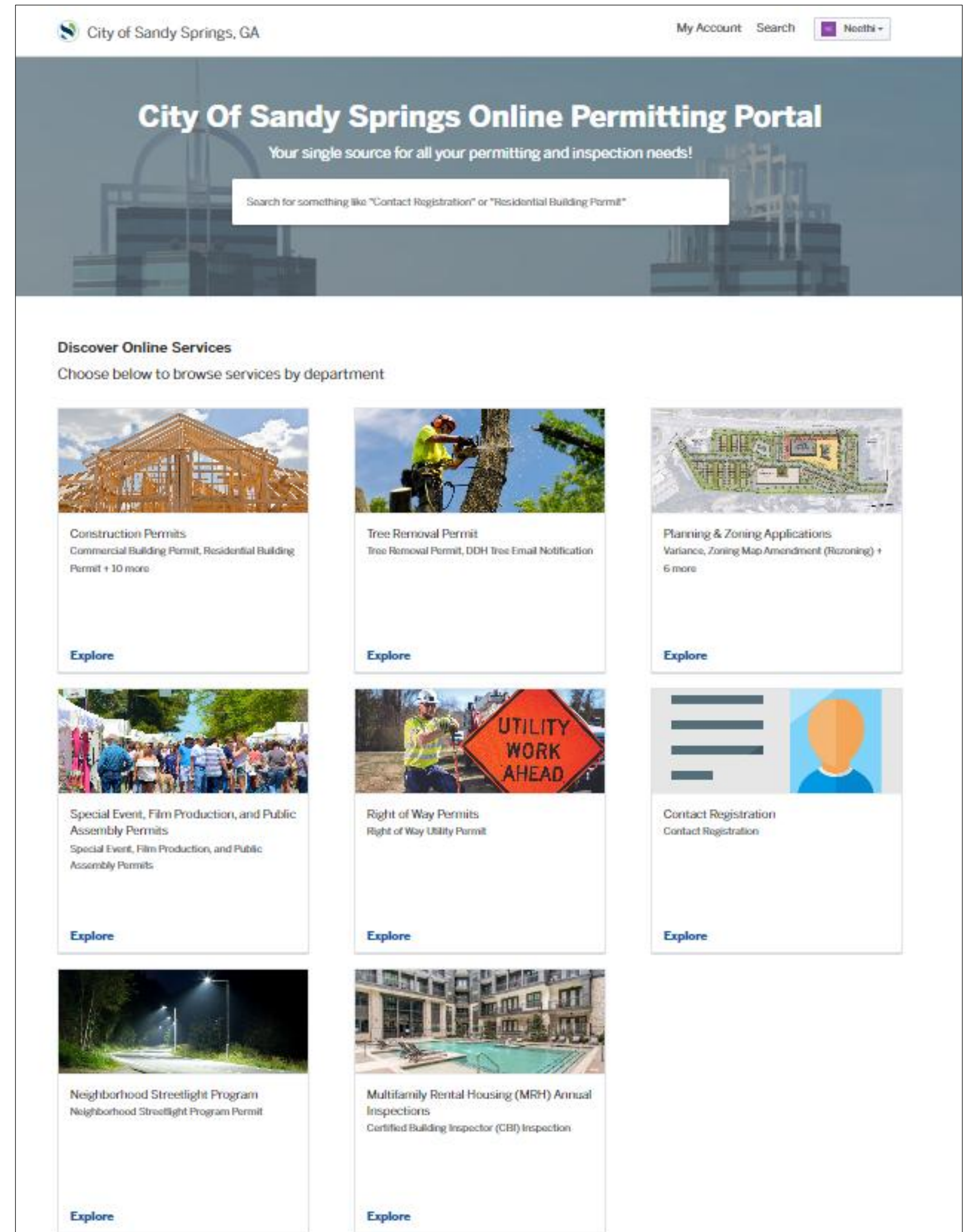
- You can apply for a permit in-person at City Hall located at:
1 Galambos Way
Sandy Springs, GA 30328
- All in-person applications are by appointment only using the City's online queue management system called **Qless**.
- To schedule an appointment online, go to the following website to register:
[*Spr.gs/chq*](http://Spr.gs/chq)
- The City only accepts electronic PDF files and all construction drawings shall be a single PDF file.

A screenshot of a mobile application interface for the City of Sandy Springs. The top left corner features the 'SANDY SPRINGS' logo, and the top right corner features the 'QLESS' logo. The main text reads: 'Welcome to the City of Sandy Springs' online appointment system. Please tell us about your self.' Below this text are three input fields: 'First name:', 'Last name:', and 'Cell Phone:'. At the bottom, there is a 'Back' button with a left arrow and a 'Next' button with a right arrow. A small disclaimer at the bottom states: 'Standard text messaging rates will apply.' and 'By entering your cellphone number, you agree to receive text messages and information about QLess services.'

Apply Online

What is OpenGov?

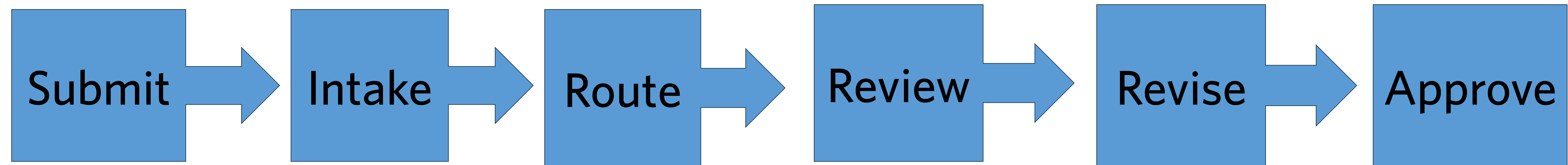
- **OpenGov** is the City's online and back office permitting software that allows all applicants (such as homeowners, design professionals, contractors, etc.) to do the following:
 - **Apply for various building permits, planning & zoning applications, special events, and more.**
 - **Upload construction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



The Application Process

“From your perspective, it may feel like you hit submit... and then nothing happens.”
But behind the scenes, your application is moving through multiple steps before it ever gets approved.

Process Flow



- You submit you application
- We intake it and check for completeness
- It gets routed to the appropriate division
- Each division reviews based on their scope
- Once everything is addressed, we move to approval

And this is why each step matters. Because what happens at submission impacts everything that follows.

