














City of Alpharetta Community Development

Alpharetta Introduces Electronic Plan Submittal

The City of Alpharetta has partnered with ePlan Solutions, Inc. a web-based electronic plan and document system that facilitates reviews, communication and approval of construction plans. This will save residents, developers, contractors and business owners money and time while reducing the City's environmental footprint. The following projects can be submitted through ePlan:

-  Development plans (site plans)
-  Building plans (construction plans) / Commercial & Residential
-  Building alteration / Commercial & Residential
-  Fire Protection plans – Sprinkler, Clean Agents & Fire Alarm
-  Telecom Towers
-  Electrical plans
-  Mechanical plans
-  Plumbing plans
-  Final plans
-  Minor Subdivision
-  Sign plans

All plans must be submitted to the 3rd party host for electronic plan review process as we no longer accept paper plans.

To submit plans please,

- 1) Log in to www.eplansolution.com**
- 2) Click on the review/permitting sites tab. Select City of Alpharetta and click the green GET STARTED button.**
- 3) Create an account with ePlan Solutions and pay their submittal fee.**

Fees are for the service of uploading plans and are not collected by the City of Alpharetta.

Contact ePlan Solutions at 678-898-0610 or email support@eplansolution.com for more information.

Once account is set up and payment is made, please load your documents in the following manner:

*****All documents must be uploaded in PDF format.*****

Under Open Files:

- 1) A completed application
- 2) A copy of the Contractor's license
- 3) A copy of the Contractor's driver's license
- 4) A copy of the Contractor's business license (Occupational Tax Certificate)
**If the homeowner is doing the work themselves, a notarized Homeowner acting as General Contractor form is required
- 5) A notarized authorized permit agent form completed if someone other than the contractor is picking up the permit to be issued (they must be properly notarized by the qualifying agent)
- 6) The original notarized cost of construction (building valuation) letter

Under Submittal:

All building plans and specifications for the Plan Examiner.

If you should have additional questions the Permit Techs will be available to assist you at 678-297-6080.



e Plan Solutions, Inc.

*“providing the link between municipalities and designers
for drawing, form and communication exchange”*

