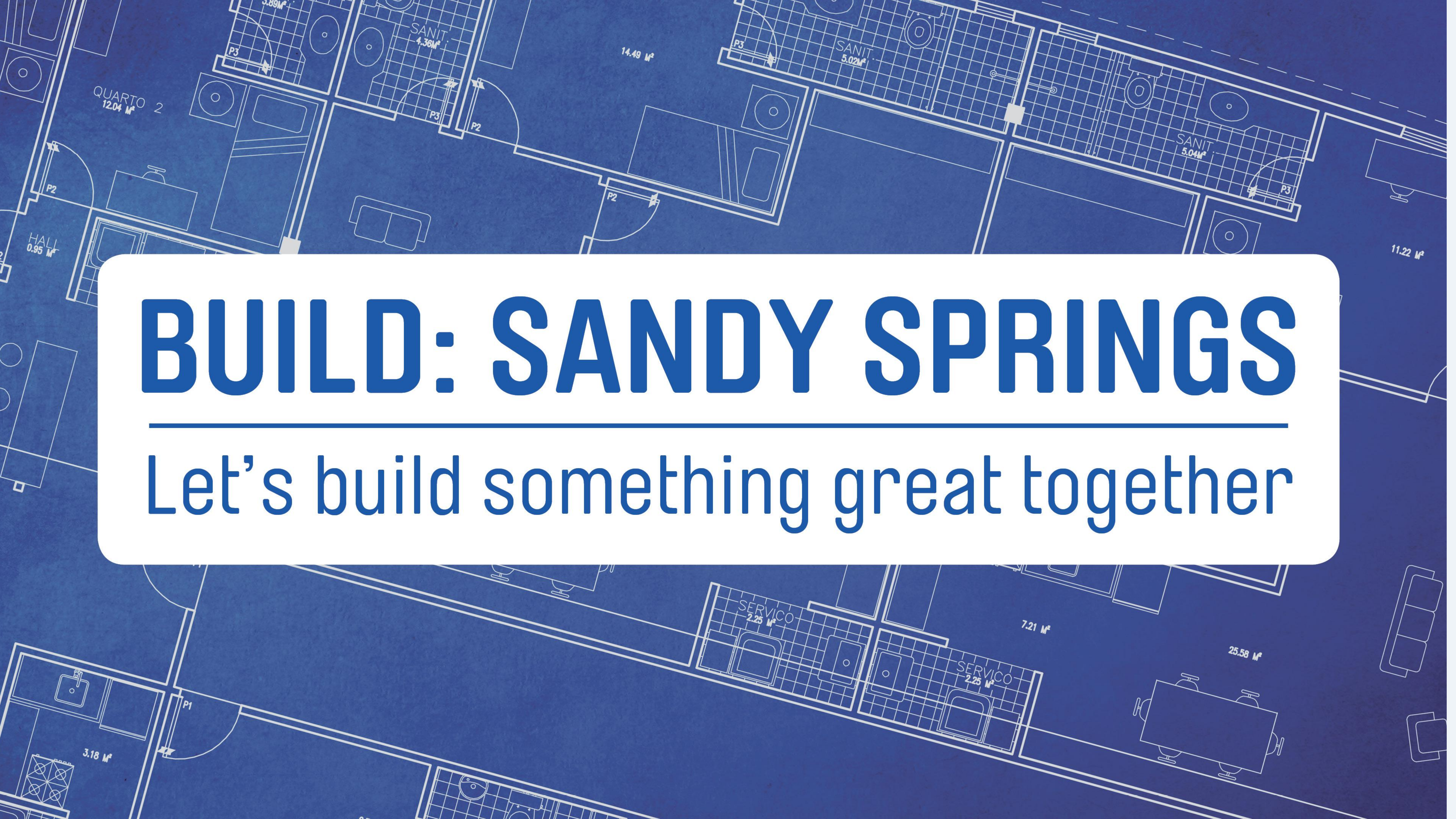


The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms including bedrooms (QUARTO), bathrooms (SANIT), a service area (SERVICO), and a hall. Rooms are labeled with their area in square meters (M²). For example, QUARTO 2 is 12.04 M², SANIT is 4.36 M², 5.02 M², and 5.04 M². SERVICO is 2.25 M². Other areas include 14.49 M², 3.89 M², 0.95 M², 11.22 M², 7.21 M², 25.58 M², and 3.18 M². There are also labels for P1, P2, and P3, likely representing parking or specific points of interest.

BUILD: SANDY SPRINGS

Let's build something great together

THE ROAD TO OCCUPANCY

A GUIDE TO CO APPROVAL



September 29th, 2026

TABLE OF CONTENTS

- Certificate of Completion (CC)
 - What, Why, and When?
 - Requirements
- Certificate of Occupancy (CO)
 - What, Why and When?
 - Requirements
- Temporary Certificate of Occupancy (TCO)
 - What, Why, and When?
 - Residential Requirements
 - Commercial Requirements
- Construction Bonds
 - What?
 - Performance Bonds
 - Maintenance Bonds
- The Green Light to Getting Your CO
 - How to Apply
 - Rules for Applying
 - Getting Your CO/CC/TCO
- Closing
- Questions

Certificate of Completion (CC)

WHAT IS A CERTIFICATE OF COMPLETION (CC)

- An **official document issued by a Building Official**
- Confirms that a **building or space has been permitted**
- Confirms that the permitted construction was **inspected and approved**
- Commonly **issued when a building is occupied and already has a Certificate of Occupancy**
- **Requires project information** on the certificate
- **Requires City signatures:**
 - Always requires a **Building Official** signature
 - Requires a **Fire Marshal** signature **for commercial addition and alteration projects**

THE CERTIFICATE OF COMPLETION (CC)

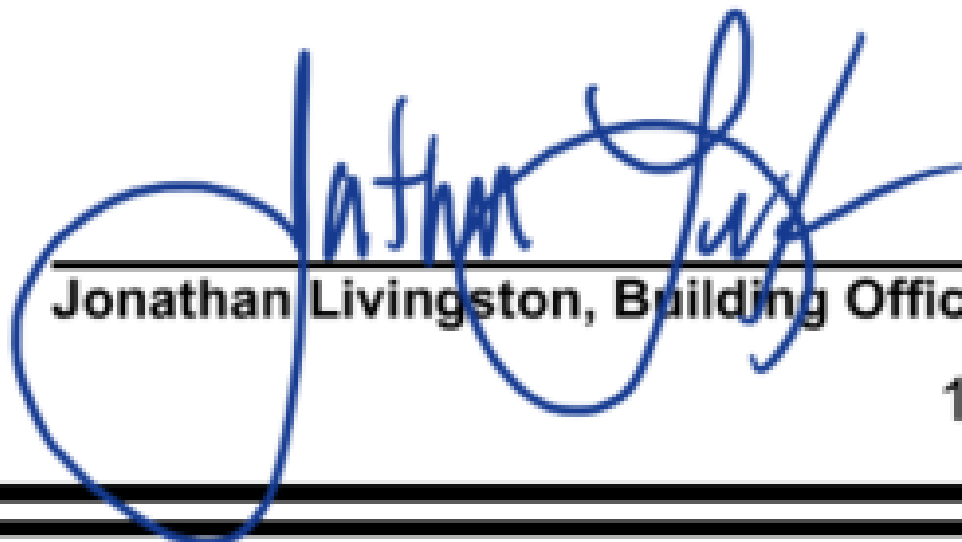
Certificate of Completion



SANDY SPRINGS™
GEORGIA

Permit Number(s):	BC-25-387	Building Code:	2018 International Building Code
Project Address:	7100 Roswell Road – Building 4200 Sandy Springs, GA 30328	Use Group	Residential
Description:	The Reserve at Ridgewood Apartments – Replace Bridge, Stairs, & Adjust Landing for Building 4200	Occupancy Classification	R-2
Owner:	New Reserve LLC	Type of Construction	V-B
Owner Address:	8902 N Meridian Street – Suite 205 Indianapolis, IN 46260	Automatic Sprinkler System:	No
Special Conditions:	None		

This Certificate of Completion certifies that at the time of issuance, the permitted construction was inspected for compliance with the various building codes, or their intent, as enforced and adopted by the City of Sandy Springs, Georgia at the time the permit was issued.



Jonathan Livingston, Building Official

08/14/26

Date

1 GALAMBOS WAY, SANDY SPRINGS, FULTON COUNTY, GEORGIA 30328

WHY DO I NEED A CERTIFICATE OF COMPLETION?

- Safety:
 - Confirms that the building or space was permitted, reviewed, and inspected to be **in general conformance with the required building codes and life-safety requirements** ensuring public safety.
- Code Compliance:
 - Confirms that the permitted construction was **inspected and approved** by the City and generally matches the approved plans and applicable codes.