Common Challenges & Delays

“Most delays don’t happen at the end; they start at the beginning.”

Where We Typically See Delays

- Incomplete submissions – “We’ve received applications that are missing key details or plan sheets, and we can’t move forward until everything is complete.”
- Incorrect permit types – “Sometimes the wrong permit type is selected, which means we have to stop and redirect the application before review can even begin.”
- Missing or unclear documentation – Documents may be uploaded, but if they’re unclear or don’t align with the plans, it creates confusion and slows down the review.”
- Unresolved or partially addressed comments – “We’ll issue comments, and when it comes back, not everything is addressed, which leads to another review cycle.

“And each time that happens, it adds time to the process.”

Best Practices for a Successful Submission

How to Set Your Application Up for Success

Before you Submit

- Complete all required documents and plan sheets
- Clearly define the scope of work
- Ensure consistency across all plans

During Submission

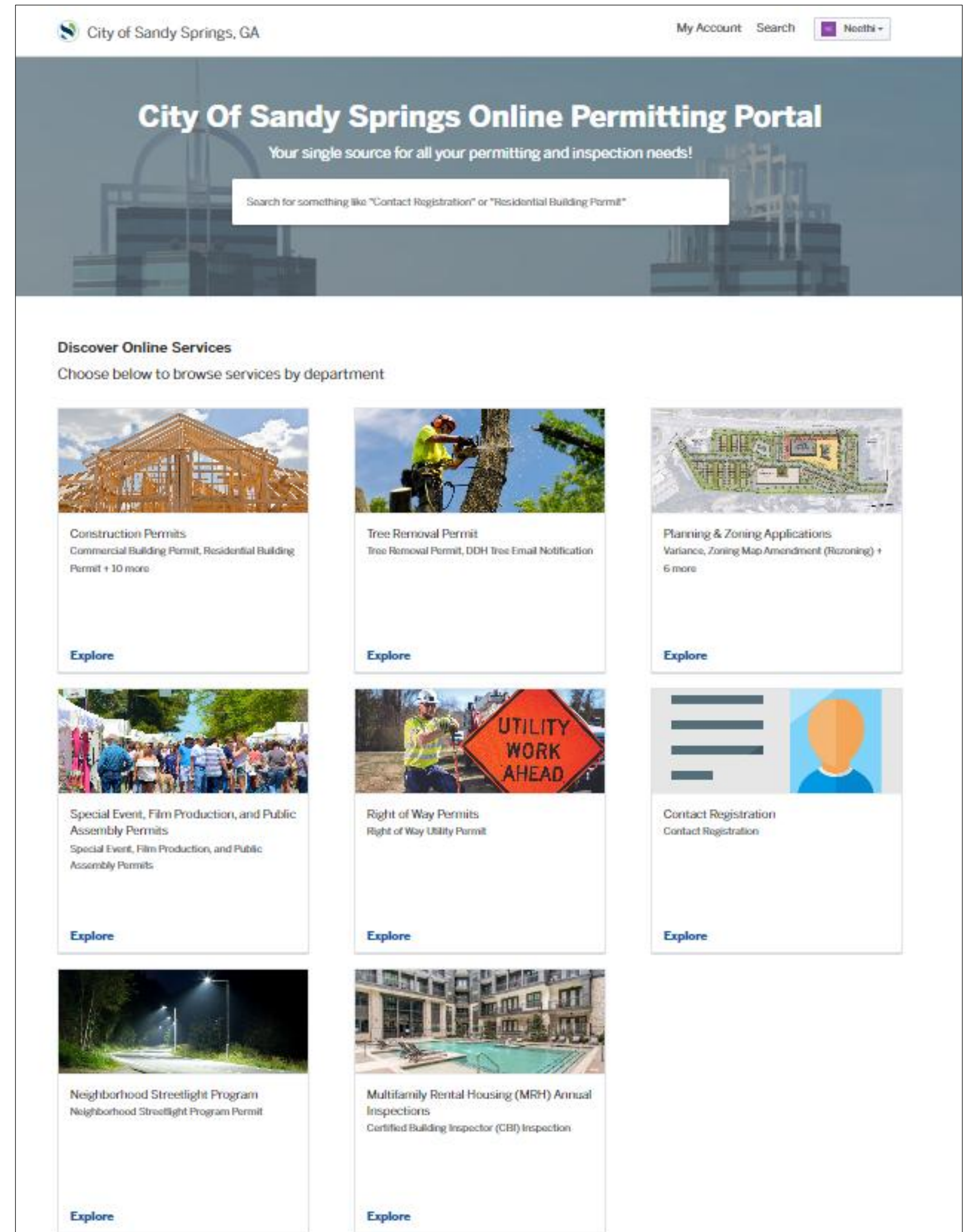
- Select the correct permit type
- Upload clear and accurate documentation
- Confirm all required information is included

After Submission

- Review all comments carefully
- Respond to each comment completely
- Submit coordinated revisions

