

Community Development



Sign Permit - Online Instructions

1

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

2

Click "Log In" (skip to step 5) or "Sign Up" Please do not use Internet Explorer it is not compatible. BEST used with: Google Chrome or Firefox

If you are using Internet Explorer, the "Sign Up" and "Forgot Password" links may not work correctly. You may need to right click the links and select "Open in new window". You will receive important information from this email address regarding your account registration, as well as the status of your permit.

A screenshot of a web browser showing a login page. The page has a light gray background. At the top left, the text "Log In" is displayed in a dark blue font. Below it, the text "Don't have an account? [Sign Up](#)" is shown. There are two input fields: the first contains a redacted email address followed by "@gmail.com", and the second contains a redacted password. Below the password field is a "Log In" button with a circular orange icon. Underneath the button is a blue link for "Forgot Password?". At the bottom of the form area, the text "5.3-Release" is visible.

3 If "Applying for a login", enter your information and click "Register".

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

ALPHARETTA

Apply for a login

All fields are required

CREDENTIALS:

Email Address

Please provide a valid email Id.

Password

Confirm Password

CONTACT INFORMATION:

First Name Last Name

Address

City State Zip

Home Phone Mobile Phone

Register **Cancel**

4 Please check your email for account Verification. Emails will come from cityworks@alpharetta.ga.us; you may have to check your junk/spam mail.

Public App x +

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

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.

5 Click "Create Application"

The screenshot shows a web application interface for permit management. At the top, there is a navigation bar with the 'ALPHARETTA' logo on the left, a 'Create application' button in the center, and a user profile 'Dawc COA gmail Crowley' on the right. Below the navigation bar, there are tabs for 'Submitted' and 'Incomplete', with 'Incomplete' being the active tab. A search bar and a 'Sort' dropdown menu are also present. The main content area displays a table of permit applications:

Permit Type	Address	Status	Created
Sign Permit-Wall	964 Par Court, Roswell, 30076	Open	10/6/2012
Sign Permit-Director Authorization	No Location Specified	Open	10/6/2012
Sign Permit-Construction Sign	No Location Specified	Open	10/6/2012
Sign Permit-Construction Sign	No Location Specified	Open	10/6/2012
Sign Permit-Monument	No Location Specified	Open	10/6/2012

Below the table is a map showing the location of the first application, with a red pin. The map is powered by Esri.

6 Click this icon.

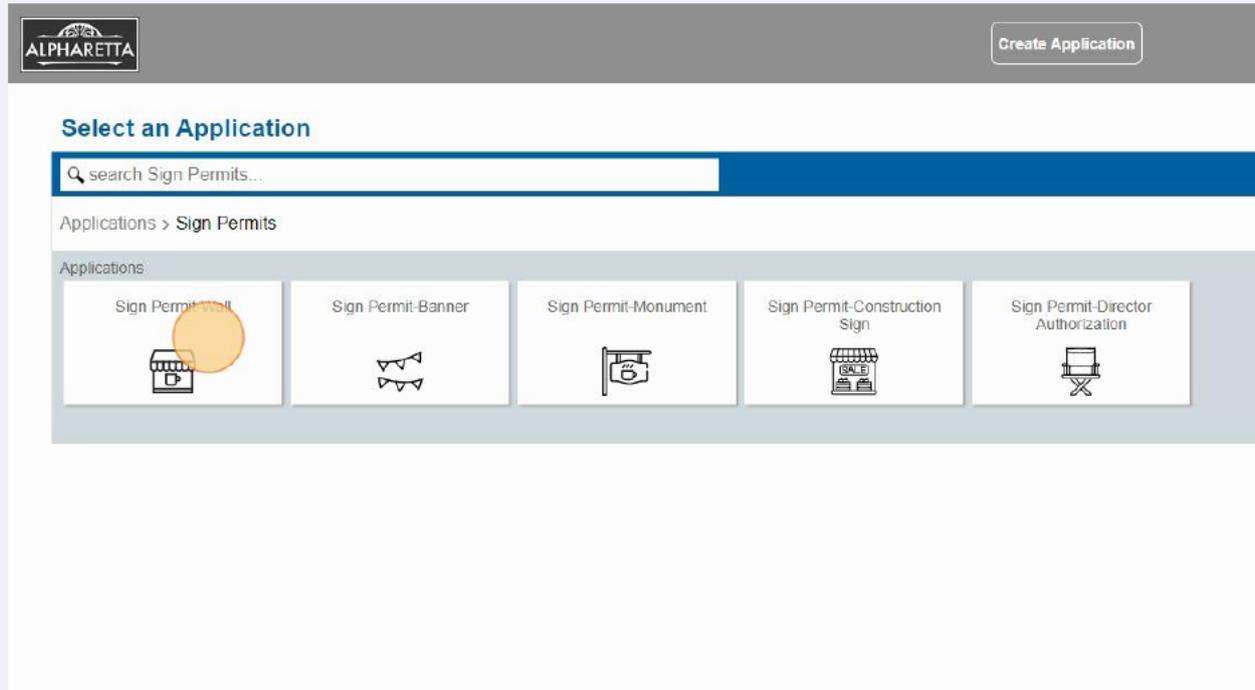
The screenshot shows a web application interface for creating a new application. At the top, there is a navigation bar with a 'Create Application' button on the left, a user profile 'Dawc COA gmail Crowley' on the right, and a bell icon in the center. Below the navigation bar, there is a blue horizontal bar. The main content area features a menu of permit types:

