



Online Permitting

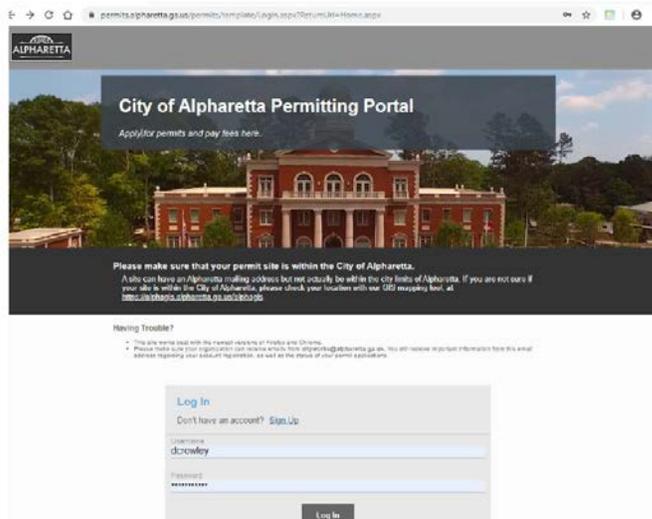
Electrical, Low Voltage, Plumbing and Mechanical

The City of Alpharetta web portal allows subcontractors to apply for permits online. You will also be able to track the status of permits and track inspections that you have requested.

24 hours a Day, 7 days a week, on the Web, from:



To Register Online go to: <https://permits.alpharetta.ga.us/permits/template/login.aspx>



- Follow the prompts
- Attach your documents
- Pay your fees
- Print your permit

*Please NOTE:
Grease trap permits are the exception
and must be applied for in person.*

Internet Explorer is **NOT** compatible

BEST used with: **Google Chrome** or **Firefox**

Enter your information and click "Register"

Public App

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

Apply for a login

All fields are required

CREDENTIALS:

Email Address

First Name Last Name

Address

City State Zip

Home Phone Mobile Phone

Confirm Password

Register Cancel

Please check your email for account Verification

Public App

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

Your request for a new login was successfully submitted. Please check your email for account verification.

Welcome to Cityworks

Your request for a new login was successfully submitted. Please check your email for account verification.

Welcome to Cityworks

To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

[Click here to activate your account](#)

Note: This registration link will expire in two days.

Thank You,
City of Alpharetta Community Development

Helpful Tip - If you open your email and "click here" while using Internet Explorer you will receive an error message. Please use your email in a different web browser or you can right click the "Click here to activate your account" copy the link and past it into Google Chrome or Firefox.

Login to complete your registration

dcrowley@me

Password

Log In

4.1-Release

Now that you are Registered let's select your action.
For this example, we will "Create Application"

ALPHARETTA

Create Application

DAWN CROWLEY

Incomplete Submitted

Submitted Applications

1 to 5 of 885 items. search Sort

Tree Removal Permit TRE190328	510 Merroway Court test	Open Actions...	Created 10/29/2019
Alcohol License AL190016	29 South Main Street SMOKEJACK - TESTING TCN	Pending Actions...	Created 10/28/2019
Alcohol License AL190015	29 South Main Street SMOKEJACK - TESTING TCN	Pending Actions...	Created 10/28/2019
Alcohol License AL190014	29 South Main Street SMOKEJACK - TESTING TCN	Pending Actions...	Created 10/28/2019
Commercial Low Voltage L190217	11680 Great Oaks Way, Alpharetta, GA, 30022 Testing	Issued Actions...	Created 10/28/2019

Choose the desired Category

ALPHARETTA

Create Application

DAWN CROWLEY

Select an Application

search Applications...

Applications

Categories

- Commercial Trade Permits
- GIS
- Residential Trade Permits
- Right of Way Encroachment Permits
- Tree Permits

Begin Application

Choose the type of Application

The screenshot shows the top navigation bar with the 'ALPHARETTA' logo, a 'Create Application' button, a notification bell, and the user name 'DAWN CROWLEY'. Below the navigation bar is the 'Select an Application' section. It features a search bar with the text 'search Commercial Trade Permi...'. Underneath the search bar, the breadcrumb 'Applications > Commercial Trade Permi...' is visible. A row of four application categories is shown: 'Commercial Electrical' (highlighted in blue), 'Commercial Low Voltage', 'Commercial Mechanical', and 'Commercial Plumbing'. Each category has a document icon. At the bottom right of the application selection area, there is a dark grey button labeled 'Begin Application'.

Any Application Help Notifications will come up if applicable.

Please read these helpful tips and then close the window.
At this time, you may click on "Begin Application"

This screenshot shows the same 'Select an Application' page as above, but with an 'Application Help' dialog box overlaid in the center. The dialog box has a title bar with a close button (X) and contains the following text: 'PLEASE NOTE', 'To avoid incomplete permit submittals, have the following documents ready to upload when you get to the Rel Docs portion of the process.', 'These documents are mandatory for each permit:', a bulleted list containing 'State Card', 'Driver's License', and 'Business License', and 'THANK YOU!'. In the bottom right corner of the background page, the 'Begin Application' button is circled in blue.