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:
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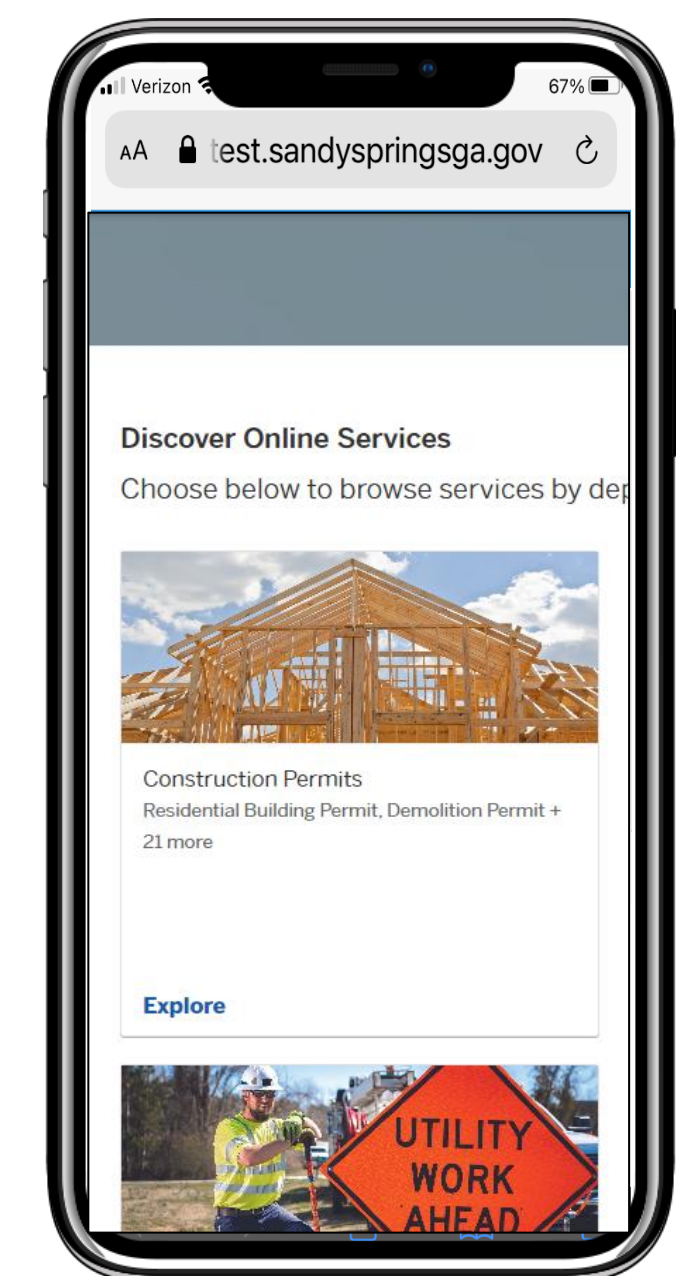
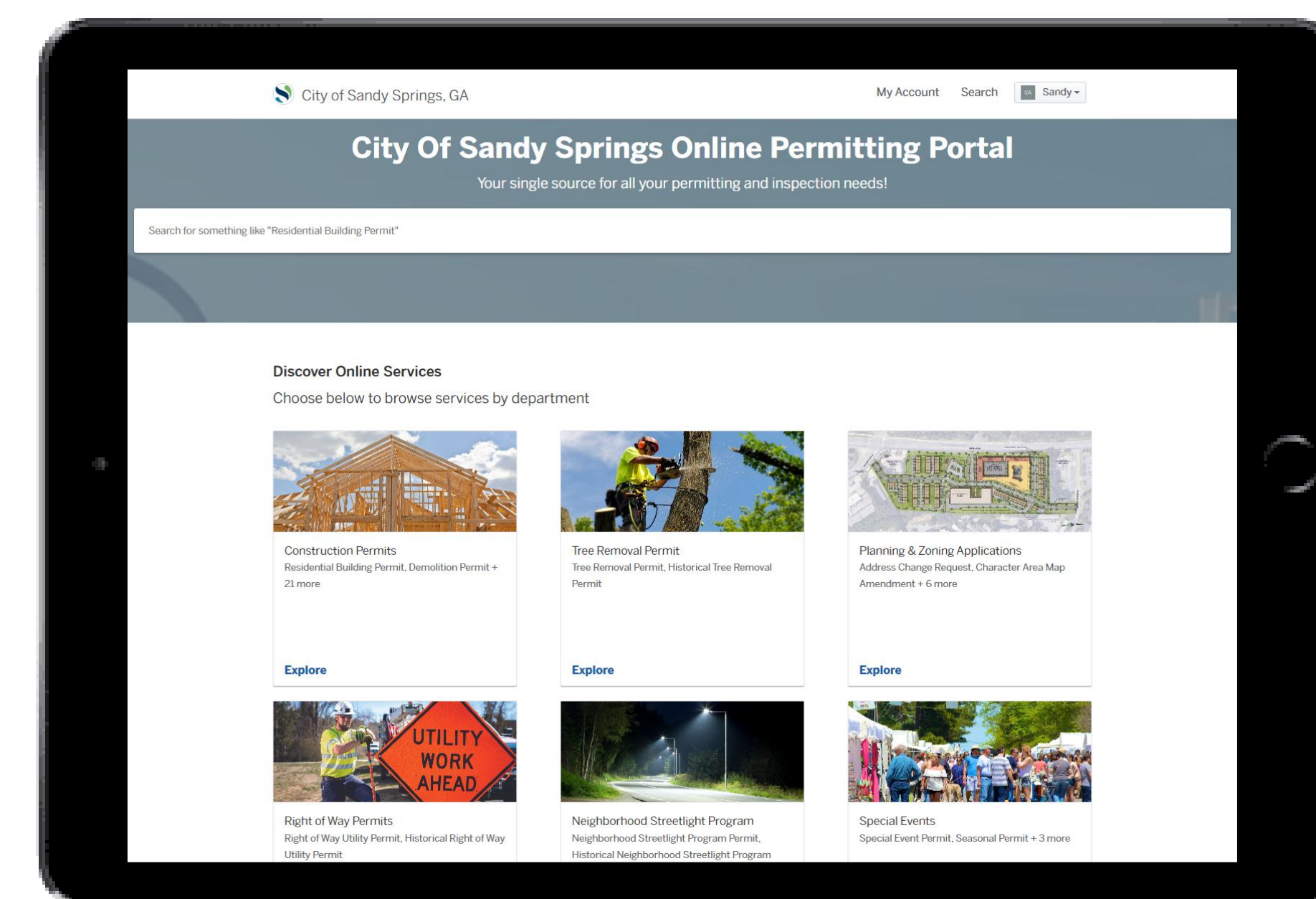
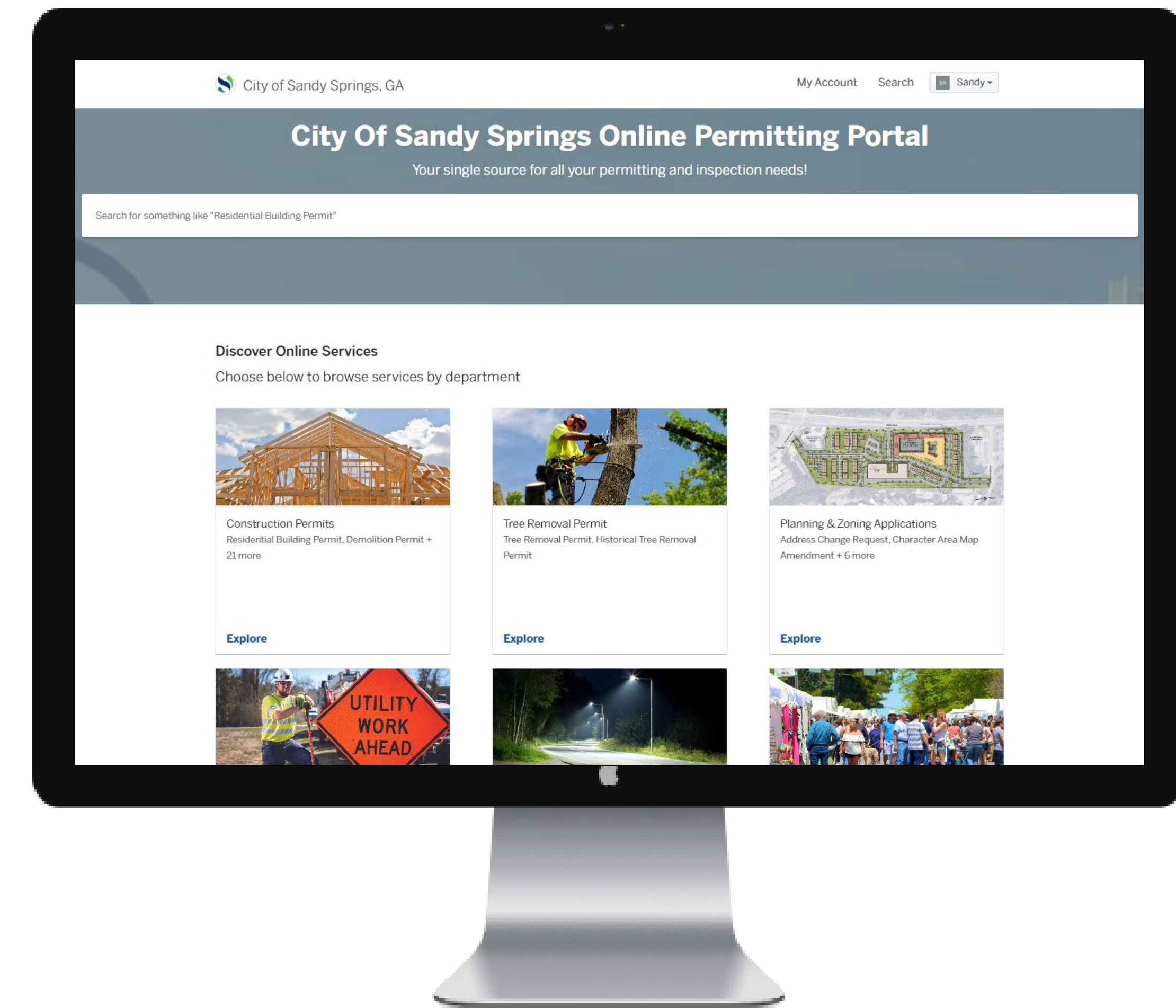


