DeKalb County
GEORGIA

APPLICATION SUBMITTAL PROCEDURES:

Steps to be done <u>AFTER</u> your required Pre-Application Meeting

We require one (1) combined, PDF electronic application filing (no individual pages/no uploading "in parts").

1. Create profile; Upload your Application
   - <u>www.epermits.dekalbcountyga.gov</u> - no more than 10mb permitted (if too large, "reduce PDF" several times)
   - You may use an existing account and create a new Application number by selecting the proper application type.

2. Using the Application Checklist, verify all attachments to ensure completeness.

3. Answer all Account Portal questions.

4. Put your email address under "WEB ACCOUNT".

5. Upon completion, you will be issued an application number in the format of 124xxxx.

6. Email the application & application number to Staff. Your application <u>is not</u> considered submitted until you email Staff the application and application number.

7. Incomplete applications will not be accepted.