


# OCCUPANCY PERMIT SUBMITTAL INSTRUCTIONS

Select **'Submit an Application or Request'**



**My Dashboard**   Request Inspection   Lookup   **Submit an Application or Request**

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Welcome, KEEDRA!

<b>Username</b> kraines@dekalbcountyga.gov	<b>Address</b> 178 Sams St Decatur, GA 30030	<b>Contact</b> (888)555-1212 (404)309-5686 kraines@dekalbcountyga.gov
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[My Profile](#)

**MY FEES** 0

**Total Amount Due**  
\$0.00

[Make Payment](#)

[Go to my fees](#)  
[Go to my payment history](#)

**My Projects**


Filter 0

Sort by Added Date

« Prev 1 Next »

## CHOOSE A RECORD

Select **'Building and Construction Permits'**



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Submit a New Record

**Choose a Record**   Record Information   Additional Information   Review   Confirmation

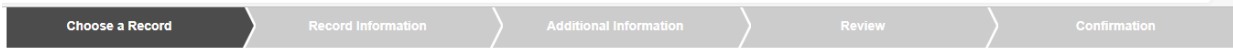
**Service Requests**  
Choose from the list below to report an issue or complaint.

- Report a Problem**  
Got a problem you'd like the County to address? Start here.
- Request a Service**  
Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here.
- Request Information or Forms**  
Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here.

**Licenses & Permits**  
Apply for a new license or permit, or renew an existing one.

- Building and Construction Permits**  
Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable
- DeKalb County Business Licenses and Tax Reporting**  
Licenses and Tax Reporting for businesses operating within DeKalb County
- Land Development**  
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities
- Zoning**  
Apply for Rezoning, Special Land Use Permits, Historic Preservation, and Appeals
- Blasting, Burning, Fireworks Display, or other Fire Safety Permit**  
Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County
- Registration of a GA State, City or County License with DeKalb County**  
Register or update your renewal information for a state, city, or county license with DeKalb County in order to apply for permits or licenses which require specific licensing

## Select the 'Move in As Is' application



### Service Requests

Choose from the list below to report an issue or complaint.

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### Licenses & Permits

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- Building and Construction Permits**  
Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable
  - Construction Permits in Unincorporated DeKalb County**  
All types of structural construction within unincorporated DeKalb County
    - Building Foundations Only
    - Building Shell Only Permit
    - CLA, Childcare, Adult Daycare, Personal Care (6 or less)
    - Permits for New Construction, Additions, Alterations and Repairs for Structures
    - Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit.

## RECORD INFORMATION

Enter the following information:

- Project Name:** The name of your business
- Work Type:** Select Tenant of Use Change
- Occupancy Type:** Select the appropriate type
- Declared Valuation:** There shouldn't be any cost associated with an Occupancy Permit so enter **\$1** (If you are doing any construction, submit a Commercial Alterations Permit.)
- Square Footage** of the tenant space
- Description:** Write **"Move in as is"** and the **type of business you are operating** in the space



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### Submit a New Record

[Save Progress](#)



Fill in the record information. Fields with \* are Required

#### What kind of record are you submitting?

Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit, Roof/Siding Only, Slab

Project Name \*

My Business Name

Work Type \*

Tenant or Use Change Permit

Occupancy Type \*

Business

Declared Valuation \*

1

Square Footage \*

1000

Description \*

MOVE IN AS IS. OFFICE SPACE FOR CONSULTING BUSINESS



## Select that you are the **tenant**

Include additional applicants or contacts, if applicable (business partners, agents, etc.)

This field indicates your responsibility for this request:

Capacity \*

### Additional Applicants ⓘ

Add Applicant

Invite Applicant

BUSINESS PARTNER  
Applicant

### Addresses ⓘ

Add Primary Address

Location Details

300 characters left

Back

Save & Continue



## Add Additional Applicant

Fields with \* are required.

Capacity \* ⓘ

Select ⓘ

Business  Individual

First Name ⓘ

Last Name \* ⓘ

Address Line 1 ⓘ

Address Line 2 ⓘ

City ⓘ

State ⓘ

Postal Code ⓘ

Mobile Phone ⓘ

(123)456-7890

Alternate Phone ⓘ

(123)456-7890

Fax ⓘ

(123)456-7890

Email ⓘ

[Clear All](#)

Enter the address of your business.

Addresses ⓘ

Location Details

300 characters left

You may search by the street number, street name, or full address. Select the appropriate address.

Address  Parcel

Number ①  Dir ①

Street Name ①  Suffix ①

Unit / Apt # ①

City ①  Postal Code ①

[Clear All](#)

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**Results**  
100 records returned, please use search criteria to filter results

- 2102 E LINDSAY DR DECATUR GA 30032-
- 2102 MARK TRL DECATUR GA 30032-
- 2102 KEHELEY DR DECATUR GA 30032-
- 2102 WHITES MILL RD DECATUR GA 30032-
- 2102 CANDLER RD DECATUR GA 30032-
- 2102 HOLLY HILL DR DECATUR GA 30032-
- 2102 GLENDALE DR DECATUR GA 30032-
- 2102 HILTON DR DECATUR GA 30035-
- 2102 WESLEY CHAPEL RD DECATUR GA 30035-
- 2102 REDWATER DR DECATUR GA 30035-
- 

### ADDITIONAL INFORMATION

Add the **Property Owner** (the person or company you are leasing from) by clicking on **+Add Row**

## Submit a New Record

[Save Progress](#)

Choose a Record | 
 Record Information | 
 **Additional Information** | 
 Attachments | 
 Review | 
 Confirmation

**Project Information**

Existing Project #

If this is an additional building permit for an existing Project, please provide the Project # below.