- Residential Permits (house icon)
- Residential Trade Permits (wrench icon)
- Sign Permits (orange sign icon)
- Temporary Use Permits (tent icon)

At the bottom right of the main content area, there is a 'Begin Application' button.

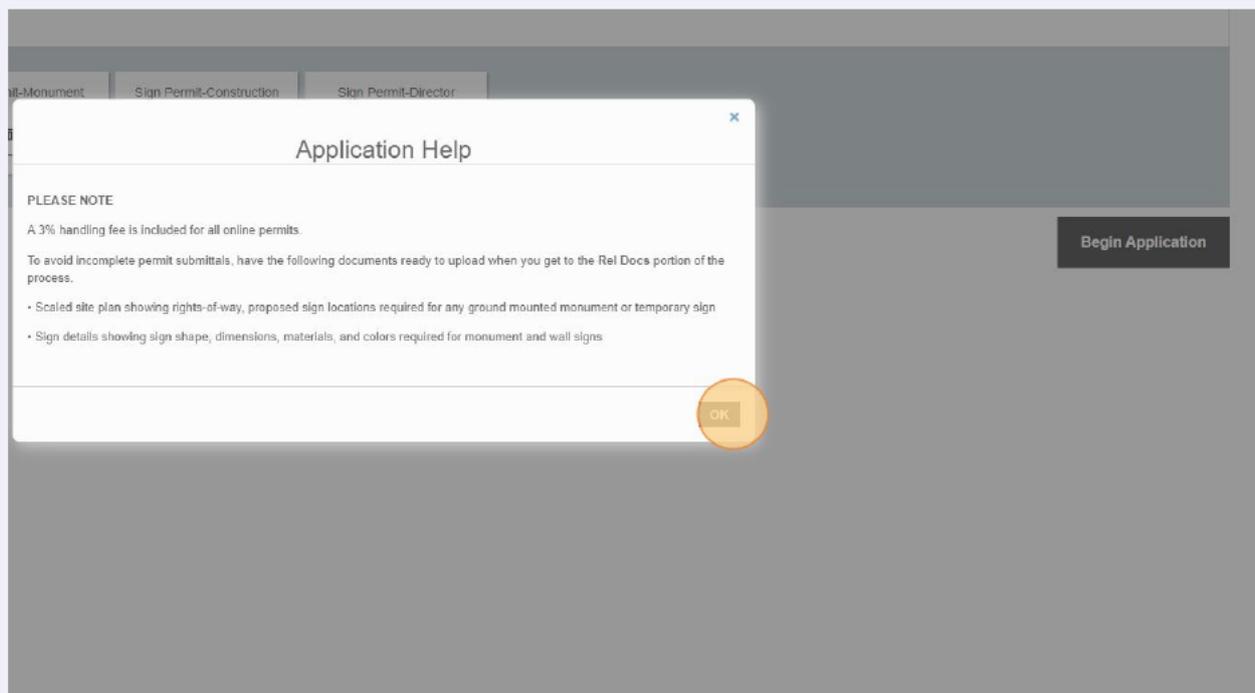
7

Chose the appropriate sign permit type. In this example we will use the Wall Permit. Too many choices? Shoot us an email we can help you pick the right type signs@alpharetta.ga.us or give us a call 678-297-6088.

