

ATTENTION:

Permitting Division Operational Update

To protect our citizens from the spread of the Coronavirus Disease 19, COVID-19, the Permitting Division of the City of South Fulton, will be closed to the public beginning Monday, March 16, 2020, until further notice. Please note that processing times may be delayed as some approving agencies are limited in operations. If you have any questions or concerns, please contact one of our staff members.

Our Permitting Division can be reached at 470.809.7700.

All requests and applications must be submitted to permits@cityofsouthfultonga.gov

Permitting Team

Mark Battle
Permitting Specialist
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Felleshia Blair
Permitting Specialist
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Brian Epstein
Building Official
Direct: 678.333.6900
Email: brianepstein@caaprofessionals.com

Will Hart
Deputy Building Official
Direct: 229.603.9046
Email: williamhart@caaprofessionals.com

Angela Patrick
Development Services Manager
Direct: 470.809.7205
Email: angela.patrick@cityofsouthfultonga.gov

Please review important information below:

- Permitting staff can be reached between the hours of 8:30a.m. and 3:00p.m. to assist you with your permitting needs.

- Applications previously submitted will continue processing as normal. City staff will contact applicants via email or phone.
- Submit applications for the following permits to permits@cityofsouthfultonga.gov.
 - fences/retaining walls
 - administrative permits
 - special events
 - film/production
 - residential alterations and additions
 - trades (Electrical, Mechanical, Plumbing)
- All new permit applications that require physical plans have the preferred option of being uploaded to file sharing through a Dropbox account. You can create an account at <https://www.dropbox.com/?landing=dbv2>.

New applications and plans can also be mailed to:
City of South Fulton Permitting Division
5440 Fulton Industrial Blvd SW Suite A
Atlanta, GA 30336

- If you are need of an invoice to pay for a permit or reinspection fee, send your request to permits@cityofsouthfultonga.gov. Once you receive your invoice, payments can be made online. Here's how:
 - **Go to** <https://www.cityofsouthfultonga.gov/2880/Online-Payments>




- **Click on the online payment icon**
- **Enter the Customer id and Pin# found on the bottom portion (payment coupon) of your invoice**

City of South Fulton

 Company Name
 Address
 City, State Zip Code

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

INVOICE #:	12-34567
DESCRIPTION:	Permit No. 12-34567
CUSTOMER ID:	Your I.d PIN: 0000
DUE DATE:	1/1/2020
TOTAL DUE:	See Last Page



Once the payment has processed, then we can move forward with the issuance of your C.O.

****PLEASE NOTE: PAYMENTS MADE AFTER 3:00P.M. WILL BE PROCESSED THE NEXT BUSINESS DAY****

- All Certificates of Occupancy will be transmitted electronically. To request a Certificate of Occupancy, please email our Permitting staff at: permits@cityofsouthfultonga.gov

- Inspections will continue as normal with communication via email and/or phone. All inspection requests received by 4:00p.m. will be conducted the next business day.
 - For inspection requests or results, please email:
inspection.request@cityofsouthfultonga.gov

 - For inspection questions requiring immediate assistance, contact Brian Epstein at 678.333.6900 or Will Hart at 229.603.9046