

ePermitting: How to Schedule Inspections Guide

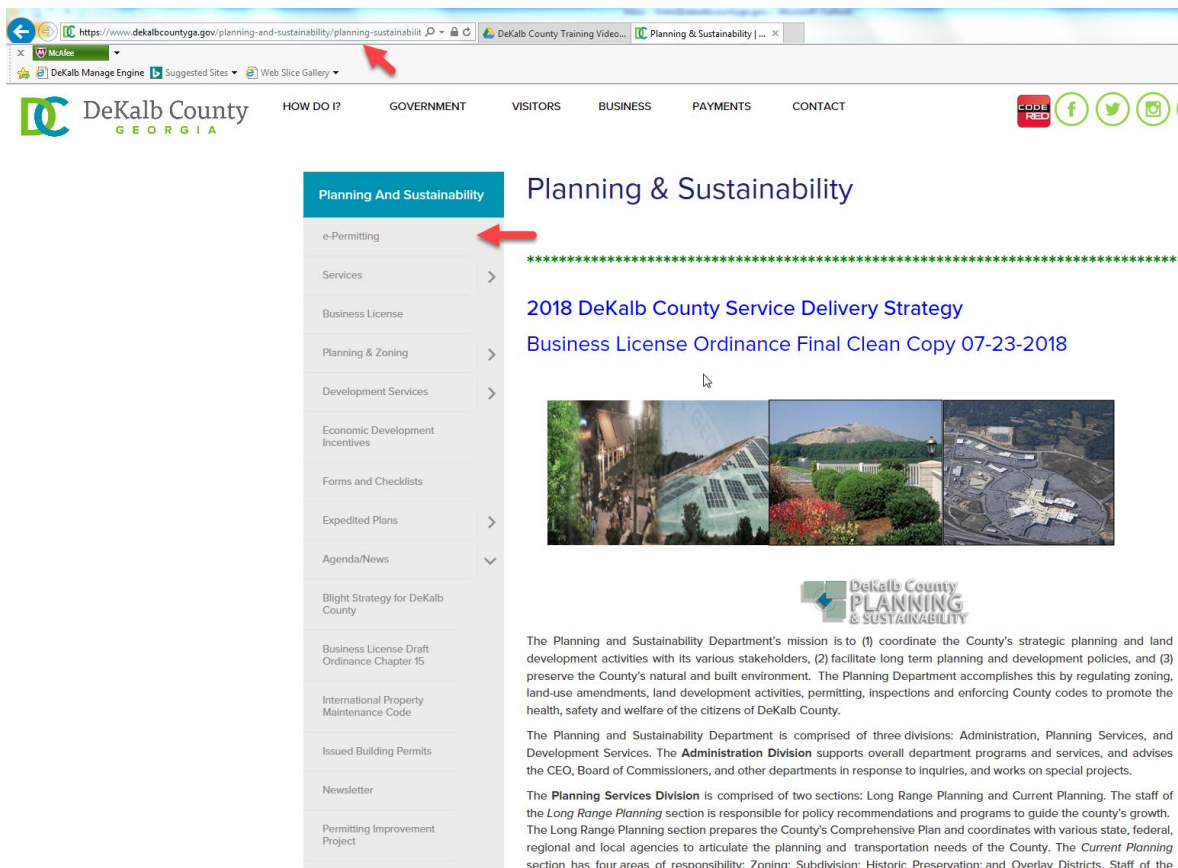
HOW TO SCHEDULE INSPECTIONS

1. Login to your account utilizing the URL below.

<https://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability>

Users are prompted to **enter their Username and Password**

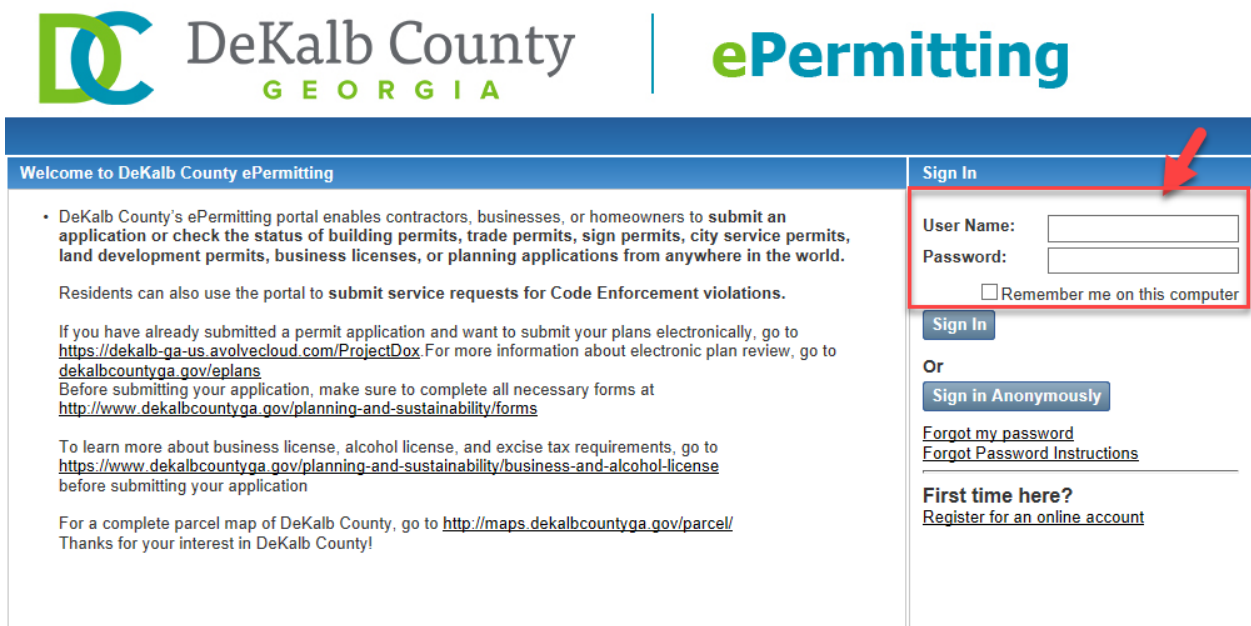
****Please note if this is your First Time Here and or Forgot My Password see the appropriate manuals on the website for further assistance.****



The screenshot shows a web browser window with the URL <https://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability>. The website header includes the DeKalb County Georgia logo and navigation links: HOW DO I?, GOVERNMENT, VISITORS, BUSINESS, PAYMENTS, and CONTACT. A sidebar on the left lists various services, with "e-Permitting" highlighted by a red arrow. The main content area displays the "Planning & Sustainability" title, followed by a horizontal line of asterisks, and then two links: "2018 DeKalb County Service Delivery Strategy" and "Business License Ordinance Final Clean Copy 07-23-2018". Below these links is a collage of three images: a street scene with solar panels, a large building, and an aerial view of a development. The DeKalb County Planning & Sustainability logo is also present, along with a detailed description of the department's mission and divisions.

2. Open any web browser and search for DeKalb County Planning and Sustainability, locate e-Permitting at the left top side of your screen.

3. Navigate to check Permit Status click her hyperlink
4. Enter your Username and Password.



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ePermitting

Welcome to DeKalb County ePermitting

- DeKalb County's ePermitting portal enables contractors, businesses, or homeowners to **submit an application** or **check the status of building permits, trade permits, sign permits, city service permits, land development permits, business licenses, or planning applications** from anywhere in the world.

Residents can also use the portal to **submit service requests** for Code Enforcement violations.

If you have already submitted a permit application and want to submit your plans electronically, go to <https://dekalb-ga-us.avolvecloud.com/ProjectDox>. For more information about electronic plan review, go to dekalbcountyga.gov/eplans. Before submitting your application, make sure to complete all necessary forms at <http://www.dekalbcountyga.gov/planning-and-sustainability/forms>.

To learn more about business license, alcohol license, and excise tax requirements, go to <https://www.dekalbcountyga.gov/planning-and-sustainability/business-and-alcohol-license> before submitting your application.

For a complete parcel map of DeKalb County, go to <http://maps.dekalbcountyga.gov/parcel/>. Thanks for your interest in DeKalb County!

Sign In

User Name:

Password:

