

Application Submittal Procedures

To enable you to securely submit your application and payment, please follow the procedures listed below:

Steps to be done POST Pre-Application Meeting

_____ To ensure proper processing and payment, please create a profile and upload at least page 1 of your application to: <https://epermits.dekalbcountyga.gov/> (no more than 10mb permitted).

- If you have an existing account, you may use that account and create a *new application number* by selecting the proper application type.
- Fill out *all* Account Portal Questions!
- Put your **email address under "WEB ACCOUNT"**
- SAVE APPLICATION NUMBER (1246XXX) – send to staff when you email your complete application.

_____ We now require one electronic application only – no printed applications.

_____ E-mail an electronic application as **one .pdf file (not in separate parts)** and **application number (1246XXX)** to the Planner who conducted your pre-application conference. The date of receipt of the e-mail will be used to determine if the application has met the submittal deadline. No flash drive needs to be submitted.

_____ Make sure to review the checklist included with the application form. Incomplete applications will not be accepted. Contact the planner who conducted pre-application conference if you have questions.

Note: The planner assigned to case will prepare Planning Commission/Board of Commissioners sign(s) for posting on the site. The planner assigned to your case will contact you with instructions about posting the sign(s). You must e-mail a photo or photos of the posted sign(s) to the planner assigned to your case.