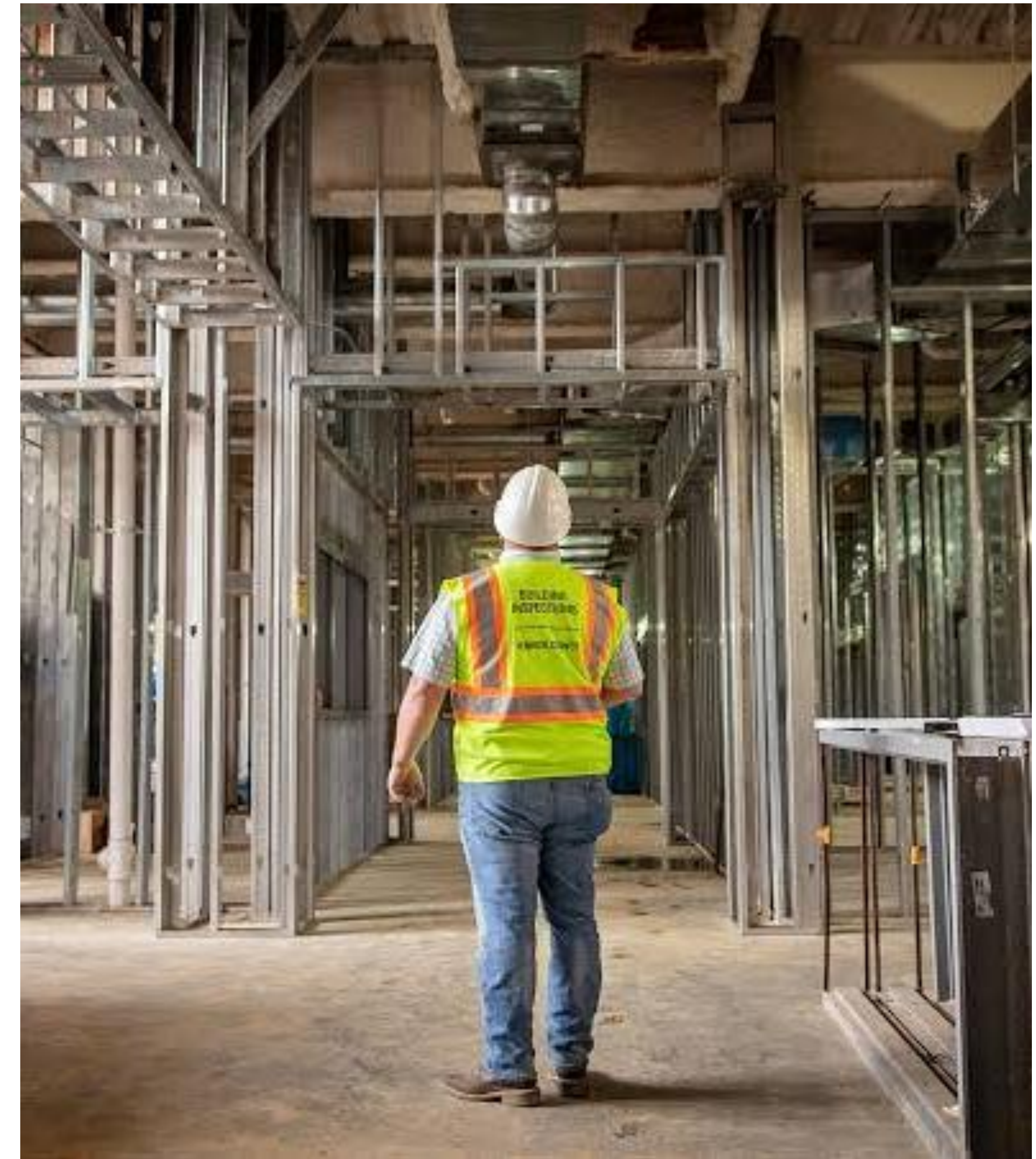
WHEN DO I NEED A CERTIFICATE OF COMPLETION?

- Required for **new additions and alterations** to an occupied building or residence that already has a Certificate of Occupancy.
- All **mechanical, electrical, and plumbing trade permits**
- Typically, the **tenant/owner continues to occupy the space during construction.**



REQUIREMENTS FOR CERTIFICATE OF COMPLETION

- **All Required Inspections** (preconstruction meetings, foundation inspections, rough inspections, & final inspections) **must be approved by the City's inspectors.**
 - **No skipped inspections**
 - **No denied inspections** that do not have an approved re-inspection
 - **No partial approval inspections** that were not completed subsequently.
 - The **applicant and/or contractor is responsible to request all inspections**
 - **Fire Marshal inspections** required for commercial addition and alteration projects



REQUIREMENTS FOR CERTIFICATE OF COMPLETION

- **All fees and bonds must be paid**
- **Contact Registration** has been verified for all MEP subcontractors.
- **Plan Modifications** (if applicable) shall be completed and approved.
- **Planning & Zoning Inspection** required for all variance approvals.
- **As-Built drawings** (if applicable) for building additions must be approved by City.
- **Maintenance Agreements** approved (if applicable).



CERTIFICATE OF OCCUPANCY (CO)

WHAT IS A CERTIFICATE OF OCCUPANCY (CO)

- An **official document** issued by a **Building Official**
- It is **required to legally occupy** a building or space
- Confirms that a **building or space has been permitted**
- Confirms that the permitted construction was **inspected and approved**
- **Requires project information** on the certificate
- **Requires City signatures:**
 - Always requires a **Building Official** signature
 - Requires a **Fire Marshal** signature **for commercial projects**

THE CERTIFICATE OF OCCUPANCY (CO)

Certificate of Occupancy



SANDY SPRINGS™
GEORGIA

Permit Numbers:BR21-00111

Project Address:601 Mabry Road
Sandy Springs, GA 30328

Description:New Single-family House

Owner:Prestige Wood Construction, LLC

Owner Address:2067 Fairwood Lane NE
Atlanta, GA 30345

Building Code:2018 International Residential Code

Automatic Sprinkler System:No

Special Conditions:None

This Certificate of Occupancy certifies that at the time of issuance, the permitted construction was inspected for compliance with the various building codes, or their intent, as enforced and adopted by the City of Sandy Springs, Georgia at the time the permit was issued.

Jonathan Livingston, Building Official

Date

1 GALAMBOS WAY, SANDY SPRINGS, FULTON COUNTY, GEORGIA 30328

WHY DO I NEED A CERTIFICATE OF OCCUPANCY?

- Safety:
 - Confirms that the building or space was permitted, reviewed, and inspected to be **in general conformance with the required building codes and life-safety requirements** ensuring public safety.
- Legal Occupancy:
 - It establishes that the **building or space can be legally occupied** for the listed number of occupants.



WHY DO I NEED A CERTIFICATE OF OCCUPANCY?

- Approved Use:
 - It **identifies what the space is approved for** such as office, retail, restaurant, assembly, residential, etc.
 - Different uses have different code requirements
- Code Compliance:
 - Confirms that the permitted construction was **inspected and approved** by the City and generally matches the approved plans and applicable codes.



WHEN DO I NEED A CERTIFICATE OF OCCUPANCY?

- **New Construction** of occupied buildings
- **Building Additions** that increase the square footage (commercial only)
- **Major Renovations**
 - **Floor Plan Changes**
 - Example: Add a large conference room or gathering space
 - **Change In Use** in any part of the building:
 - Example: There is a change in material storage that affects the occupancy