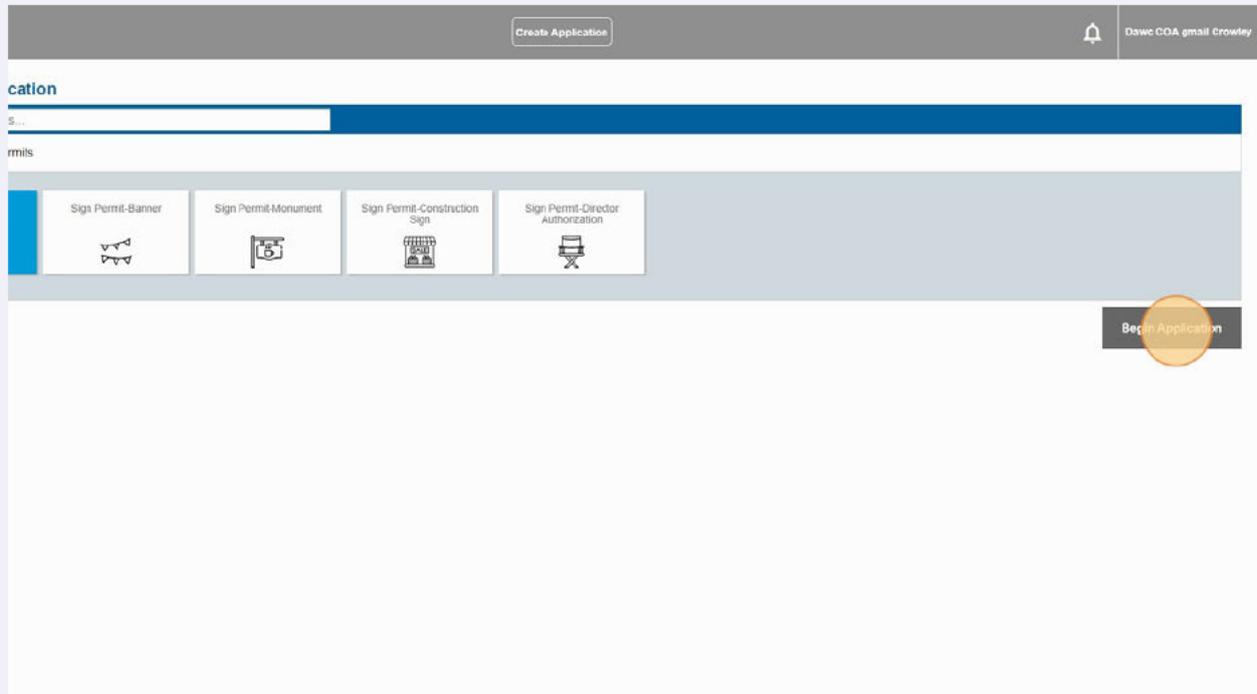


8

After you read the application information, Click "OK"