Accessible

- **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

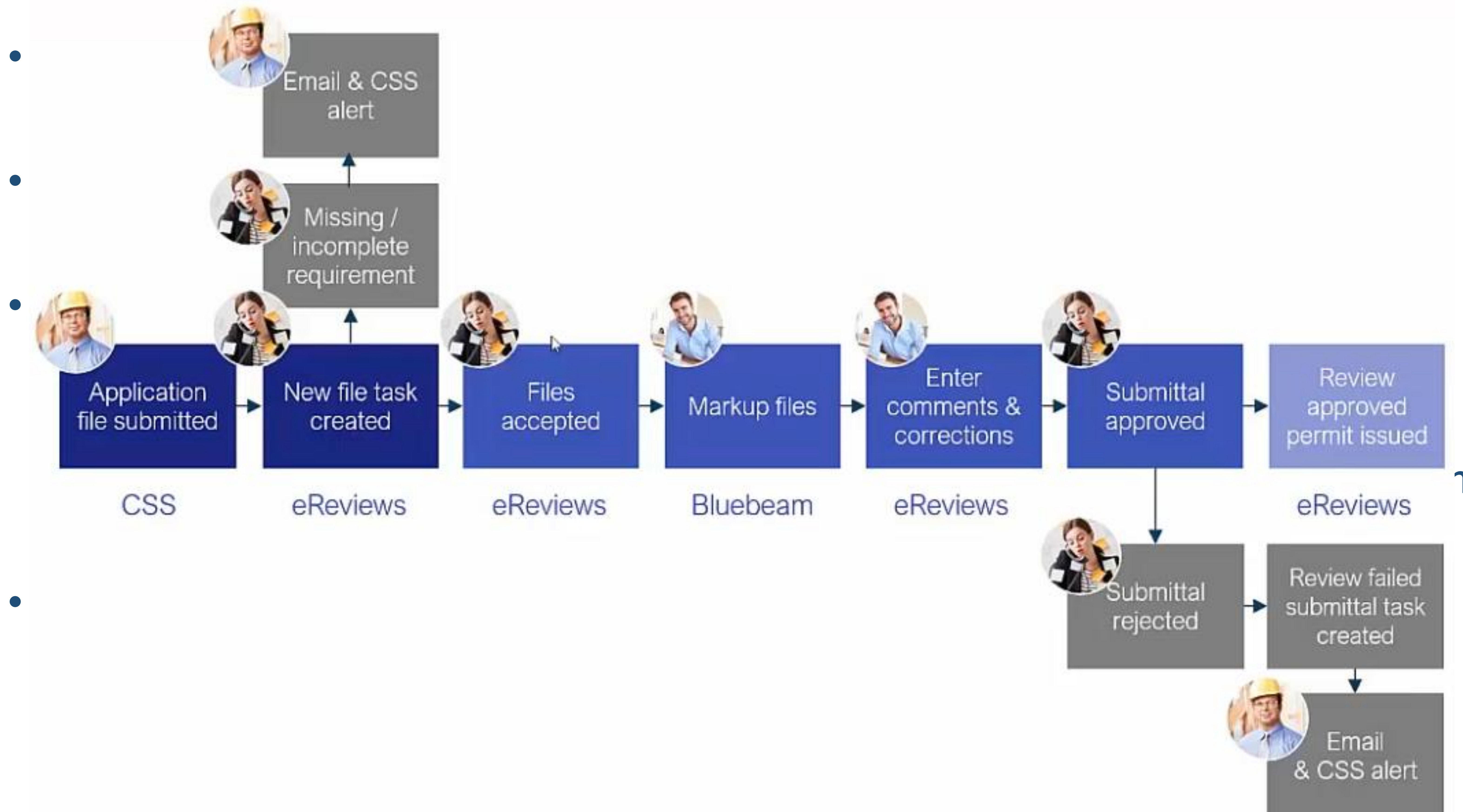
- All **permit applications are online** (no more paper/PDF applications)
 - Help expedite the permitting process
- All **permit applications includes smart logic** that adapts the questions to your answers
 - Customizes each permit application to your project and minimizes unnecessary data entry
- **Inspections** 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**](#)

OpenGov Features



How Applications Are Assigned & Routed

Routing Process

- Applications are reviewed for completeness at intake
- Assigned to the appropriate divisions
- Routed based on project scope

Review Process

- Each division reviews based on its discipline
- Comments are issued and must be addressed
- Application move forward once all requirements are met

“Your application doesn’t go to just one person, it moves through multiple divisions, which is why coordination and completeness matter from the start.”

