How to Apply for a Permit

Step 1: Select a Property

If you are a contractor, you must have an account to apply for a permit online.

See How to Create an Account. Once you have created an account, contact the Planning and Development Department at (770) 487-5731 to link your account. We will need your email address that you used to create your online account. You will not be able to apply for permits online until you have done this. Creating an account will allow you to apply for a permit on any property in the City.

Before applying for a permit, please visit the Permits page or the Trade and Irrigation page to learn about the documents required for the type of permit you wish to apply for. Be sure to fill out the building application form or the trade application and affidavit, as applicable, and include it with the documents for your online application. Most permits require a Site Plan. To meet this requirement, the fence, pool, shed, or etc. that you are requesting a permit for shall be drawn on a survey or plat of your property showing dimensions to the property lines.

First Log onto the Permitting Portal by clicking the link or copying this address into your web browser:

https://bsaonline.com/Account/LogOn?uid=2454

Select "Apply for a Permit" in the left menu bar, as highlighted in the graphic.
Select a property where you want to apply for a permit. You can search by name, address, or parcel number. If you are a contractor, you must first log in with your user name and password.

Step 2: Enter Permit Details

Choose the permit type and input the work description. This information will print out on the final permit.
Enter application details.

**Step 3: Enter Applicant Information**

Verify your contact information. If you are a property owner, you will be asked to check the box to verify your rights to submit a permit for that property. If you are a contractor, verify that your information is correct.
Depending on the permit type you are applying for, a licensee may be required (as seen below). If so, select from the list as shown. Be sure to check the 'Select' box. If there are no licensees in the list then you must add them to your account before you can continue. Once a licensee is selected, choose the parties that you want to receive e-mail notifications when the permit status changes.

If you would like to add additional names to the 'Select Parties to Notify' list, select the 'Add Additional Names' box as seen below and fill in the title of the person you wish to add when the dialog box pops up. If you do not wish to add names, click 'Next' to continue to the next step.
Next, fill in the contact information for the name you are adding and click 'Next' to continue to the next step.
Step 4: Estimate Fees

Identify the fees needed for the permit and enter the quantity. These are for your estimate needs only; the City will calculate the actual fees and notify you with the required payment due when your application has been accepted.

You may skip this step if you would like by clicking the "Next" button.
Step 5: Attach Documents

All permit types require that you attach documents for the City to review. These required documents will be listed on this page; a yellow triangle indicates that you must include that document with your application. Use the hyperlinks in the blue box to download required forms.

Most permits require a Site Plan. To meet this requirement, the fence, pool, shed, or etc. that you are requesting a permit for shall be drawn on a survey or plat of your property showing dimensions to the property lines.

Only PDF files will be accepted. Any other file type will be rejected and your permit will be delayed until the correct file type has been submitted. File sizes must be less than 50 MB.

If we have any questions about your application, we will send an e-mail to the address provided on the application for clarification.

### Step 5: Attach Documents

Documents with a yellow triangle are required in the application. Only PDF files under 50 MB can be accepted.

- Click this link to download a Building Permit Application
- Click this link to download a Sample Construction Plans for an Accessory Structure
- Click this link to download a Trade Permit Application
- Click this link to download a Trade Affidavit
- Click this link to download a Tree Removal Permit Application

Partial and incomplete submittals will not be accepted. In order for the City to begin review, all required documents must be submitted at the same time.

You may be contacted via email if the City has any questions about your attached documents.

Only attach PDF documents that are 50 MB or less in size. No other document types are accepted (.jpg, .png, .html, etc. cannot be accepted by this system).

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Status</th>
<th>Description</th>
<th>File Name</th>
<th>Attach File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Permit Application</td>
<td>REQUIRED</td>
<td></td>
<td></td>
<td>Attach File</td>
</tr>
<tr>
<td>Business License</td>
<td>REQUIRED</td>
<td></td>
<td></td>
<td>Attach File</td>
</tr>
<tr>
<td>State Certificate Card</td>
<td>REQUIRED</td>
<td></td>
<td></td>
<td>Attach File</td>
</tr>
<tr>
<td>Drivers License</td>
<td>REQUIRED</td>
<td></td>
<td></td>
<td>Attach File</td>
</tr>
</tbody>
</table>

Add Additional Document
Step 6: Submit Application

Verify that your information is correct and make any changes as needed. Click the 'Submit' button at the bottom of the page to complete your application.

**Step 6: Submit Application**

- **Property and Application Details**
  - Property Address: Test Drive
  - Parcel Number: No Data to Display
  - Work Description: Comcast cable box
  - Permit Type: Electric
  - Owner Name: City of Peachtree City

- **Contact Information**
  - Contact
  - Phone

- **Contractor Information**
  - Name: Test Company
  - Phone: No Data to Display
  - Address: No Data to Display
  - Federal Id Number: No Data to Display

- **Licensee Information**
  - Name
  - Licensee Type: Electric
  - Status: Active
  - State License Number: EN123456
  - Date License Expires: 06/30/2020
  - Date Registration Expires: 06/30/2020

- **Estimated Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Quantity</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No fee items found.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Permit Fee</td>
<td>0.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**Total Estimated Fees:** $80.00
You will see this screen if your submission was successful.

- **Application Submitted Successfully**
  
  Your application is awaiting review by building department staff.

  - **Application Date:** 04/23/2020
  - **Application Type:** Electric
  - **Email Address:**
  - **Address:** 1 test drive
  - **Parcel Number:**
  - **Total Estimated Fees:** $80.00

  
  This amount is subject to change based on application review or subsequent inspections.

  - Apply for another permits: on 1 test drive, on a different property

Step 7: Payment

Once your application has been accepted, you will receive an automatic e-mail with a link to pay the permit fees online. You may use this link to go directly to your invoice, or you may view all of your invoices linked to your account.

Permit and Plan reviews cannot begin until the review AND permit fees are paid. Plan review fees are non-refundable. Permit fees may be refunded if the permit is cancelled before work begins.

Projects including fire suppression systems, fire alarms, and other specialty fire systems will have additional fees. Contact the Fire Marshall for further permit and fee information.

The time clock for reviews begins ONLY after payment of the fees are made. Payment options include online, at our main desk, or via check mailed to our office.