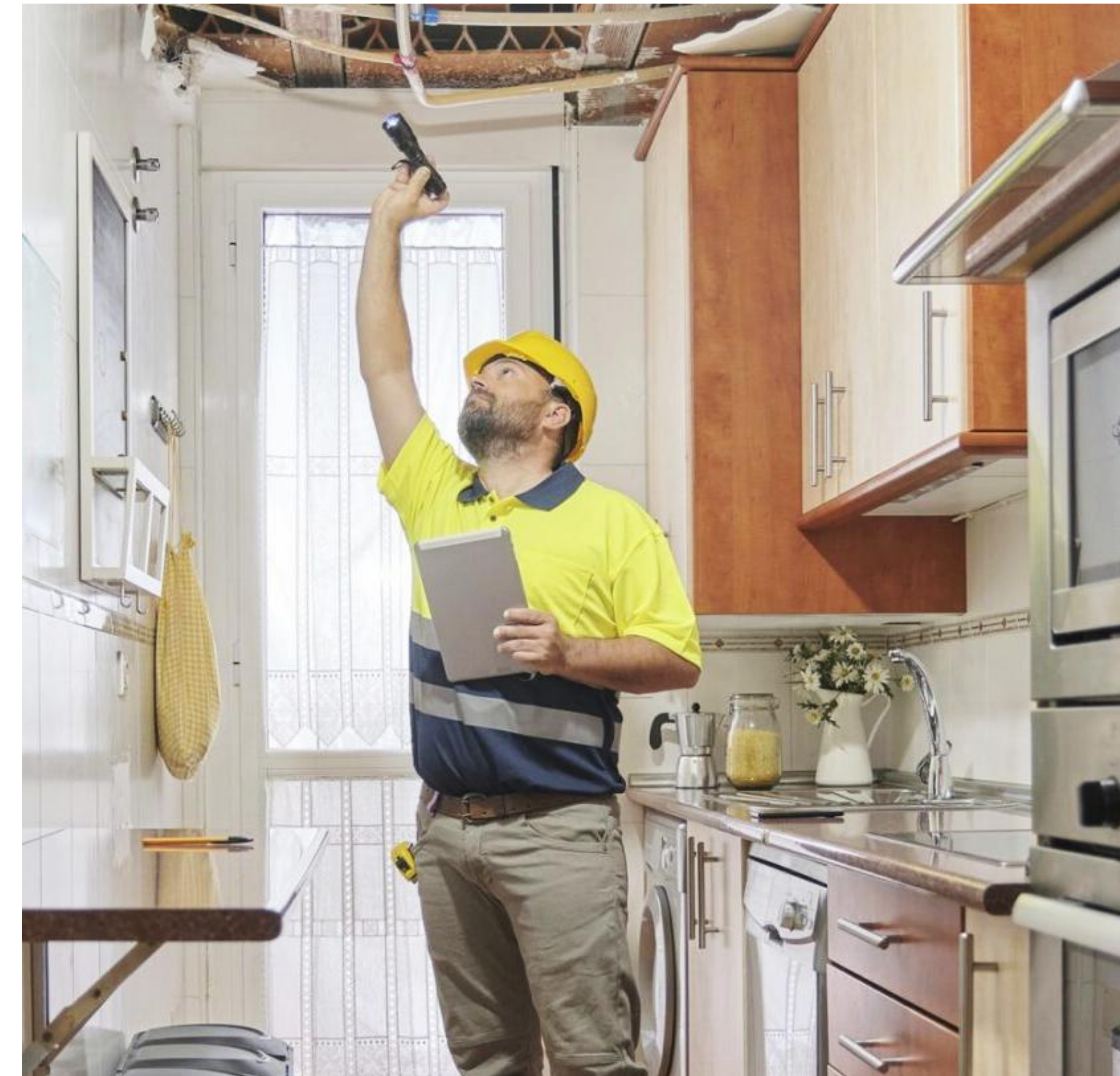
WHEN DO I NEED A CERTIFICATE OF OCCUPANCY?

- **New Tenants** in existing spaces
 - Required even if the existing tenant space layout does not change.
- **Change of Owners**
 - Required even if the existing business remains the same
- **Note:** A new CO is not required for the resale of existing single family homes and townhouses



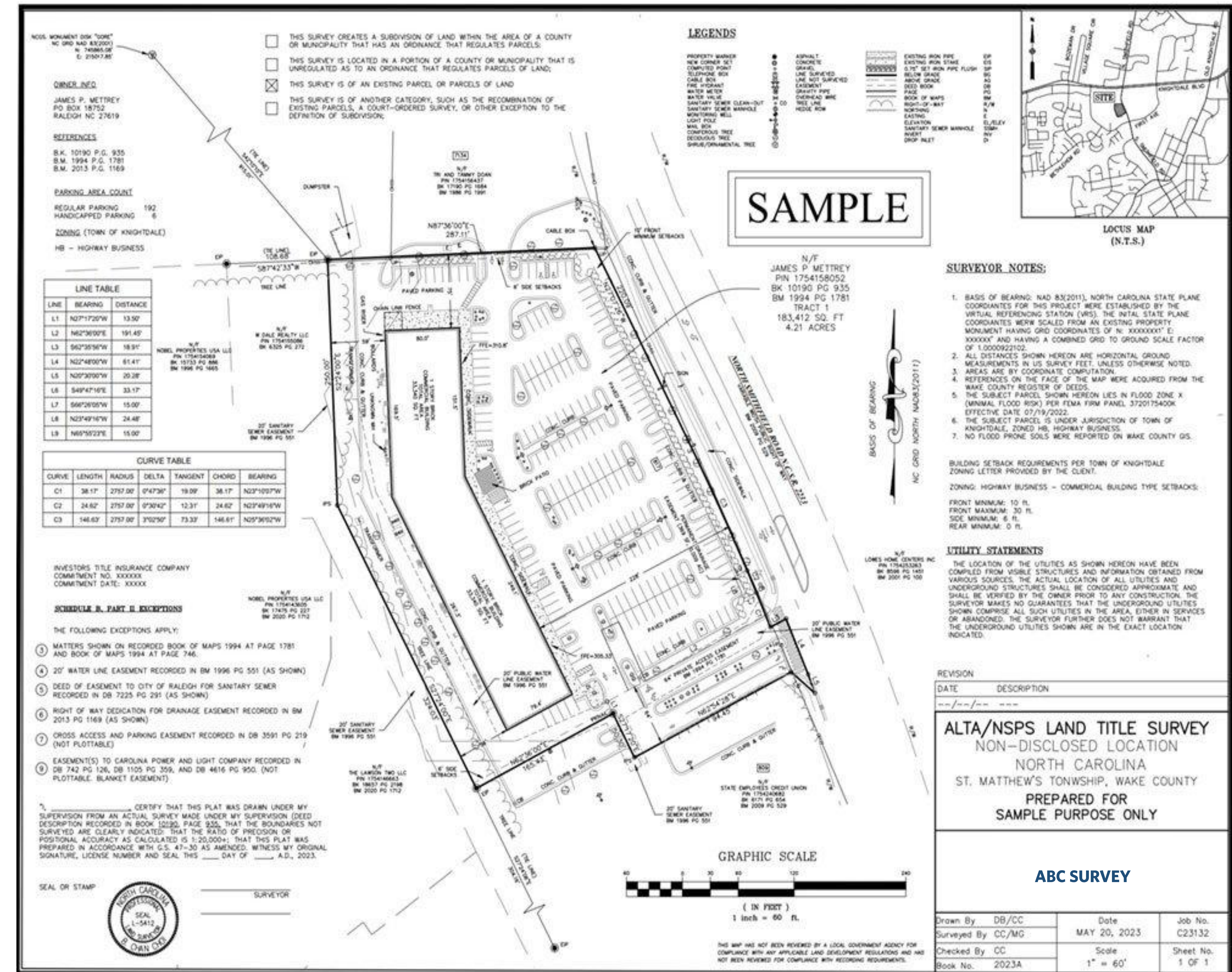
REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **All Required Inspections** (preconstruction meetings, foundation inspections, rough inspections, & final inspections) **must be approved by the City's inspectors.**
 - Notes:
 - **No skipped inspections**
 - **No denied inspections** that do not have an approved re-inspection
 - **No partial approval inspections** that were not completed subsequently.
 - **The applicant and/or contractor is responsible to request all inspections**