Coordination is Key

Set Clear Expectations

- Share all City requirements with your design team
- Ensure plans are complete before submission

Delegate Effectively

- Assign comments to the appropriate discipline
- Track responses to ensure nothing is missed

Stay Coordinated

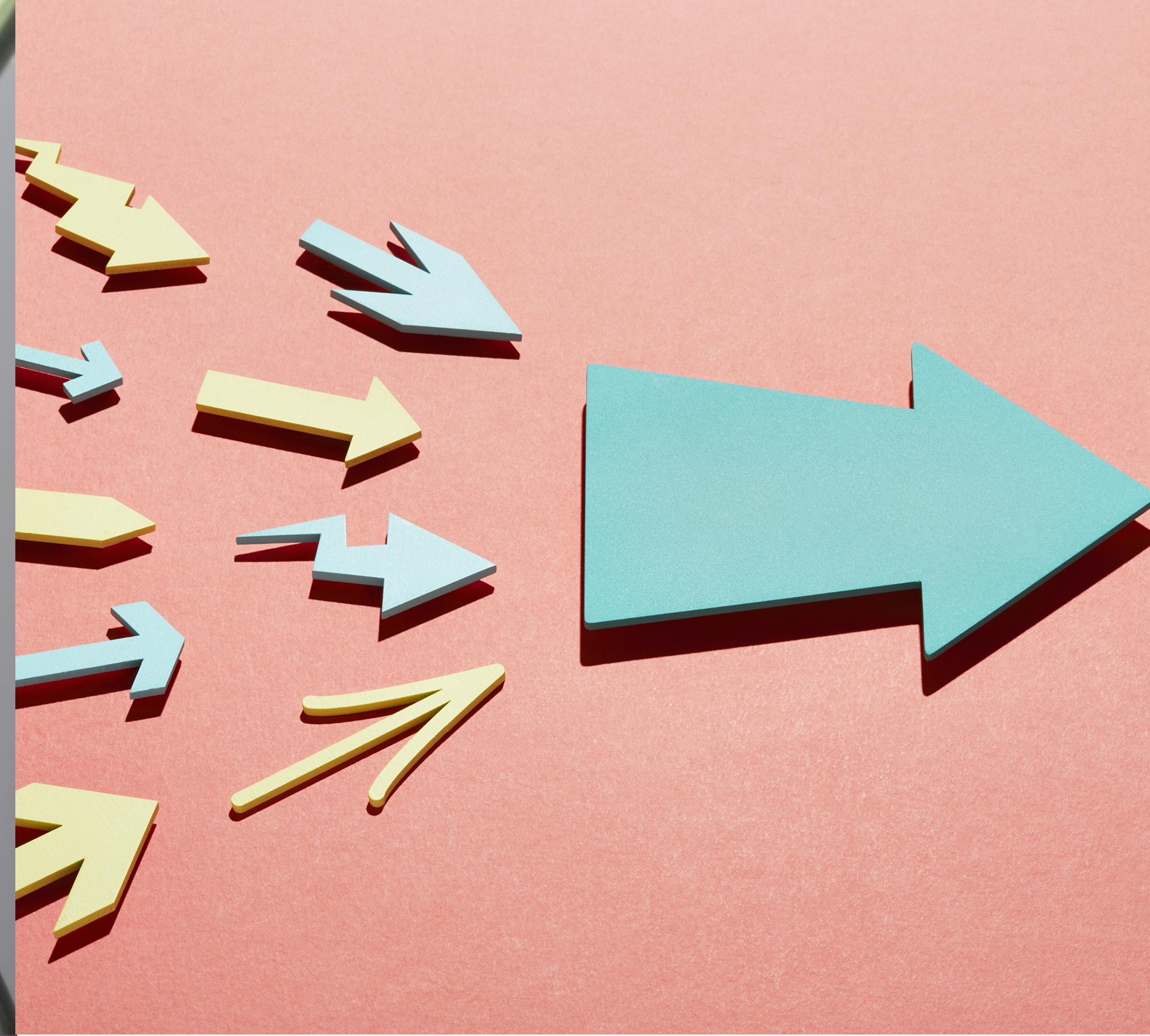
- Avoid submitting partial or uncoordinated revisions
- Ensure all updates align across the full plan set

“Your design team plays a critical role making sure they’re aligned from the start prevents a lot of back-and-forth.”

PLAN REVIEW

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!



Visit the Sandy Springs Building and Construction Website:

Land Development and Specialty Permits

Certain projects require special permits instead of or in addition to building permits:

- [Demolition](#) – Required for the demolition of free-standing buildings.
- [Fence](#) – Required for the installation of new fences
- [Plat Reviews](#) – Required to build on previously undeveloped land or to split a single property into multiple lots.
- [Land Disturbance](#) – Required for commercial projects that have an impact on surrounding properties.
- [Retaining Wall](#) – Required for the addition or removal of a wall that prevents the earth behind it from eroding.
- [Signs](#) - Required for the installation and display of signs.
- [Swimming Pool](#) – Required to construct a below ground swimming pool.
- [Temporary Structure Permits](#) – Required to build a temporary structure, such as construction offices at a construction site.
- [Tree Removal](#) – Required to remove a tree.
- Antenna – Required to erect a cell-network antenna or similar. For more information, contact the City's [permit desk](#).