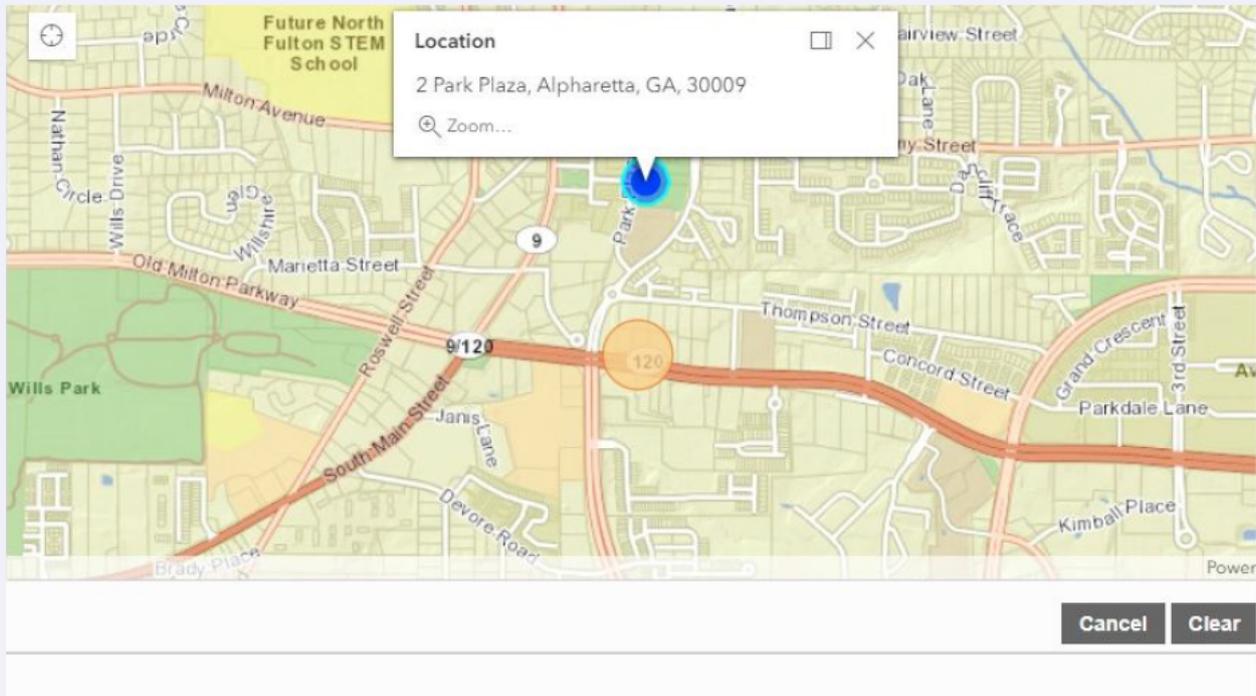
9 Click "Begin Application"



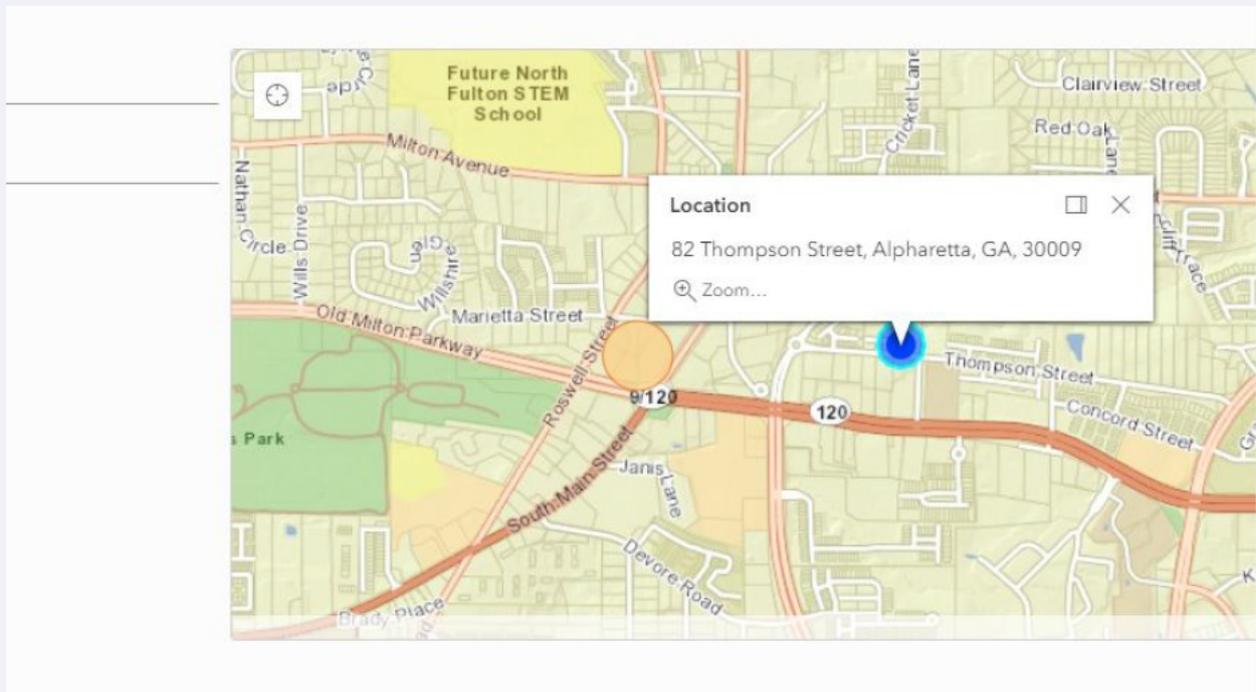
10 Enter the name as it will appear on the Sign and then enter the address. The address will start to autofill, please pick the most complete address.