Enter in the Case Name (Description) and Address
As you type the address it will autofill, please choose the most complete address
Then click "Next"

Create ApplicationDAWN CROWLEY ▾

Application: Commercial Electrical **Step 1 of 6**

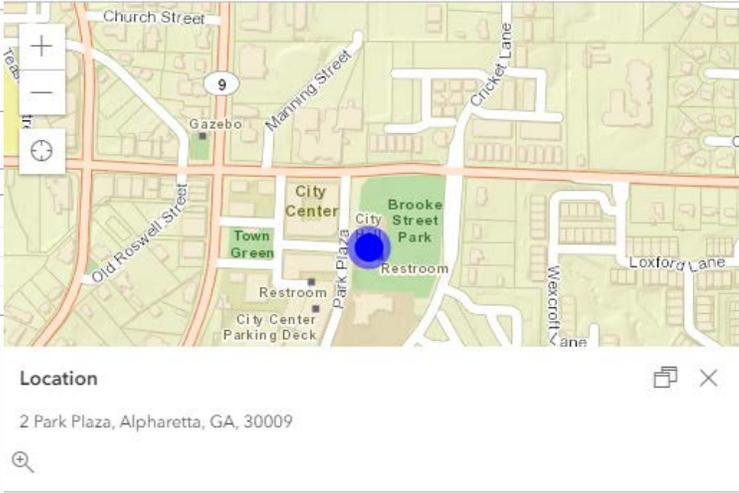
1 Main

Description
City Hall

Address
2 Park

Suggestions...

- 2 Park Plaza, Alpharetta, GA, 30009
- Pocket Park 2
- 2 Park Plaza, Alpharetta, 30009



Location

2 Park Plaza, Alpharetta, GA, 30009

Cancel Clear **Next**

Enter the Applicant if it differs from the Sub-Contractor name and click "Next"

*Note ~ if you click on "Use My Info" your information will automatically load, based on your registration.

Create ApplicationDAWN CROWLEY ▾

Application: Commercial Electrical **Step 2 of 6**

1 Main

2 People

Applicant [more....](#) **Use My Info**

Name
Jane Doe

Address Line1
2 Park Plaza

City Name State Zip Code
Alpharetta GA 30009

Phone (Home)
678-297-6080 Phone (Mobile)

Email

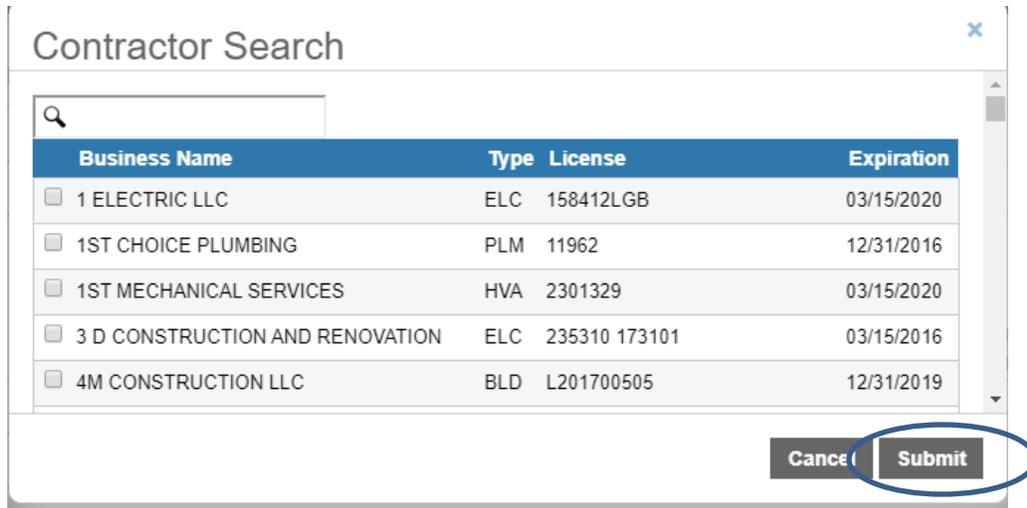
Comment

Cancel Clear Previous **Next**

Click on "Select Contractor(s)...."



Enter in your Company Name into the search box, select your business name and click "Submit".



Click "Next" to proceed.

If your company name is not listed, please proceed without it if you are new to online permitting with the City of Alpharetta. Once you upload your documents later in the process our Permit Technicians will add your company into the system.