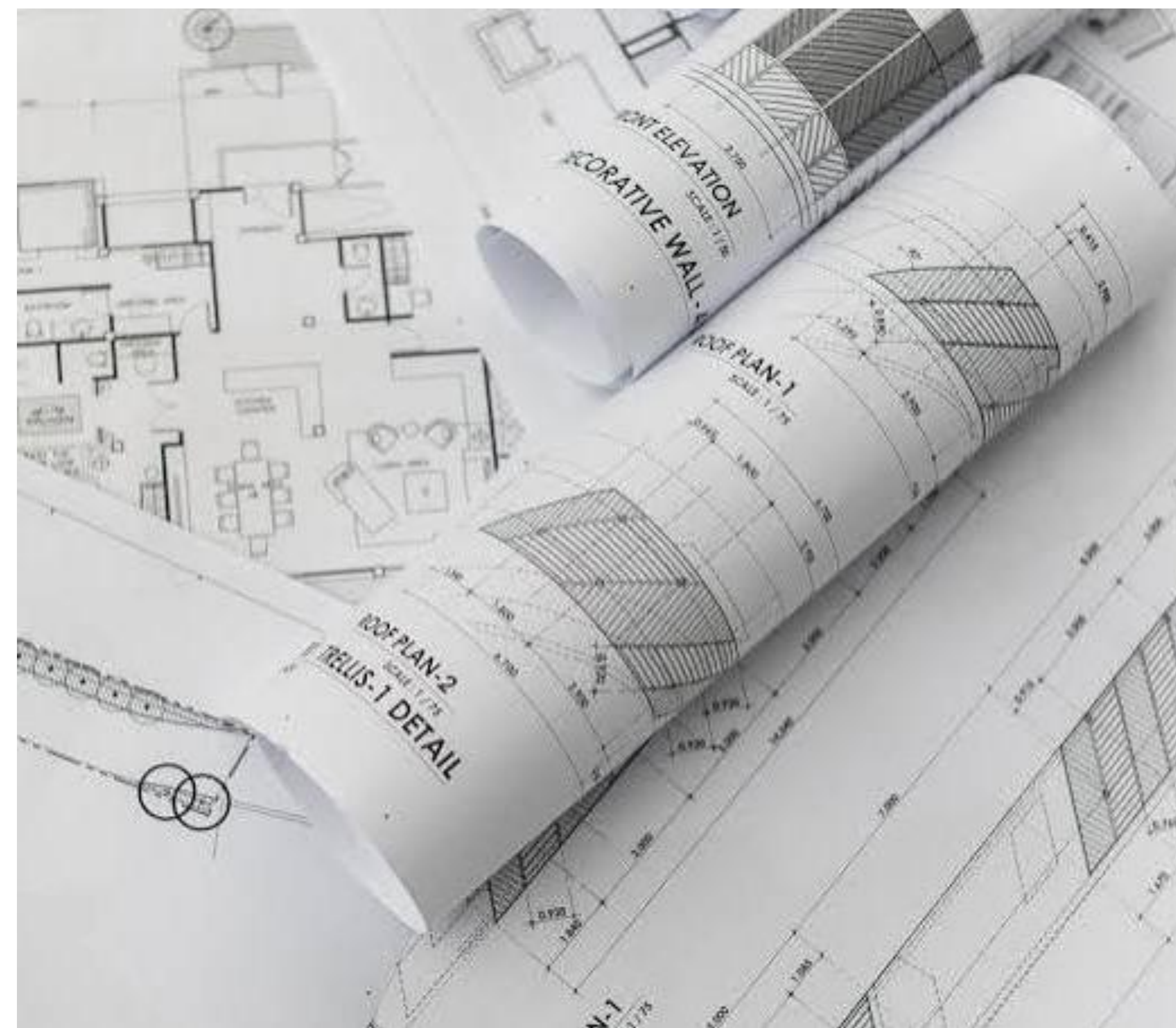
REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **Final As-built Survey** must be submitted and approved by City staff:
 - Only required for the following:
 - All new occupied buildings
 - Any additions within 5' of the building setbacks.
 - If water quality device is required



REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **All fees and bonds must be paid**
- **Contact Registration** has been verified for all MEP subcontractors.
- **Plan Modifications** (if applicable) shall be completed and approved.
- **Right-of-Way Dedication** (if required) shall be submitted, approved, and signed by Mayor and City Council.



REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **Storm Water Maintenance Agreement** (if required) shall be submitted and accepted by the City legal department.
- **Rezoning Case Conditions** (if applicable) shall be fulfilled and approved by the Director of Community Development.

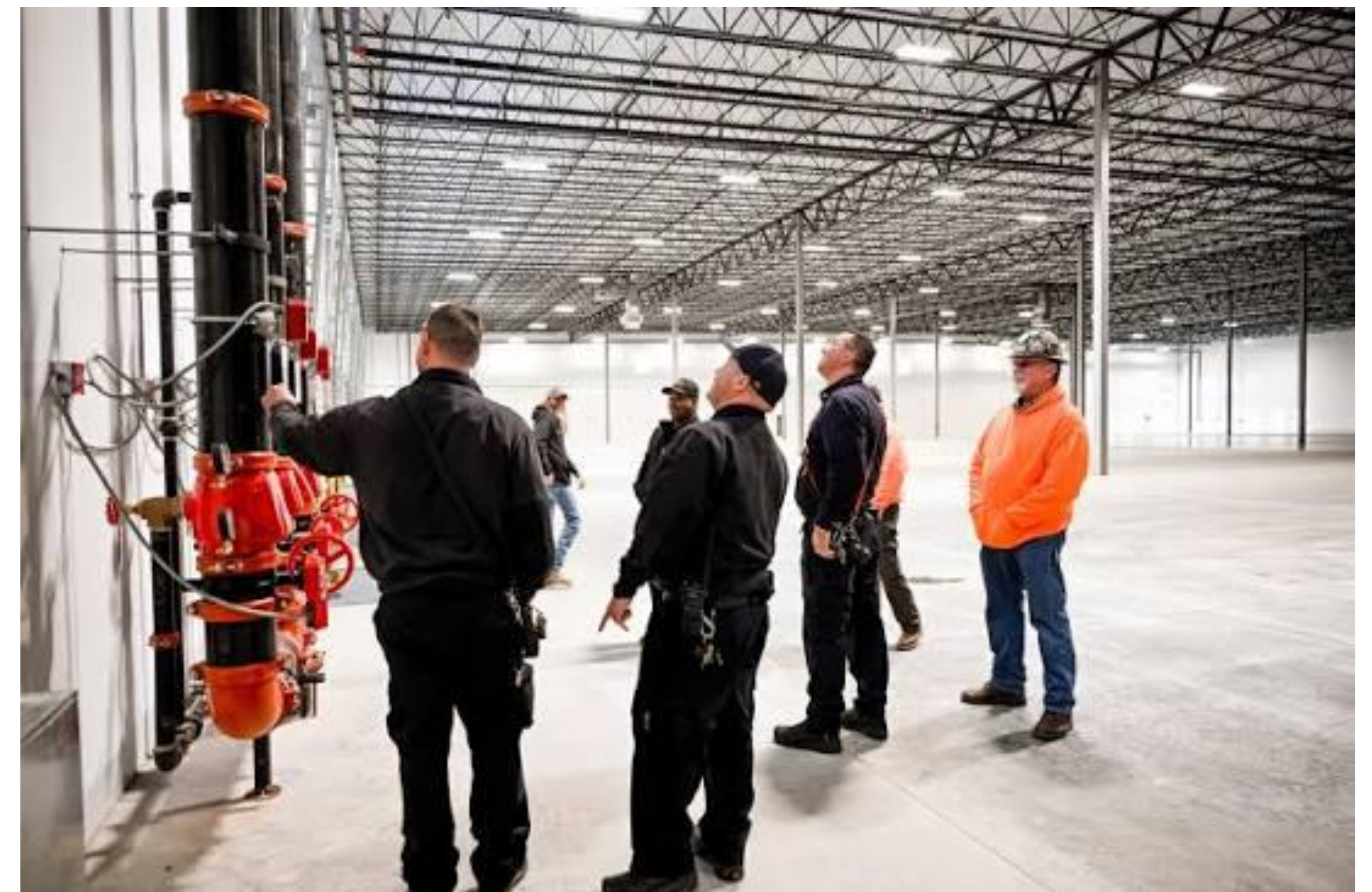
Notes:

1. Please **COMMUNICATE** with us early and often if you have a special deadline on the horizon.
2. Allow a minimum of 3 business days to process a Certificate of Occupancy request.



REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **All commercial properties require Fire Marshal inspections**
 - **Note:** The Final Fire Marshal Inspection and approval is required to obtain a CO but **is not** the official Certificate of Occupancy.



REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- **All Third-Party Government Inspections** must be completed, and the approval reports shall be submitted to the City for final approval prior to issuing a CO.
 - **Common Third-Party Government Inspections:**
 - **Health Department:** Fulton County
 - **Sanitary Department:** Fulton County
 - **Water:** City of Atlanta
 - **Wholesale Food Products:** Georgia Department of Agriculture)
 - **Elevators:** Georgia Office of the Commissioner of Insurance and Safety Fire
 - **State Roads & Highways:** Georgia DOT

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

WHAT IS A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

- A temporary approval from the City Building Official that allows a building or space to be legally occupied with conditions
 - All conditions must be addressed before a Final Certificate of Occupancy can be issued.
- Confirms that a building or space has been permitted
- Confirms that the permitted construction was **inspected and partially approved**
 - Think of it this way: The space is safe enough to occupy now, but there are still a few outstanding items that need to be completed before we issue the final CO.