11 You may also toggle to the address on the map.



12 In this example....I used the map to change the address.



13 Click "Use My Information" or "Manually Enter" (a sign contractor is not required).

ALPHARETTA Create Application

Application: Sign Permit-Wall

- 1 Main
- 2 **People**
- 3 DataGroup
- 4 Rel Docs
- 5 Payment

Applicant <small>more...</small>	Sign Contractor <small>more...</small>
Name	Name
Address Line1	Address Line1
City Name State Zip Code	City Name State Zip Code
Phone (Home) Phone (Mobile)	Phone (Home) Phone (Mobile)
Email	Email
Comment	Comment

Cancel Clear Previous **Next**

14 Click Next

ALPHARETTA Create Application Davc COA gmail Crowley

Sign Permit-Wall Step 2 of 5

Applicant <small>more...</small>	Sign Contractor <small>more...</small>
Name	Davc COA gmail Crowley
Address Line1	2 Park Plaza, Ground Floor
City Name State Zip Code	Alpharetta GA 30009
Phone (Home) Phone (Mobile)	Phone (Home) Phone (Mobile)
Email	davccrowley@gmail.com
Comment	

Cancel Clear Previous **Next**

15 Enter the requested sign information.

ALPHARETTA

Create Application

Application: Sign Permit-Wall

- 1 Main
- 2 People
- 3 DataGroup

Sign Permit-Monument/Wall

Business Name as it will appear on the Sign:

Text

This sign is in:

Select a value

Comment

If sign is illuminated with neon, what is the UL number for assebmby?

Text

Square Footage of Sign (Number ONLY):

Number

16 Click Next.

Create Application

🔔 Dawe COA@gmail.com Crowley

gn Permit-Wall

Step 3 of 5

Wall

appear on the Sign

Gas Pumps

neon, what is the UL number for assebmby?

Number ONLY:

Cancel Clear Previous Next

17 Click "Add" to upload your sign details. One combined document is fine.

Application: Sign Permit-Wall

1 Main

2 People

3 DataGroup

4 Rel Docs

  Delete all

5 Payment

18 Click the "Label" field and name your file if you desire.

Application: Sign Permit-Wall

Main

People

DataGroup

Rel Docs

Add  Delete all

 Avalon (2).jpg
Attached By: dawnccrowley@gmail.com

Label 

462.71 KB
2022-10-06T20:14:09Z 

Payment

19 Click Next.

Cancel Clear Previous Next

20 Click this checkbox. At this point you will be re-directed to PayPal to pay for the permit. You will have the option to pay with Visa or Master Card. You will not be obligated to start a PayPal account. PayPal is our online fee merchant.