<http://www.sandyspringsga.gov/business/building-and-construction/construction-utility-permits>



SINGLE FAMILY SITE PLAN CHECKLIST

Permit Number: _____ Submittal Date: _____
Assigned by Staff
Subdivision Name (if any): _____ Tax/Parcel ID #: _____
Parcel Address: _____ Lot #: _____
Permittee: _____ Signature: _____
Print Name Signature
Firm: _____ Phone: _____
Address: _____

THE FOLLOWING DOCUMENTS ARE REQUIRED PRIOR TO ISSUANCE OF PERMIT:

- ☐ Retaining Wall Permit, if any walls on Site exceed four (4') feet in height.
- ☐ Copy of approved Plans from Fulton County Department of Public Works if a new sewer tap is required.
- ☐ Copy of approved Plans from the City of Atlanta if a new Water Meter is required.
- ☐ Copy of Fulton County Health Department Approved Building Plans with location of primary and reserve septic, if property is not served by sanitary sewer.
- ☐ Demolition Permit, if an existing structure is to be demolished.
- ☐ Residential Pool Permit, if a Pool is shown on the Site Plan.

REQUIRED ITEMS:

Provide all items listed on checklist. If an item is "not applicable", applicant shall note this both on the checklist and on the plans. An incomplete application will not be accepted for review.

- ☐ Submit electronic plans/documents through the City's Portal:
Plan must bear Professional Seal, signed and dated, of a Professional Engineer, Registered Land Surveyor or Landscape Architect having registration in the State of Georgia. The date on the Seal should be equivalent to the last revised date on the Plan.
- ☐ Submit completed application
- ☐ Project description on plans

PLAN REQUIREMENTS:

- ☐ Maximum sheet size shall be 24" x 36" (All lettering shall be legible). PDF shall be high resolution to view details.
- ☐ Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- ☐ Owner's name and complete address including zip code.
- ☐ Name and telephone number of a 24-hour contact.
- ☐ Plan Preparer name, address, and phone number.
- ☐ North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- ☐ Boundary information including bearings and distances along all property lines and a Location Sketch. Provide Source.
- ☐ Street name and Lot address.
- ☐ Building setback lines shown & labeled.
- ☐ Names of ~~Adjoiners~~ and respective Zonings.
- ☐ Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines including reserve field, fences, etc.) with distances to property lines for all above ground structures.
- ☐ Provide existing Topography within the Limits of Disturbance and surrounding area, including appropriate Trees, all existing pipes with their appropriate Easements. Provide Source.
- ☐ Locations of all proposed structures (including driveways, houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to property lines for all above ground structures.
- ☐ Location of State Waters with applicable Buffers and setbacks, zoning buffers, access easements, sewer easements, and drainage easements, etc.
- ☐ Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- ☐ Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- ☐ Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin fire hydrant, and the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.

- ☐ Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use September 18, 2013 map)."
- ☐ If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.
- ☐ Provide a complete Grading Plan showing proposed contours, pipes, retaining walls, etc.
- ☐ If the site includes a storm water detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- ☐ Retaining Walls over four feet in height require a separate Retaining Wall permit in accordance with the City of Sandy Springs' Development Code.
- ☐ Driveway Entrance to be in accordance with Fulton County Standard Detail 304.
- ☐ If this Property is in the City of Sandy Springs' Sidewalk network, provide a five-foot sidewalk with a two-foot grass strip between sidewalk and curb. Provide curb and gutter if none exists, or if the existing curb height is less than five inches.
(Note: This is only applicable if the addition doubles the existing structure square footage or the Limits of Disturbance are greater than 30% of the site area.)
- ☐ Two driveway entrances are allowed only on Single Family Residential Lots that front on Local Streets. The driveways will require Sight Distance Certification in accordance with the City of Sandy Springs' Technical Manual.

STORMWATER:

- ☐ ARC approval, if required.
- ☐ If proposed impervious area is 1,000 square feet or greater, provide storm water management facilities that will provide storm water storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the ~~WQ~~ exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the storm water management facilities. Provide supporting calculations with the site plan.
- ☐ Note: If located within Nancy Creek Declared Sensitive Area, above calculations must provide for the 2.4 inches of runoff.
- ☐ ~~Where~~ existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.
- ☐ Provide calculations for Water Quality, if applicable.

- ☐ Provide Test Data to insure that the Soil underneath all Water Quality devices using infiltration has a minimum 0.5 Inches per Hour Infiltration Rate.
- ☐ Infiltration type BMPs should be a minimum of 10 Feet away from property Lines and/or Foundations and a minimum of 20 Feet away from Septic Systems, subject to Fulton County Health Department approval.
- ☐ The Modified Taft Method is not acceptable to determine Infiltration Rates. A Percolation Test may be used to obtain Infiltration rates provided it is performed using the "~~Porchet~~ Method".
- ☐ Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP on the Site Plan.

UTILITIES AND OTHER STRUCTURES (NOT INCLUDING THE HOUSE):

- ☐ Show location of existing Sanitary Sewer Lateral and Note that it is to be re-used. If a cleanout does not exist in accordance with Fulton County Standard Drawing Number 711, show on Plan where one is required. LABEL SIZE & TYPE
- ☐ Show Sanitary Sewer Line from Cleanout to house. LABEL SIZE & TYPE
- ☐ Show location of existing Water Meter and Note that it is to be re-used. LABEL SIZE
- ☐ Show Water Service from WM to house. LABEL SIZE & TYPE
- ☐ If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: A Pool Permit will be required prior to SFSP approval. See Pool Permit Checklist).**
- ☐ If installation of a septic system is proposed or required (including replacements), the location of the system must be shown on the plan exactly the same as the approved Plans by the Fulton County Health Department. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the house, other structures and the property lines.
- ☐ Heights of all retaining walls with spot elevations along wall at top and bottom. Assumed elevations will not be accepted. Elevations must be field verified.
 - Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.
 - For wall heights 6 feet and over, plans must bear a State of Georgia Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION/INDEMNIFICATION FOR RETAINING WALLS.
- ☐ If a fence is proposed, the location of the fence must be shown on the plan. Provide dimensions relating the fence to the house, other structures, and the property lines. **(Note: A Fence Permit may be required prior to SFSP approval).**

TREES:

- ☐ Location, size, and species of all Protected, Landmark, and Boundary trees as defined by the City of Sandy Springs' Tree Conservation Ordinance.
- ☐ Location of all landscape strips and tree save areas.
- ☐ Location of any "Waters of the State" and associated Buffers.
- ☐ Show critical root zone (1.25 feet/inch (DBH)) of all trees in 1 above.
- ☐ Indicate all trees proposed for protection/removal.
- ☐ Landmark Trees:
 - Sandy Springs Arborist determines the survivability of Landmark Trees.
 - Landmark replacement of comparable species and size.
 - Provide canopy mitigation.
- ☐ Funds placed in escrow for removal and replacement costs, if required for all impacted Boundary Trees.
- ☐ Show location, species, and caliper size of all trees proposed to be planted.
- ☐ Provide location of Tree Protection Fencing and appropriate Detail.
- ☐ Provide Tree Canopy calculations which includes:
 - Protected Canopy (measured)
 - Replacement Canopy (attributed by species); and
 - Sandy Springs Tree Bank contribution.