Enter in the work to be completed and card holder information, then scroll all the way to the bottom and click "next"

4 DataGroup

Commercial Electrical (Enter Quantity)

Temporary Power Pole:
Quantity
1

Apartment/Condo-Whole House Electrical:
Quantity
1

0-400A Service System:
Quantity

401-1000A Service System:
Quantity

1001A+ Service System:
Quantity

ISO/Census Information

Construction Designation:
Select a value
Commercial New Buildings

Card Holder - Commercial/Residential

GA Card #:
Text
EN11111

Class:
Text
II

Expires:
11/30/2017

Card Holder:
Text
JANE DOE

Parent Building Permit (if applicable)

Case Number:
Text
BC170000

Plan Storage

Plan Storage Location:
Text
NA

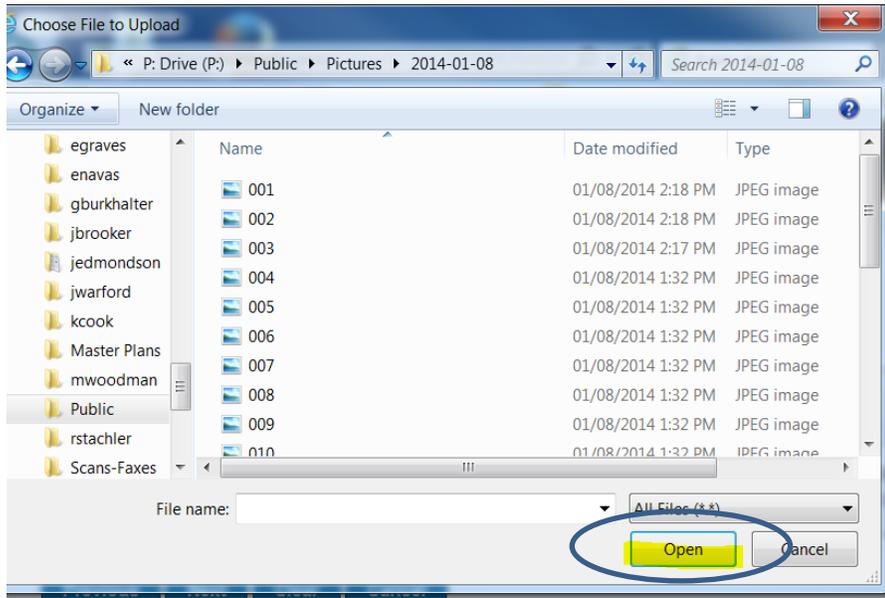
Cancel Clear Previous **Next**

To avoid incomplete permit submittals, add the following mandatory documents to **EACH** online permit submittal by clicking on "+ Add attachments"



- State Card
- Driver's License
- Business License

Browse for your attachments, and then click on "Open"
Repeat these steps for each attachment, then click "Next"



Review your application

Click:

- [Payment method](#)
- [Payment Terms and Conditions](#)
- [Pay Now](#)

6 Payment

Fee	Amount
Apartment/Condo-Whole House Electrical	\$100.00
Temporary Power Pole	\$50.00
0-400A Service System	\$0.00
401-1000A Service System	\$0.00
1001A+ Service System	\$0.00
Transformers	\$0.00
Motors	\$0.00
Equipment Disconnect	\$0.00
Wall Outlets	\$0.00
Switches	\$0.00
Light Fixtures	\$0.00
PIU and VAV	\$0.00
Exhaust Fans	\$0.00
Swimming Pools	\$0.00
Sign Electrical	\$0.00
Electrical Other	\$0.00
Minimum Fee (Electrical)	\$0.00
Total: \$150.00	

Payment Amount: 150.00

Pay Pal

[Payment Terms and Conditions](#)

[Pay Now](#)

Cancel

Clear

Previous

Submit

Please note PayPal is the only option - but WILL allow you to pay with Debit or Credit Card without opening a PayPal account once re-directed.

After you pay the fee and you are re-directed back to the online portal, you can print your permit by clicking on "Actions" and then choose "Get PDF Report"

Create ApplicationDAWN CROWLEY

Back Map

Application

Residential Electrical E170542	195 Sweetwater Trace BEARDEN - ELECTRICAL PANEL	Issued Actions... Actions... Check Case Status Schedule Inspection Pay Fees Get PDF Report Create New Case From Current Link Case	Created:06/13/2017 Expires:12/31/2017
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Addresses

Address
195 SWEETWATER TRACE ALPHARETTA, GA 30029

Bonus tip:

The City of Alpharetta's website has a wonderful GIS tool that will help you find which Jurisdiction an address is located.

You can use this website to verify the address before logging into the Permitting Portal.

Here is the link: <http://alphagis.alpharetta.ga.us/AlphaGIS>

Upon opening the link, click on the 3 horizontal bars, mark the box for "Cities"

Enter in the desired address and click on the magnifying glass.

If the address you are trying to permit is in any color but **GREEN**; it is NOT in the city limits and the permit should NOT be entered for The City of Alpharetta.