Fee	Amount	Amount Paid
Sign Permit-Wall	\$300.00	\$0.00
Handling Fee	\$9.00	\$0.00
Total Fees: \$309.00		Total Paid: \$0.00

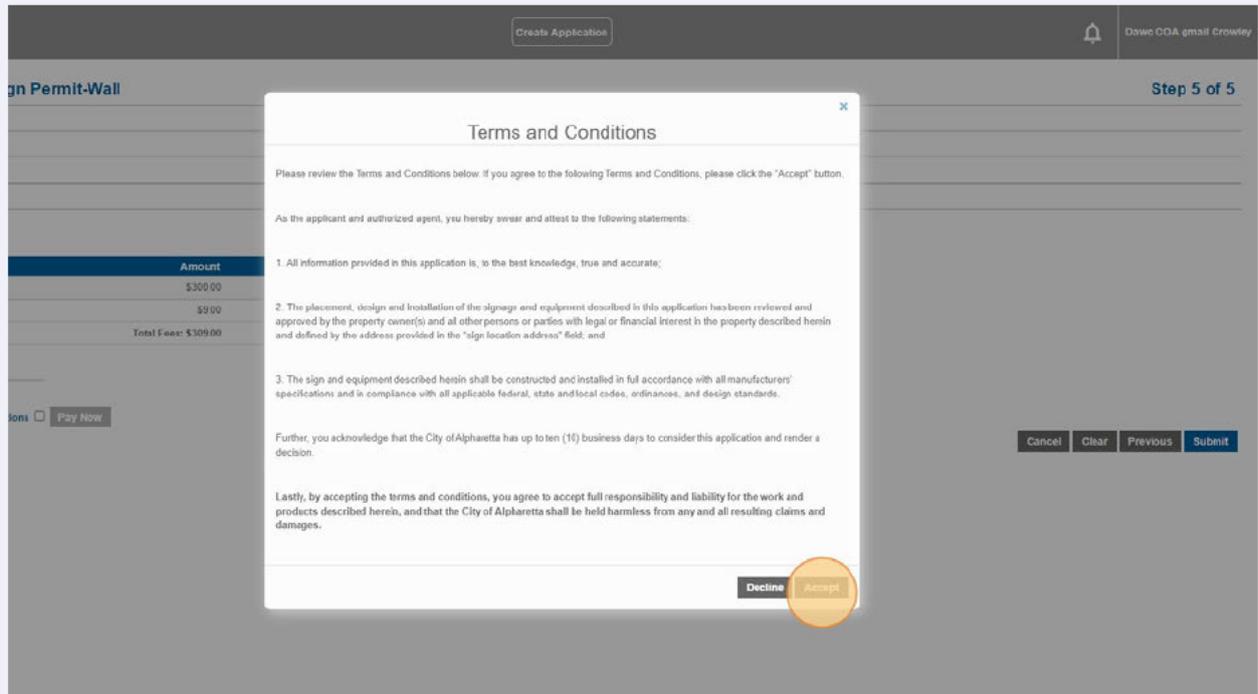
Payment Amount: \$309.00

Authorize.Net

Payment Terms and Conditions Pay Now

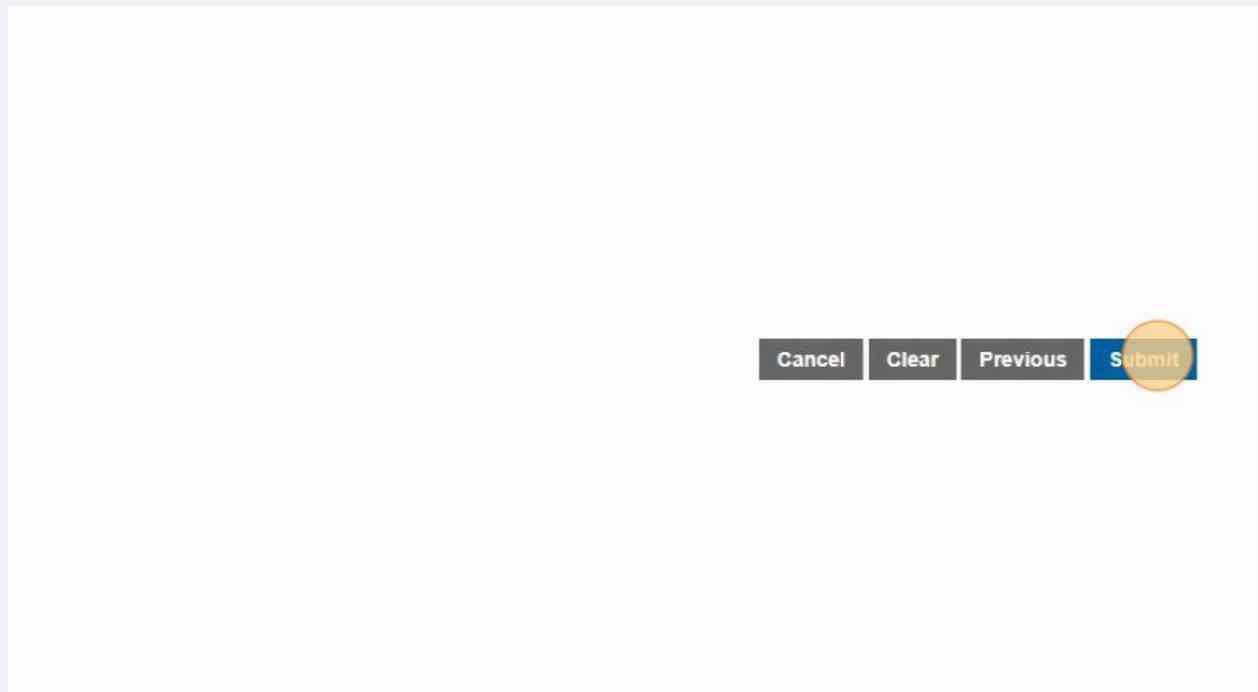
21

Please Read the Terms and Conditions. Since there is not a Paper Application any longer this is important. Click "Accept" to proceed.



22

After the fees are paid, Click Submit.



23

Once completed. You can review your application submittal and take different actions by clicking this dropdown.

Application
 Sign Permit-Wall S220146
 91 South Main Street, Alpharetta, GA, 30009
 Crowley Pops
 Open Actions

Addresses

Address	Location Type	Location Id
91 South Main Street, Alpharetta, GA, 30009	-	-

People

Title	Name	Address
Applicant	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009
Sign Contractor	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009

Data
 Sign Permit-Monument/Wall
 Business Name as it will appear on the Sign:
 Sign: Crowley Pops
 This sign is in:
 Convenience Store w/ Gas Pumps
 Comment:
 If sign is illuminated with neon, what is the UL number for assebnby?
 UL: 000

Workflow

Description	Result	Target End	Completed	M	Comments
Plans Review		10/21/2022 4:14 PM	1		
Issue Permit			2		