WHAT IS A TEMPORARY CERTIFICATE OF OCCUPANCY

- **Requires basic project information** on the certificate
- Always requires a **Building Official signature**
- Common in larger phased projects such as a new apartment building



WHAT IS A TEMPORARY CERTIFICATE OF OCCUPANCY

- TCOs are not guaranteed.
- TCOs are issued on a case-by-case basis
- Can only be approved by the Building Official (or Deputy Building Official)
- TCO Approval considers many things:
 - Project completeness
 - Life safety - Protecting occupants from construction
 - Exercising sound judgment
 - Proper communication
 - Accountability
 - Coordination with other departments



THE TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

City of Sandy Springs, Georgia

**TEMPORARY
CERTIFICATE OF OCCUPANCY**

Issue Date: July 31, 2026
Valid for (30) days from issuance

Permit No. BC-26-59

Street Address: 7887 Roswell Road, Suite D

Description: Expansion of Porto Brasil Restaurant

Conditions for obtaining permanent Certificate of Occupancy:

1. Obtain an updated grease trap permit from Fulton County Commercial Pretreatment and submit it to the City of Sandy Springs.
2. Submit the Contact Registration numbers for the Mechanical, Electrical, and Plumbing subcontractors who worked on this project.

Fire Marshal

Building Official

DISPLAY IN PUBLIC VIEW

VALID FOR 30 DAYS FROM ISSUANCE

WHY A TEMPORARY CERTIFICATE OF OCCUPANCY?

- A TCO is essentially the same as a full Certificate of Occupancy (CO)
- A TCO shares the same attributes with a full CO:
 - Safety
 - Legal Occupancy
 - Approved Use
 - General Code Compliance



WHEN A TEMPORARY CERTIFICATE OF OCCUPANCY?

- **Phased projects** that require occupancy before the entire project is complete
 - Apartments
 - Commercial suite expansions
- **Special order products are delayed but temporary code compliant replacements are in place.**
- **Relocation requirement deadlines**
- **Closing deadlines**



BACKORDER



RESIDENTIAL TCO REQUIREMENTS



RESIDENTIAL TCO REQUIREMENTS

- **As-Built Survey** must be submitted for review for general conformance with approved construction documents and City development code. (Revisions may be required)
- **Contact Registration**: All MEP subcontractors must have a current Contact Registration.



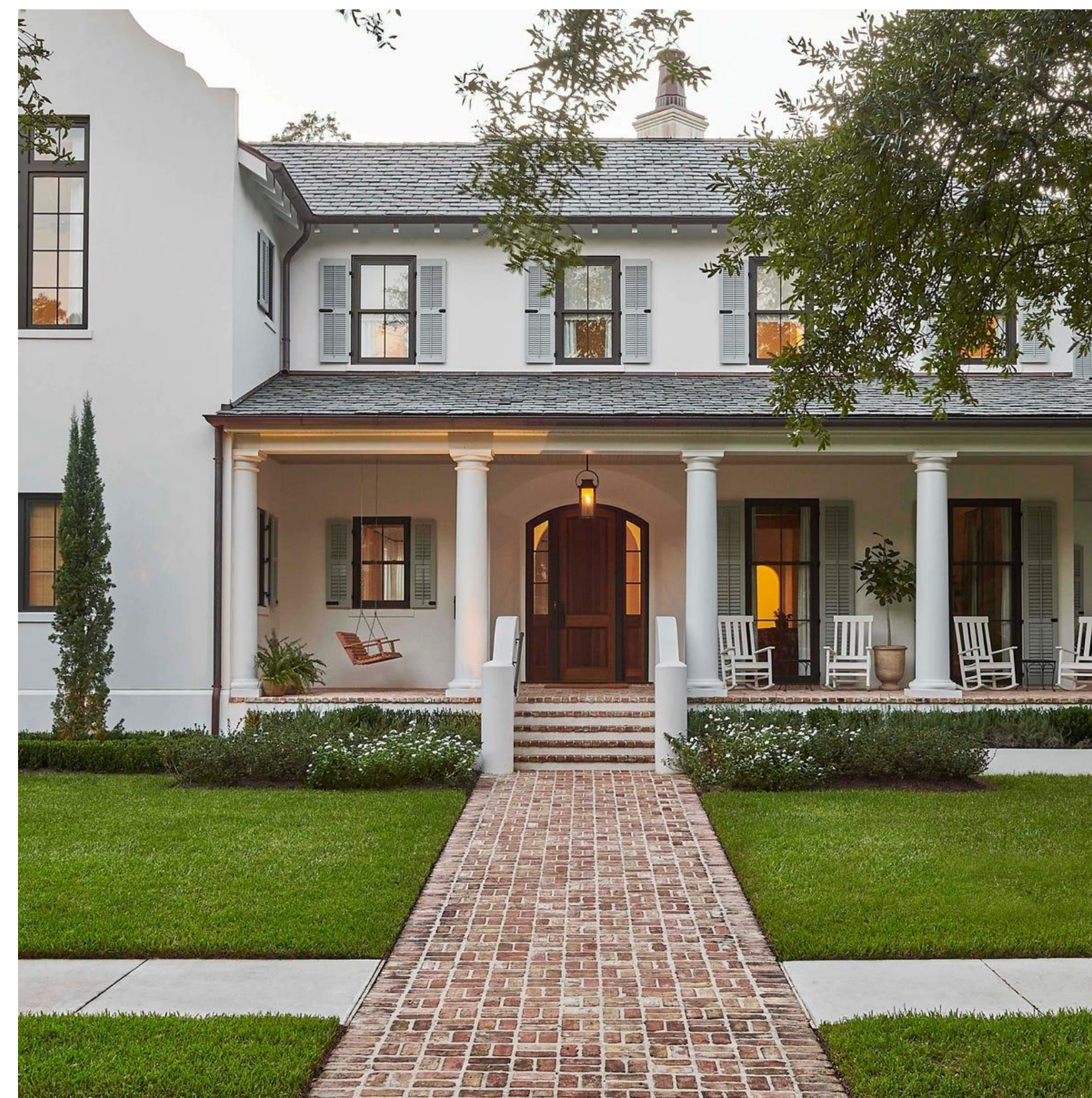
RESIDENTIAL TCO REQUIREMENTS

- **Tree Escrow**: If trees are required to be planted and they are not on site (at the time of the TCO) then you must put money in escrow for those trees. (This is not an overnight process. You must consult with one of our Arborists for more information.)



RESIDENTIAL TCO REQUIREMENTS

- **Walkway**: The walkway between the front door and the driveway and/or street shall be installed.
 - This can be **concrete, pavers, or compacted aggregate**.
 - **Aggregate walkways** shall consist of a **well-graded, angular crushed aggregate** containing sufficient fines **to form a firm, stable, and reasonably slip-resistant walking surface** when properly compacted.



RESIDENTIAL TCO REQUIREMENTS

- **Dedicated Right-of-Way**: If the Owner is required to dedicate a right-of-way to the City, that **process needs to be started with our Public Works department**, and **Public Works must communicate to Community Development** to confirm that your paperwork has been accepted.



RESIDENTIAL TCO REQUIREMENTS

- **Inspections: All Required Inspections must be approved by the City's inspectors.**
 - **No skipped inspections**
 - **No denied inspections** that do not have an approved re-inspection
 - **No partial approval inspections** that were not completed subsequently.
 - **Final Site Inspection shall be complete** so that the site inspector **can determine what remains to be done.**
 - **Final Building Inspection shall be complete and address any identified life safety related issues** (handrails, guardrails, electrical items).



RESIDENTIAL TCO REQUIREMENTS

Incomplete Pools:

- The builder will need to erect a temporary barrier around the pool to separate the occupants from the pool construction.



RESIDENTIAL TCO REQUIREMENTS

- **Issued on a case-by-case basis**
- **No life safety deficiencies allowed**
- **Contains a list of specific conditions that either:**
 - **Needs to be maintained during the TCO** (such as the temporary pool barrier)
 - **Must be completed by the stated deadline and/or resolved before issuing the permanent CO**
- **The Building Official and/or Deputy Building Official will perform a TCO Site Visit** prior to issuing a TCO.
 - **Note:** This is separate from your Final Building Inspection.

