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”

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
Login to complete your registration

Now that you are Registered let’s select your action. For this example, we will “Create Application”

Choose the desired Category
Choose the type of Application

Select an Application

Applications > Commercial Trade Permit...

Applications

Commercial Electrical
Commercial Low Voltage
Commercial Mechanical
Commercial Plumbing

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”
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”

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.
Click on “Select Contractor(s)....”

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 the work to be completed and card holder information, then scroll all the way to the bottom and click “next”

<table>
<thead>
<tr>
<th>Commercial Electrical (Enter Quantity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Power Pole:</td>
</tr>
<tr>
<td>Quantity: 1</td>
</tr>
<tr>
<td>Apartment/Condo Whole House Electrical:</td>
</tr>
<tr>
<td>Quantity: 1</td>
</tr>
<tr>
<td>0-400A Service System:</td>
</tr>
<tr>
<td>Quantity:</td>
</tr>
<tr>
<td>401-1000A Service System:</td>
</tr>
<tr>
<td>Quantity:</td>
</tr>
<tr>
<td>1001A+ Service System:</td>
</tr>
<tr>
<td>Quantity:</td>
</tr>
</tbody>
</table>

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
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

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”
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](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.