

City of Alpharetta Permitting Portal

ELECTRONIC PLAN & DOCUMENT REVIEW SYSTEM

The City of Alpharetta will no longer be using ePlan Solution to submit plans.

Instead, all plans must be submitted via the internet at
<https://permits.alpharetta.ga.us/permits/template/login.aspx>

HOW TO SUBMIT ELECTRONIC PLANS:

1

Visit: <https://permits.alpharetta.ga.us/permits/template/login.aspx>

2

"Sign Up" or "Login to City of Alpharetta Permitting Portal"

3

Once your account is set up, follow the prompts by filling out the project information, then please upload your documents in the following order. Please note that all documents MUST be uploaded as a PDF file.

4

Upload to "Rel Docs"

Submittal:

1. All building plans and specifications for the City of Alpharetta Plan Examiners to review.

Prior to Permit Issuance:

1. Completed "Application"
2. Copy of Contractor's License
3. Copy of Contractor's Driver's License
4. Copy of Contractor's Business License (Occupational Tax Certificate)
 - a. If the homeowner is completing the work, the homeowner is required to complete, notarize, and upload "Homeowner Acting as a General Contractor Affidavit."
5. If someone other than the contractor is picking up the future permit, the qualifying agent must upload a notarized "Authorized Permit Agent Form."
6. Notarized "Building Valuation Letter"

All documents listed above in quotations are available on the City of Alpharetta's website, under Community Development, Resources: Applications, Forms, & Downloads.

NEED ASSISTANCE?

Please reach out to our Permit Technicians at 678-297-6080 / 678-297-6070 or by email at PermitTech@alpharetta.ga.us