SEDIMENT & EROSION CONTROL:

All Erosion Control BMPs shall be labeled using Symbols from the Manual for Erosion and Sediment Control in Georgia Sixth Edition. Provide Details for all BMPs from the Manual for Erosion and Sediment Control in Georgia Sixth Edition.

- ☐ Show, label and quantify the Limits of Disturbance.
- ☐ Provide Structural BMPs in accordance with the Manual. Note that some Structural BMPs require worksheets or specifications to be shown on the Plans.
- ☐ The following Note should be on the Site Plan or the Erosion Control Plan:
Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order.
- ☐ Direction of existing and proposed storm water or drainage flow by use of arrows.
- ☐ At the sole discretion of the City of Sandy Springs' Staff, the existing driveway may be used as a Construction exit provided it is labeled with the appropriate Symbol and the Site Disturbance is minimal and the following Note appears on the Pool Site Plan:
"The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate 'Stop Work' Order. The 'Stop Work' Order will not be lifted until a Construction Exit is constructed in accordance with the current Detail."

ADD GENERAL NOTES:

- ☐ Topography is based on field run data by (Company) on (date).
The field run topography date should not be earlier than the Site's Final Plat date.

- ☐ No decks, patios, or permanent structures permitted in buffers or easements.
- ☐ Non-exempt activities shall not be conducted within the 25 or 50-Foot undisturbed buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits.
- ☐ Waste materials shall not be discharged to waters of the State, except as authorized by a ☐ Section 404 Permit.
- ☐ The escape of sediment from the Site shall be prevented by the installation of Erosion and Sediment Control measures and practices prior to land disturbing activities.
- ☐ Erosion and Sediment Control measures shall be maintained at all times. If full implementation of the approved Plan does not provide for effective erosion control, additional Erosion and Sediment Control measures shall be implemented to control or treat the sediment source.
- ☐ Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
- ☐ The Design Professional whose signed and dated Seal appears hereon, affirms that the Site was visited prior to the preparation of this Site Plan by (himself / herself) or (his / her) authorized Agent under (his / her) supervision.
- ☐ Contact the Department of Community Development through the portal to schedule a Pre-Construction Meeting with the site inspector prior to any land disturbance.
(The cut-off time for next day inspection is 2pm.)

Deficiencies On Site Plan Reviews

- Know your current zoning requirements
 - a) setbacks
 - b) lot coverage
- ARC/MRPA vulnerability categories provided
- Tree canopy calculations
- Buffer requirements
- Provide location of water service, gas service, and sewer lines/cleanouts; mark them for re-use or new service
- Show all existing infrastructure and easements on the property.
- Include location of storm structures (drywell etc...)

Deficiencies On Site Plan Reviews cont.

- Know if you are in a Declared Sensitive Area
- Know if additional permits are required (retaining wall, pool, etc...)
- (Water/Sewer): additional jurisdictions may need to approve your
plan (Fulton County Water Resources, City of Atlanta Water,
Fulton County Health)

Deficiencies On Site Plan Reviews cont.

- The GSMM has put in place several regulations within the North Georgia Metropolitan Water Planning District to help maintain the health of our waterways, including establishing protected stream buffers and defining erosion control measures to be taken during construction.
- Stormwater is no exception; the GSMM requires that the first one inch of rain to fall within a 24-hour span be infiltrated on-site, for projects that disturb over 5,000 square feet of land. This is called “runoff reduction”.

Deficiencies On Site Plan Reviews cont.

The City of Sandy Springs is committed to the natural environment as well and has enacted more stringent regulations. Our Development Code (Sec. 9.6.12) requires the reduction of the first 1.2 inches of rainfall, for projects where any new development, redevelopment, addition or replacement that involves the creation of 1,000 square feet or more of impervious cover, or that involves other land development activities of 5,000 square feet or more (Dev. Code Sec. 9.6.3). Projects located within a Declared Sensitive Area, such as the Nancy Creek watershed, are subject to additional requirements

Site Plan Modifications/Revisions

Why do I need to submit revisions?

- The State of Georgia requires municipalities to review all permitting activity.
- Sandy Springs must verify compliance with State and local ordinances

What is the City's Process?

- Revisions can be processed by setting up an appointment with the Permit office
- Set up the appointments via [https://:www.spr.gs/chq](https://www.spr.gs/chq)

How much does it cost to revise my drawings?

- Plan revision are a flat rate of \$200

Site Plan Modifications/Revisions

How long does it take to review my plans?

- Reviews are completed with 5 business days of submittal.

What are the consequences if I do not revise my plans?

- Stop Work Order issued
- Citation Issued
- Delay in receiving of Certificate of Occupancy/Completion

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

Plan Review

-

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...