RESIDENTIAL TCO REQUIREMENTS

- **TCO costs = \$200 per 30 days up to 90-days at a time**
 - **A new Request for TCO form shall be submitted for all TCO extensions**
- **A TCO can be revoked if conditions are not maintained and/or no progress is made on completing the conditions listed on the TCO**

COMMERCIAL TCO REQUIREMENTS



COMMERCIAL TCO REQUIREMENTS

Final As-Built Survey:

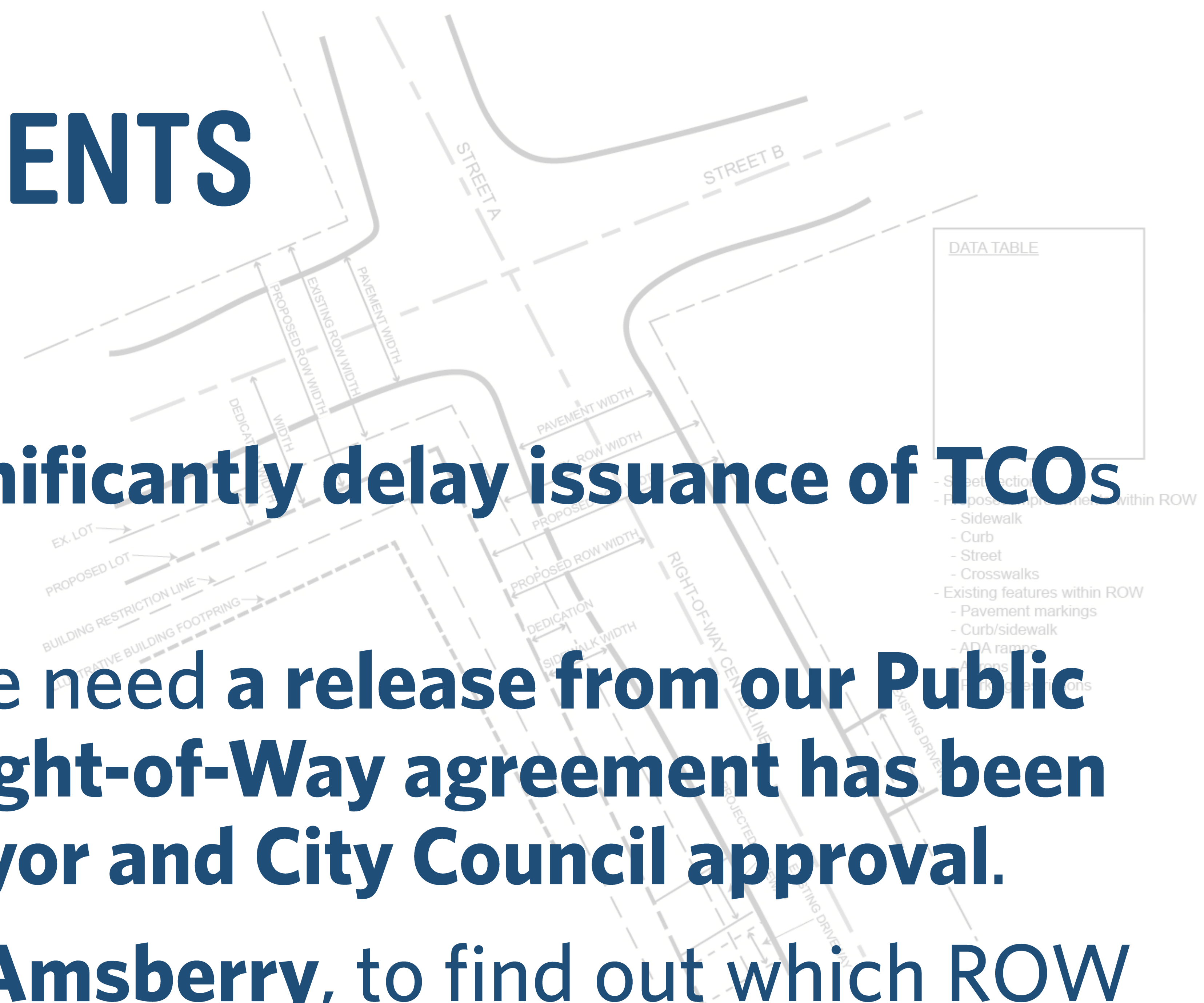
- This requirement can become the longest lead item in your schedule.
- Make sure you schedule the surveyors to come out as soon as the hardscape areas around the specific building in question have been completed.
- Inform your surveyors of the level of information required. Submitting only a Utilities As-built will delay the TCO.

Note: Surveyors are expected to survey all the built elements, not just copy them from the Site Plan.

COMMERCIAL TCO REQUIREMENTS

Right-of-Way Dedication:

- This is a requirement that can also **significantly delay issuance of TCOs and COs.**
- Prior to the issuance of the final CO, we need **a release from our Public Works department stating that the Right-of-Way agreement has been accepted and is on the agenda for Mayor and City Council approval.**
- Please **contact the City Engineer, Jon Amsberry**, to find out which ROW Specialist with the City is assigned to this site for Public Works
- Make sure someone on your team **is in touch with the specialist** to coordinate dedication requirements.
- **Note: We will not issue any TCO without verification from the assigned ROW specialist confirming that the dedication is approvable.**



COMMERCIAL TCO REQUIREMENTS

Storm Water Maintenance Agreement:

- This is another item that sometimes delays the issuance of TCOs or COs.
- Please contact the Post-development Storm Water Coordinator, **William Lipscomb**, to learn about the process well in advance of requesting your first TCO.

Note - The agreement must be approved by Community Development and awaiting final approval by the City before we can issue a TCO.



COMMERCIAL TCO REQUIREMENTS

As-Built Hydrology Study & Certification:

- Based on the actual parameters established on the as-built drawing, an addendum to the stormwater management report shall be prepared which demonstrates that the facility, as constructed, complies with the requirements.
- Refer to **Section 10.L of the Sandy Springs Technical Manual** for more information.
- If you have questions about this, please **contact Jon Amsberry**, City Engineer.

COMMERCIAL TCO REQUIREMENTS

Building Official Approval/Verify Building Inspections:

- Schedule an appointment with the Deputy Building Official, **Gail Munoz**, in person (at the Permitting Lobby) to sit down and go over the inspection history for the permits in question.
- If you have any inspection data or documentation for phased projects, please bring those to the meeting.



COMMERCIAL TCO REQUIREMENTS

- **Initial TCO Walkthrough – Building, Site, & Fire Combined:**
 - **Schedule an appointment** for a combined walk-through with:
 - David Dunn - Fire Marshal
 - Jonathan Livingston or Gail Munoz - Building Official
 - German Medina – Lead Site Inspector
 - **Notes:**
 - Please **contact Leisy Julien** (City Building & Land Development Admin) to schedule a TCO walk-through.
 - Please note that **additional items may be required** before a TCO can be issued.

COMMERCIAL TCO REQUIREMENTS

- **Street Paving** – Only binder layer is required for TCO.
- **Traffic Control** - All traffic control, striping and signage must be installed.
- **Phased Projects** - We require a Phasing Site Plan, which will be attached to the TCO.
- **Physical Barriers** - Construction fencing and/or temporary walls must be installed, separating occupants from construction areas.