Sign Inspection			3		

Related Documents

File Name	Attached By	File Type	File Size	Created
Avalon (2).jpg	dawncrowley@gmail.com	Site Plan	482.71 KB	2022-10-06T20:14:09Z

Fees

Fee	Amount	Amount Paid	Amount Due
Sign Permit-Wall	\$300.00	\$0.00	\$300.00
Handling Fee	\$9.00	\$0.00	\$9.00
Total Fees	\$309.00	Total Paid: \$0.00	Total Due: \$309.00

Payments

Payment Type	Received By	Payment
No payments to display		
		\$0.00

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If you click on the City Logo at anytime you can get to your home page. Here you can see all of your submitted and incomplete applications.

ALPHARETTA Create Application

Application
 Sign Permit-Wall S220146
 91 South Main Street, Alpharetta, GA, 30009
 Crowley Pops
 Open Action

Addresses

Address	Location Type	Location Id
91 South Main Street, Alpharetta, GA, 30009	-	-

People

Title	Name	Address
Applicant	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009
Sign Contractor	Dawc COA gmail Crowley	2 Park Plaza, Ground Floor, Alpharetta, GA, 30009

Data
 Sign Permit-Monument/Wall

Workflow

Description	Result	Target End	Completed	M	Comments
Plans Review					
Issue Permit					
Sign Inspection					

Related Documents

File Name	Attached By	File Type	File Size	Created
Avalon (2).jpg	dawncrowley@gmail.com	Site Plan	482.71 KB	2022-10-06T20:14:09Z