**Additional Applicant Information Detail Page**

Additional Applicant Information Details

**Additional Applicants** + Add Row

Capacity *	First Name	Last Name *	Email Address	Phone #	Invite Sent
PROPERTY OWNER	PROPERTY	OWNER	owner@nomail.com	0000000000	<input type="checkbox"/>

- Please provide the contact information for additional entities associated with the application / permit.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

**Add Row** ✕

Capacity \*

First Name

Last Name \*

Email Address

Phone #

Invite Sent

Enter the total square footage in the **Primary Structure Total Square Footage** section

**Project Details Page**

**Project Details Main**  
A permit is required for each structure (detached structures require separate permits).

Will you be demolishing more than 50% of the structure? If so, the project will require both demolition and new construction permit application.

No

Will any Retaining Walls be constructed or repaired on this job site? If yes, and the wall height is over 4 feet, please submit a separate permit application.

No

Is this a model home permit? If yes, a separate permit is required to convert the sales office back into a garage.

No

**SQUARE FOOTAGES (If this is new construction, only complete the "Total Square Footage" fields for the applicable sections below)**

**Primary Structure**

Primary Structure Additional Square Footage: |

Primary Structure Existing Square Footage:

**Primary Structure Total Square Footage**

2000

**Finished Basement**

Finished Basement Additional Square Footage:

Finished Basement Existing Square Footage:

Finished Basement Total Square Footage:

**Unfinished Basement**

Unfinished Basement Additional Square Footage:

Unfinished Basement Existing Square Footage:

Unfinished Basement Total Square Footage:

Select the 'Property Type' as Non Residential. Enter 'No' for 'Other Required Permits'

Select the 'Move In/No Work' and 'Construction Plans' boxes

**Details Page**

**Property Type \***

Non Residential

**Other Required Permits**

**Electrical \***

No

**HVAC \***

No

**Plumbing \***

No

**Application Package**

**Residential**

Energy Statement  Environmental Statement

Foundation Location  Tree Ordinance Exemption

Tree Survey

**Non-Residential**

Entertainment Statement  Move In/No Work

**Residential and Non-Residential**

Authorized Agent Form  Construction Plans

As Builts  Site Plan

Site Survey **Sewer Tap**

Select

Enter N/A for 'Construction Type'

Enter the appropriate **Occupancy Classification** (Assembly, Business, Educational, Factory & Industrial, High Hazard, Institutional, Mercantile (Retail), etc).

Enter the number of stories, rooms, and restrooms

### Zoning Requirements Detail

**Zoning Requirements Details**

Construction type \*  Occupancy Classification \*

Obtain Occupancy Classification and Construction Type from your architectural plans

**Structural Information**

Number Of Stories ⓘ  Number Of Rooms ⓘ

Number Of Baths ⓘ  Number Of Kitchens ⓘ

Number Of Bedrooms ⓘ

**Development Zoning Review**

Zoning Requirements Met  Land Use Requirements Met

Administrative Variance  Board Of Appeals

Special Land Use Permit

**Materials**

Exterior Finish ⓘ  Roofing ⓘ

**Property Information**

Lot Size ⓘ  Easement ⓘ

Lot # ⓘ  Total Impervious Area (in square feet)

**Setbacks**

Left ⓘ  Right ⓘ

Front ⓘ  Rear ⓘ



# ATTACHMENTS

Add the supplemental **Occupancy Permit Form** and your **Driver's License** and click on **Save & Continue**



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[Save Progress](#)

Progress bar with steps: Choose a Record, Record Information, Additional Information, **Attachments**, Review, Confirmation

Attachments ① 0

**You must add the following files to your submission.**

- Pending** Document Type 'Business License' is required for D-MISC application type. **Add**
- Pending** Document Type 'Drivers License or State ID' is required. **Add**

You can add other files to your submission if you want. **Add**

**Back** **Save & Continue**

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.  
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

**Back** **Save**

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.  
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

occupancy applicationVer\_6 (2).pdf  
Title (optional)   
Description (optional)   
200 characters left  
Document Type

**Back** **Save**

Review your information and click 'Submit'

Submit

Are you ready to submit this record?

Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit, Roof/Siding Only, Slab

[Back](#) [Submit](#)

## CONFIRMATION & NEXT STEPS



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### Submit a New Record



#### Confirmation

Thank You! Your record was submitted.

3107247

#### Record Type

Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit, Roof/Siding Only, Slab

#### Project Name

My Business Name

### \*\*\* IMPORTANT: READ THE INFORMATION BELOW \*\*\*

- ✓ You will receive a permit number. Save this number because it will be needed throughout the process.
- ✓ Once the application has been assigned to personnel and processed, you will be notified by email when you can pay the fees.
- ✓ You will receive a ProjectDox email notification to upload your sketch or plan for review.
- ✓ Once the reviews are approved, you will receive another email from ProjectDox so that the approved sketch or plan, and permit can be downloaded. Please print them and place them at your business location.
- ✓ Schedule your Building Final and 100% Fire Marshal inspection. If applicable, use the phone number on the permit card to schedule FOG and/or Backflow inspections.
- ✓ When all inspections have passed, use the information on the permit card to request a Certificate of Occupancy. This document is required to obtain a Business License.