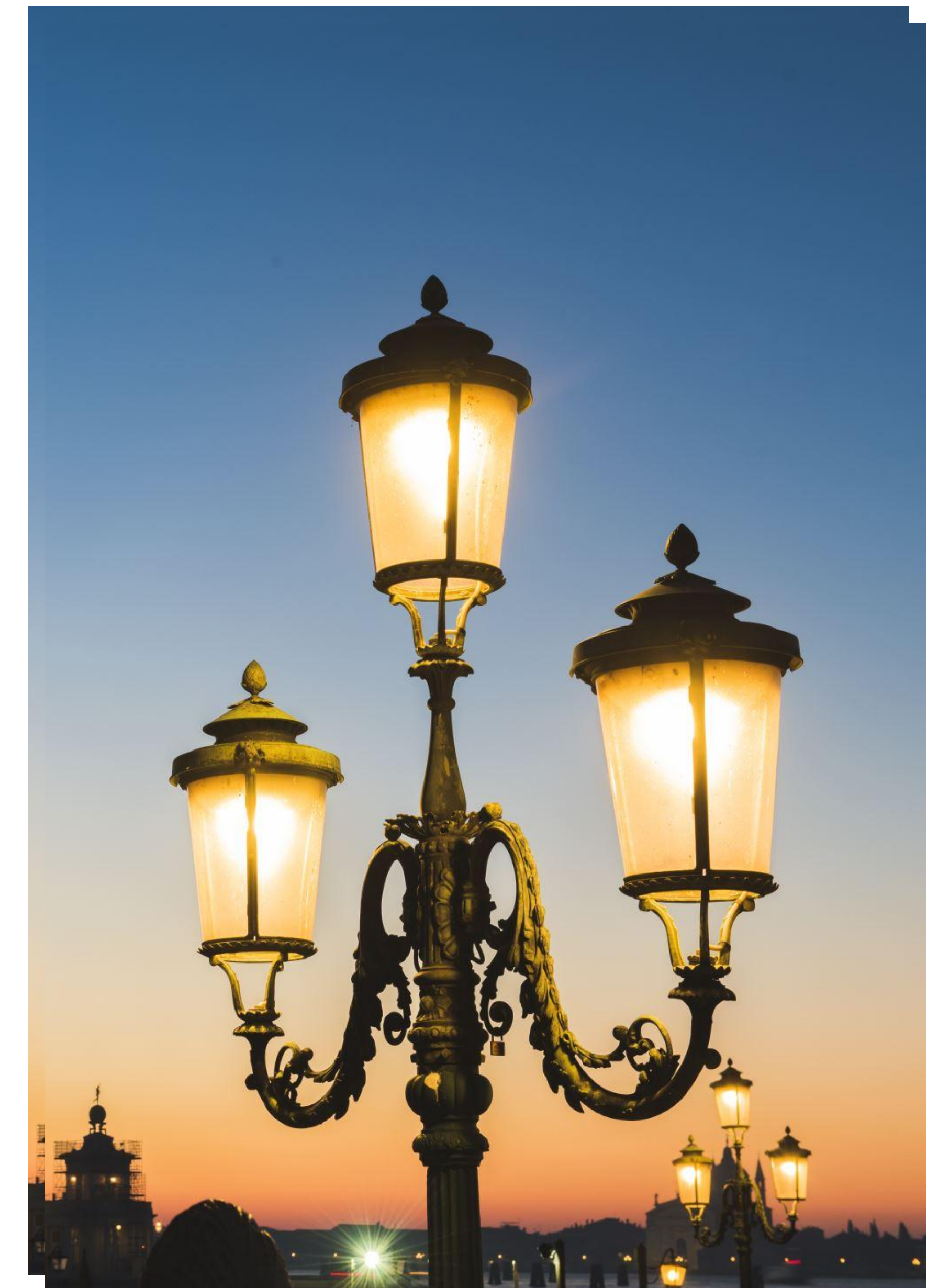
COMMERCIAL TCO REQUIREMENTS

- **Site Lighting:**

- Someone from Community Development needs to visit your site after dusk or before dawn to verify that your Site lighting is functioning.

- **Wayfinding Signage:**

- All directional signage and building labels for the areas included in the TCO shall be in place so that tenants and visitors can easily navigate their way.
- Warning signs to keep tenants and their visitors out of the remaining construction areas.



COMMERCIAL TCO REQUIREMENTS

- Temporary Dumpsters (for Multi-family Housing):
 - Tenants often generate a great deal of garbage when they first move in.
 - We will need to **see that occupants have a clear path to the dumpsters** unless the Management Company plans to provide Trash Valet service.
 - If Trash Valet is provided, we will need to know the frequency of the Trash Valet service.



COMMERCIAL TCO REQUIREMENTS

Mailroom (for Multi-family Housing):

- How are you handling Mail?
- Where is the mailroom located?



COMMERCIAL TCO REQUIREMENTS

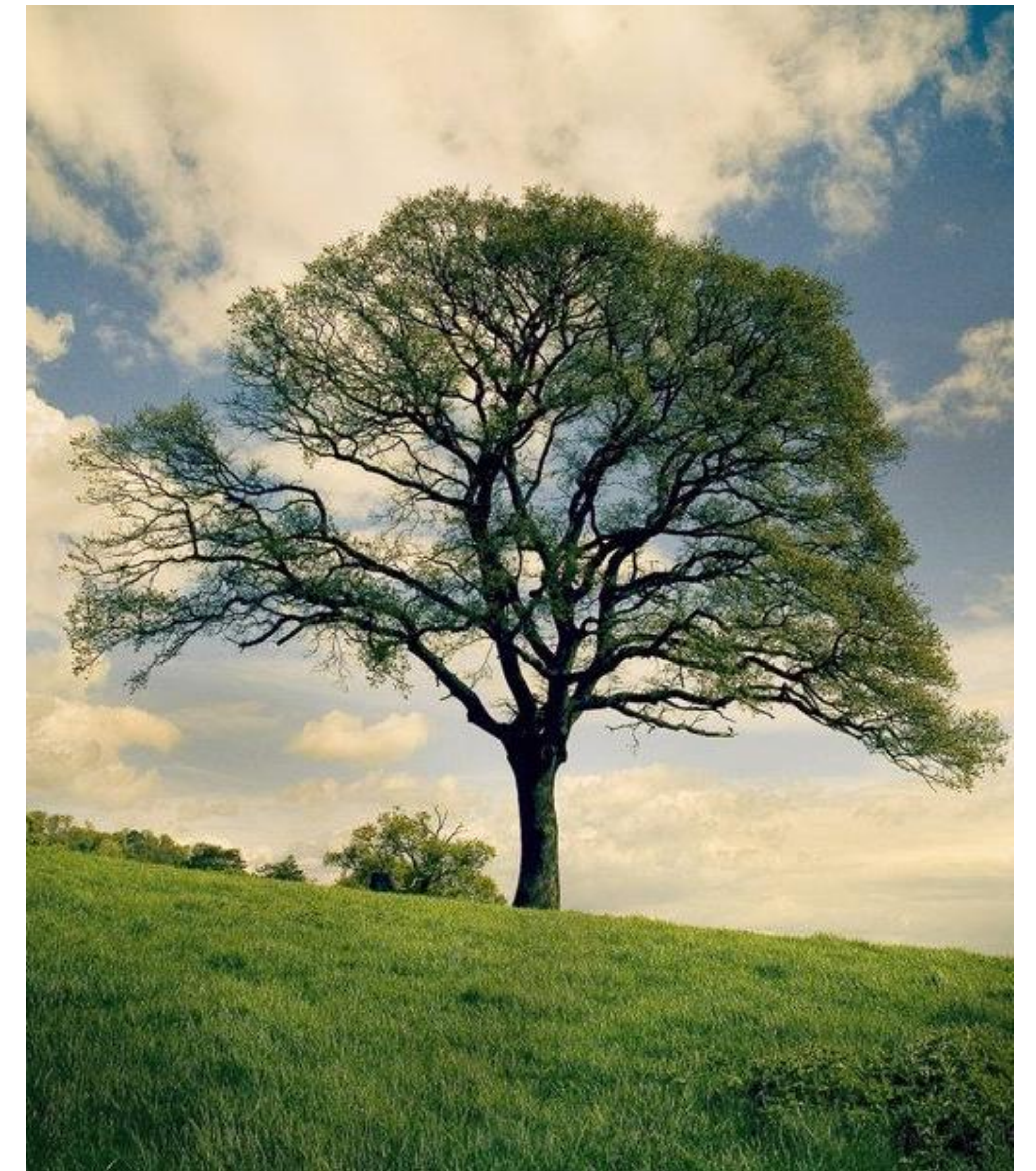
Planning & Zoning Approval:

- The Director of Community Development, **Ginger Sottile**, will visit the Site in person prior to issuance of any TCO.
- Any conditions resulting from this visit will be communicated to the applicant.

COMMERCIAL TCO REQUIREMENTS

Arborist Approval:

- Please contact our City Arborists, **Roger Bledsoe** or **Layton Rideout**, regarding any required Tree Fund, Tree Escrow payments, or any required Buffer Plantings.



COMMERCIAL TCO REQUIREMENTS

- Your TCO can be revoked if no progress is made on completing the conditions listed on the TCO.
- TCO requests must have a Final Building Inspection but **do not** require an approval.
 - No life safety deficiencies allowed
 - All final inspection deficiencies will become TCO conditions.

CONSTRUCTION BONDS

WHAT IS A CONSTRUCTION BOND?

- It is a **financial guarantee** that **ensures a contractor will complete a project** according to their contractual obligations.
- It **protects project owners and/or municipalities** from financial loss if the contractor fails to complete the work.
- **Two Types of Construction Bonds:**
 1. **Performance Bond**
 2. **Maintenance Bond**

PERFORMANCE BONDS

- What is it?

- A Performance Bond is a type of Surety Bond that **guarantees the contractor will complete the project** according to the contract documents, plans, specifications, and timeline.

- When do you need it?

- For **larger construction contracts** or when specifically required by the owner and/or municipality.

- Why do you need it?

- It **protects the project owner if the contractor defaults** by abandoning the project, performing substandard work, or failing to meet contractual deadlines. The **money for the bond is used to ensure the project is completed.**

PERFORMANCE BONDS

- **Performance Bonds are required for:**
 - Any **deceleration traffic lanes** required to be constructed.
 - **Right-of-Way infrastructure improvements** (sidewalks, streetlights, street furniture, etc.)
 - **Required Landscaping** (i.e.: tree plantings)
 - **Storm Water Improvements** that have not been installed.
 - **Any other outstanding items**
- These are **calculated at 125% of the actual cost** to construct any outstanding item.
- Coordinate Performance Bonds with Lead Site Inspector, **German Medina.**

MAINTENANCE BONDS

- **What is it?**

- A Maintenance Bond is a type of Surety Bond that protects against defects discovered after the project is finished.

- **When do you need it?**

- After construction is completed.

- **Why do you need it?**

- It protects the project owner financially if construction problems or defects appear during the maintenance period, without the owner having to pay for those repairs.

Example: If a newly constructed sidewalk cracks because of faulty construction during the maintenance period. The bond provides financial protection for getting it corrected.