PERMIT CARD

Permit Card

-

INSPECTIONS

Plan Modifications

-

Inspections

-

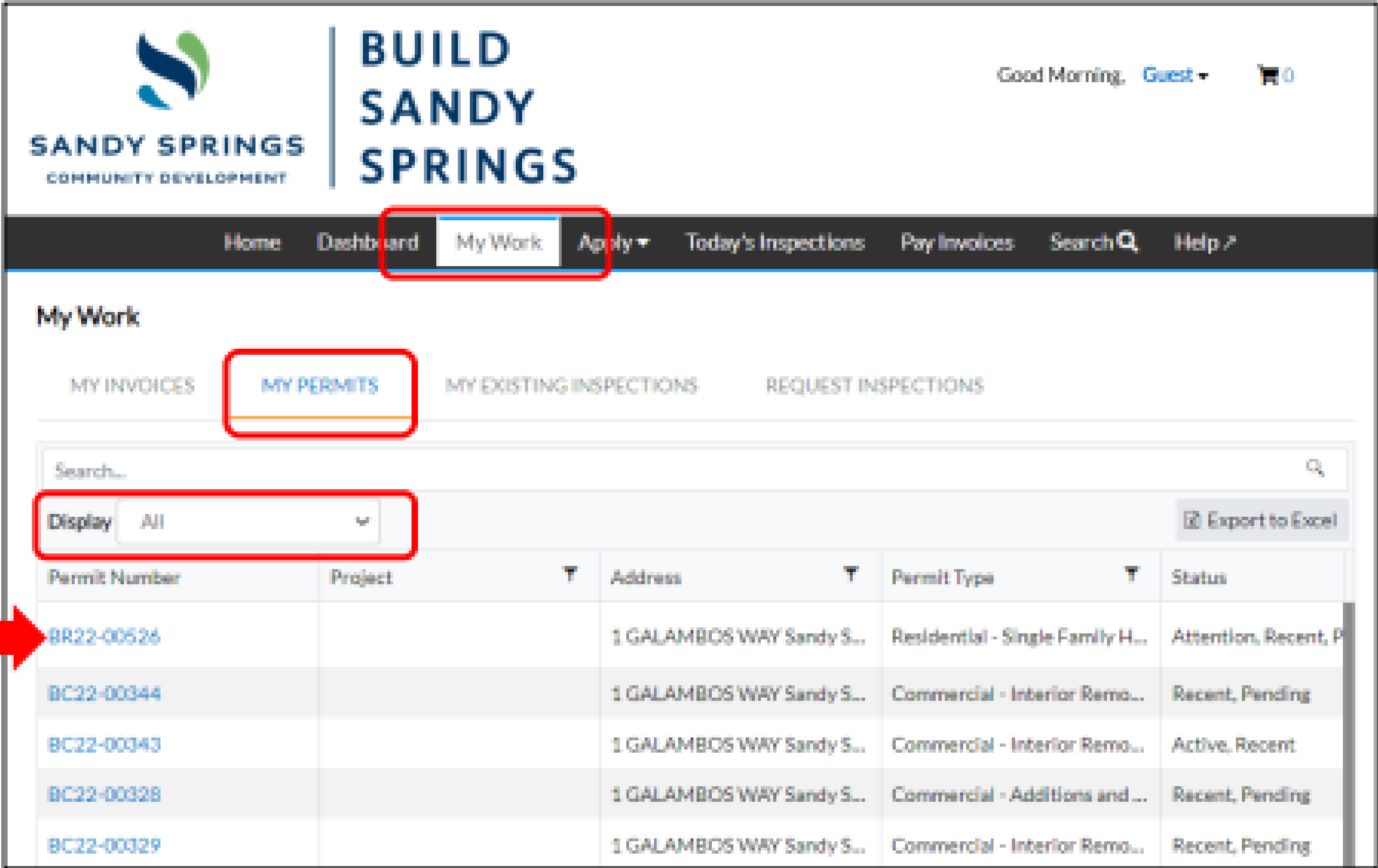
PLAN MODIFICATIONS

Plan Modification

-

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 permit number, BR22-00526, highlighted by a red arrow.

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”

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

Card 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:	
IRL Number:	134059	Applied Date:	05/26/2022	Issue Date:	05/26/2022
District:	Council District 5	Assigned To:		Expire Date:	11/22/2022
Square Feet:	2,500.00	Valuation:	\$450,000.00	Finalized Date:	
Description:	TEXT single fam house				

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

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

Attachments [Start](#) [Needs Action](#)

Attachment

1 Galambos Way - Affidavit.pdf

Uploaded: 05/26/2022

Notes: Affidavit

[History](#)

Attachment

1 Galambos Way - Application.pdf

Uploaded: 05/26/2022

Notes: Application

[History](#)

Attachment

1 Galambos Way - Drawings - Approved.pdf

Uploaded: 05/26/2022

Notes: Drawings (1 Multi-Page PDF)

[History](#)

Attachment

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

Uploaded: 05/26/2022

Notes: Permit Card

[History](#)

Select Type

Add Attachment

+

Supported: pdf, doc, png, jpeg, ppt, xls, docx, xls, xlsx, pptx, docm, pptm, xps, etc.

[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 'BUILD SANDY SPRINGS' web application interface. At the top, the header includes the Sandy Springs logo, the text 'BUILD SANDY SPRINGS', and a user greeting 'Good Morning, Guest'. A navigation bar below the header contains 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, a 'Permit Details' section shows a table 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 table is a horizontal menu with tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments (selected), Comments, Sub-Records, Holds, and More Info. The 'Attachments' section is active, showing a list of four PDF files. The first two files are 'Affidavit' and 'Application'. The third file, 'Drawings (1 Multi-Page PDF)', and the fourth file, 'Permit Card', are highlighted with red boxes. The 'Drawings' file is labeled '1 Galambos Way - Drawings - Approved.pdf' and the 'Permit Card' file is labeled 'BR22-00453 - 1 Galambos Way Permit Card_v1.pdf'. Both highlighted files show an upload date of 05/26/2022 and a 'History' button at the bottom.

SUMMARY

Summary

-

Build: Sandy Springs Seminars

- The City has presented 30 seminars of various topics to date. Some examples are:
 - Residential Inspections 101 & 102
 - Permitting Online Portal & Residential Inspection List
 - Land Development 101
 - Intro to Planning & Zoning
 - Exterior Construction 101
 - OpenGov - The New Online Permitting Portal
 - 2024 International Building Code
 - GA Energy Code Compliance
- Upcoming seminar topics for next year include:
 - From Concept to Completion: Navigating the Four Phases of Construction (4-part mini-series)

FROM CONCEPT TO COMPLETION: Navigating the Four Phases of Construction

PLANNING

(Develop Construction Documents)

02/03/26 Seminar:

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

PERMITTING

(Application & Plan Reviews)

04/14/26 Seminar:

From Upload
to Approval:
The Easy Path to
Getting a Permit

CONSTRUCTION

(City Inspections)

04/14/26 Seminar:

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

COMPLETION

(Certificate of
Occupancy/Completion)

04/14/26 Seminar:

Navigating Final
Approval with
Confidence:
Your Roadmap
to Occupancy





Questions?



SANDY SPRINGS
COMMUNITY DEVELOPMENT

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

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