



SANDY SPRINGS
COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPARTMENT COVID-19 UPDATE

The Community Development department is dedicated to the public safety of our residents, the general public and our staff. To support mitigation efforts for disease control related to the current COVID-19 pandemic, effective Monday March 16, 2020, all City of Sandy Springs facilities were closed to the public until further notice. While the buildings are closed, the Community Development Department will continue operations remotely in an effort to provide continued service to the community without interruption.

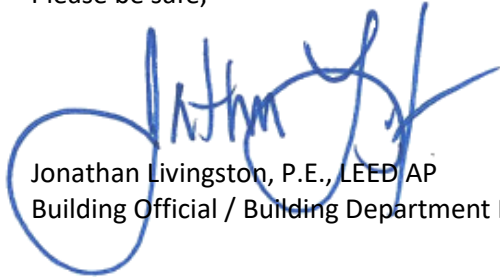
The following is summary of our updated policies and procedures moving forward to better assist everyone with the permitting process:

- **New Permits:** All new permits shall be required to be submitted and processed online utilizing the Contractor Access Portal (CAP). All permittees will be required to log into an existing CAP account or register for a new CAP account so that a new project can be created and a new permit number can be issued. All submittals and resubmittals will be required to be in PDF format and submitted online via the CAP until the project documents are approved and the permit card can be e-mailed to the permit applicant, general contractor and owner.
- **Existing Permits:** All existing permits not created using the CAP that are currently under review will continue to be reviewed outside of CAP. However, all resubmittals shall be e-mailed in PDF format to: permit@sandyspringsga.gov where they will be processed and reviewed by City staff. Once the project documents are approved, the permit card will be e-mailed to the permit applicant, general contractor and owner.
- **Developer Meetings:** A developer meeting is available to anyone who has questions regarding any active or proposed permit within the city limits of Sandy Springs. All developer meetings will continue every Thursday and are limited to 45 minute meetings. In lieu of in person meetings, the City will be utilizing Cisco Webex to host a video conference that will allow all parties to share documents online for everyone to review and discuss. The City will send out an e-mail with additional information regarding the Webex meeting. To schedule a Developer Meeting, contact Miranda Fields at 770-206-1511.
- **Inspections:** All inspections will continue as normal without any changes. All inspection requests submitted by 2:00 PM the business day before will be scheduled for the next business day. All inspection requests should be made through the CAP. If you are having difficulty scheduling an inspection through the CAP, please contact India Aldred at 770-206-1424. To minimize the spreading of COVID-19, we ask that all contractors please maintain a 6-foot separation distance from the inspectors.
- **Invoices and Payments:** City staff will create all invoices and the permit billing contact will be able to make online credit card transactions via the CAP. However, escrow payments (tree funds, impact fees, bonds, etc.) shall be of certified funds (cashier's check or money order) and cannot be paid online. All escrow payments shall have the permit number and project address clearly labeled on the payment and mailed to City Hall at: City of Sandy Springs, Attention: Community Development, 1 Galambos Way, Sandy Springs, GA 30328.

- Certificate of Occupancy Request: All Certificate of Occupancy (CO), Temporary Certificate of Occupancy (TCO) and Certificate of Completion (CC) requests shall be e-mailed to: CO@sandyspringsga.gov where they will be processed and reviewed by City staff. Once all the Final Inspections and As-Built Drawings (if required) have been approved, the CO, TCO or CC will be e-mailed to the permit applicant, general contractor and owner.

We are navigating unprecedented waters and do not have an anticipated re-opening date for the City at this time. The Community Development Department is dedicated to providing continued service to the community without interruption as outlined above and will adapt as necessary to any changing needs as they may arise. We will keep you posted of any updates via the City website and email.

Please be safe,



Jonathan Livingston, P.E., LEED AP
Building Official / Building Department Manager