MAINTENANCE BONDS *(continue)*...

Maintenance Bonds are required for any public improvement associated with a project:

- Common bonded items include **Curb & Gutter, Paving, Storm Drainage Improvements, Detention Pond, Sidewalk, Deceleration traffic lanes**, or other similar items
- These bonds are **calculated per the Maintenance Surety Calculation Form** and are valid for a **period of 18 months** from the date of issuance of the CO.
- Coordinate Maintenance Bonds with Lead Site Inspector, **German Medina**.



THE GREEN LIGHT TO GETTING YOUR CO

HOW TO APPLY FOR YOUR FINAL CERTIFICATE?

- **After successfully completing all the CC/CO/TCO requirements, you can now apply for your final certificate.**
- **You must complete the appropriate request form available on the City website:**
 - A. Request for Certificate of Occupancy/Completion**
 - B. Request for Temporary Certificate of Occupancy**



☒ **DONE!**



HOW TO APPLY FOR YOUR FINAL CERTIFICATE?

- **All fields** of the request form **shall be accurately completed and signed**
- The online permitting portal:
 1. The **completed request form shall be uploaded to the attachments section** of your permit
 2. A **message shall be sent** to City Staff in the “**Finalize Certificate of Occupancy/Completion**” workflow step
 - The **message shall state “The CO (or CC or TCO) request form has been uploaded to the attachments.”** Also include any additional time constraints to the message.

RULES FOR APPLYING

- Can **only** be submitted after all final inspections have passed
 - Exceptions: TCO requests must have all final inspections but **do not** require full approval
- Commercial Project Requirements
 - **Final Fire Marshal Inspection Report:** Submit an approved copy when the project requires a Fire Marshal inspection.
- Proof of Ownership
 - Required if there is a change in ownership during construction

RULES FOR APPLYING

- TCO Specific Requirements:
 - TCO costs = \$200 per 30 days up to 90-days at a time
 - A new Request for TCO form shall be submitted for all TCO extensions

RULES FOR APPLYING

- Having the **correct documentation** ready helps **prevent delays**
- **Failure to complete the prerequisites will likely result in a delay** in issuing the final certificate.
 - Your **sale closing date should be adjusted accordingly** if any delays are expected.
- It is the **responsibility of the applicant and/or contractor**:
 - To **request all inspections and address any deficiencies** before requesting a re-inspection
 - To **request the Certificate of Occupancy/Completion/TCO**
- **Any outstanding fees must be paid**

THE GREEN LIGHT – GETTING YOUR CO/CC/TCO

- After approval, the **final certificate will be:**
 - **Signed and saved as a PDF**
 - **Uploaded to the “CO/CC/TCO” folder in attachments** section for your project in the **online permitting portal**
- **You can download and print a copy of the final certificate**
- **Posting the final certificate** (Sandy Springs Development Code section 11.5.3(C)):
 - The Certificate of Occupancy **must be posted on site where it is visible for inspection for a period of 30 days from the date of issuance.**
 - **After such period, the Certificate of Occupancy must be kept on the premises.**



CLOSING

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)

06/30/26 Seminar:
08/25/26 Seminar:

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

COMPLETION

(Certificate of
Occupancy/Completion)

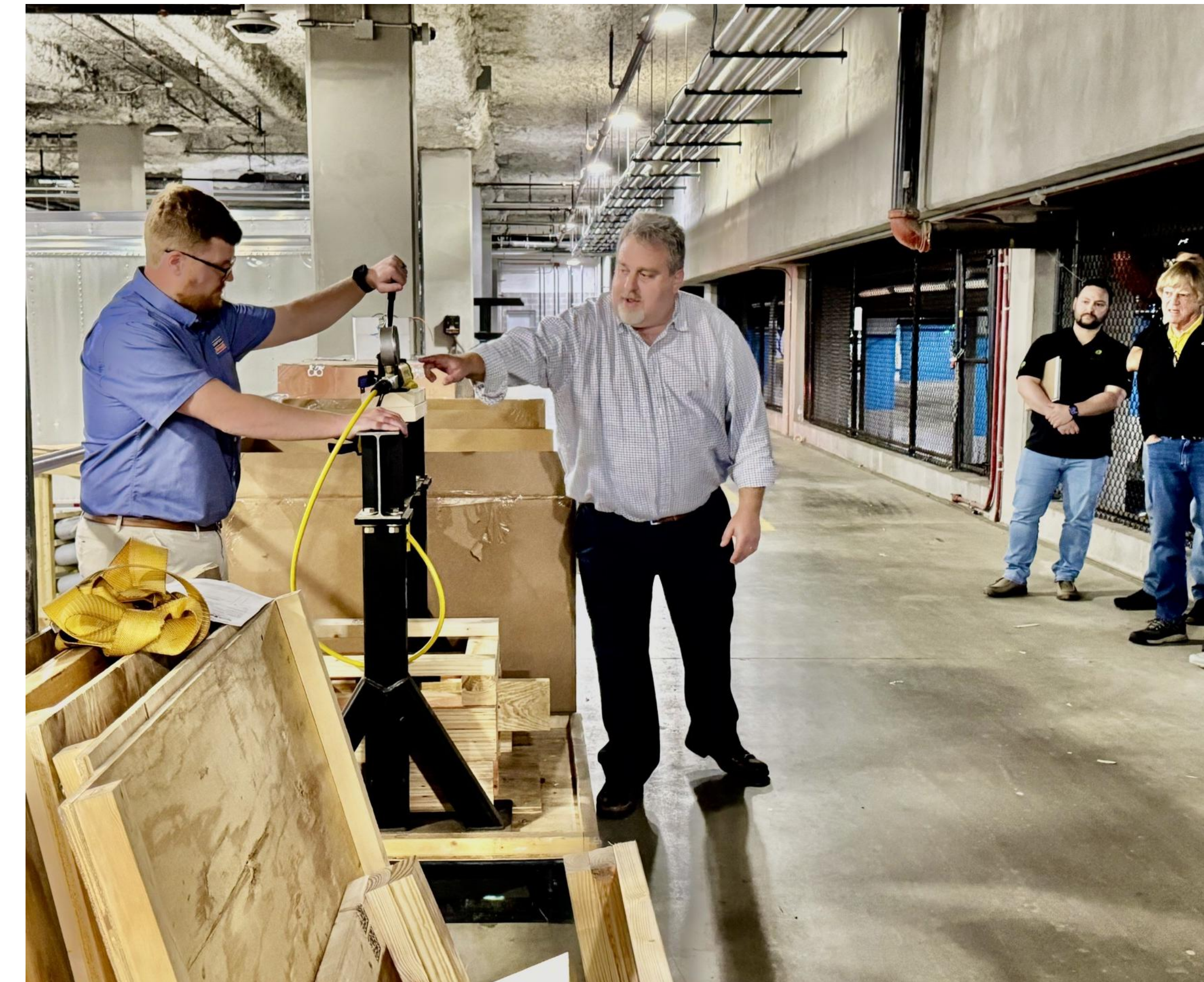
09/29/26 Seminar:

The Road to
Occupancy:
A Guide to CO
Approval



BY THE NUMBERS

- The **City** presented **30 public seminars and trainings events this year:**
 - (10) Build Sandy Springs Seminars
 - (6) MRH Property Manager Trainings
 - (6) MRH Certified Building Inspector Trainings
 - (4) Building Official Roundtables
 - (1) Land Development Roundtable
 - (3) OpenGov Conference training sessions



AWARDS & ACOMPLISHMENTS

- **OpenGov 2026 High-Performance Government Award winner**
 - Recognizing measurable improvements in service delivery and efficiency. We achieved 21% increase in permit activity, a 155% rise in inspections, and completed 18,500 new multifamily inspections all without adding staff.
- **Building Official Association of Georgia (BOAG) 2026 Jurisdiction of the Year**
 - Recognizes the hard work the City has put into offering Build Seminars and Building Officials Roundtables to educate the public on code compliance and foster consistency among jurisdictions.
- **ICC Preferred Education Provider**
 - You can now get CEU/PDH credits for all our classes.





Questions?



SANDY SPRINGS
COMMUNITY DEVELOPMENT

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

Director

Ginger Sottile

gsottile@sandyspringsga.gov

Customer Service Permit Manager

Sylvie Germana

sgermana@sandyspringsga.gov

Planning and Zoning Manager

Michele McIntosh-Ross

mmcintosh-ross@sandyspringsga.gov

Land Development Manager

Jesus Davila

jdavila@sandyspringsga.gov

Building Division Manager

Jonathan Livingston

jlivingston@sandyspringsga.gov

Code Enforcement Manager (Interim)

Jennifer Lee

jlee@sandyspringsga.gov