☐ Remember me on this computer

Sign In

Or

Sign in Anonymously

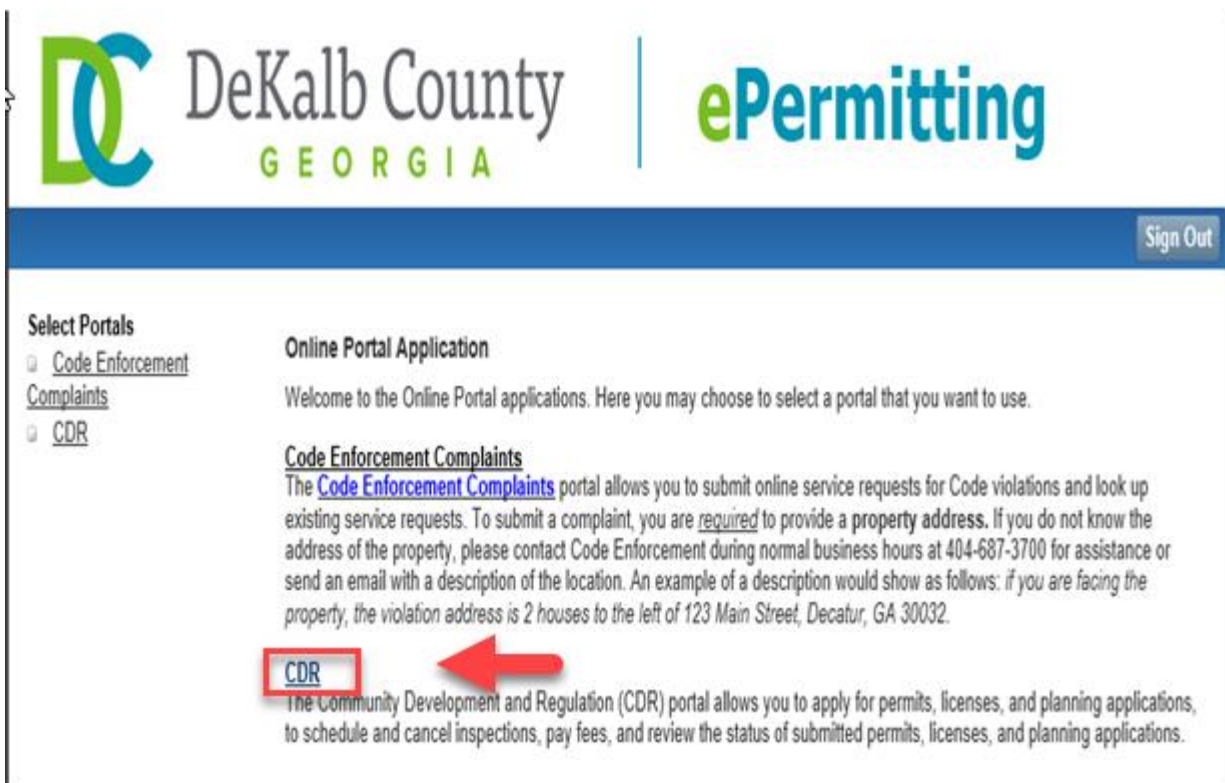
[Forgot my password](#)

[Forgot Password Instructions](#)

First time here?

[Register for an online account](#)

5. Click on **CDR**



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ePermitting

Sign Out

Select Portals

- [Code Enforcement](#)
- [Complaints](#)
- [CDR](#)

Online Portal Application

Welcome to the Online Portal applications. Here you may choose to select a portal that you want to use.


Code Enforcement Complaints

The [Code Enforcement Complaints](#) portal allows you to submit online service requests for Code violations and look up existing service requests. To submit a complaint, you are *required* to provide a **property address**. If you do not know the address of the property, please contact Code Enforcement during normal business hours at 404-687-3700 for assistance or send an email with a description of the location. An example of a description would show as follows: if you are facing the property, the violation address is 2 houses to the left of 123 Main Street, Decatur, GA 30032.

CDR

The Community Development and Regulation (CDR) portal allows you to apply for permits, licenses, and planning applications, to schedule and cancel inspections, pay fees, and review the status of submitted permits, licenses, and planning applications.

6. Click on the Building Permit Look Up hyperlink

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Portal Home
My Account


- [Modify Account](#)

Applications

- [Building Application](#)
- [Business License](#)
- [Planning Application](#)


Pay Fees

- [My Building Fees](#)
- [My Business License Fees](#)
- [My Planning Fees](#)

Look Up


Lookup your Building Permit, Business License, Planning, Trade License, Use, or Project applications to check the status and view details. Or search for other applications by application number, applicant name, or address/parcel ID.

- [Building Permit](#)
- [Business License](#)
- [Planning](#)

Apply

To apply for a Building Permit, Business License, Planning, Trade License, Use, or Project applications, you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.

- [Apply for a Building Permit](#)
- [Apply for a Business License](#)
- [Apply for a Planning/Land Development Permit](#)

Pay Fees

Pay fees for your Building Permit, Business License, Planning, Trade License, Use, or Project applications. Online payments can be made with Visa, Mastercard, or eCheck.

- [My Building Permits to be Paid](#)
- [My Business Licenses to be Paid](#)
- [My Processed Applications to be Paid](#)



[CDR Home](#)

[Building Home](#)

My Account

[Modify Account](#)

Apply

[My Saved Applications](#)

[Apply](#)

Permits

[My Permits](#)

Reviews

[My Reviews](#)

Inspections

[My Inspections](#)

Fees

[My Fees](#)

Lookup Permit

[Permit Number](#)

[Applicant](#)

[Address](#)

Permit #:

[Search](#)

Welcome Tonya Tate

Online Building Permit Application

Welcome to online building permit applications. Here you may choose to view permit information by searching with a permit number, applicant name, or address. You may apply for a permit online, or you may change or modify your account information.



[Lookup Building Permit](#)

View your building Permit or search for other permits by number, applicant name, or address.



[Apply For A Building Permit](#)

Choose the building permit type you would like to apply for.

You will need the following information in order to apply online for a permit:

Application Information: Information related to the type of work and the worksite location or address.

Applicant Information: Your name, address, phone number and e-mail address as well as pertinent licensed contractor information.



[Lookup Reviews](#)

View reviews related to your applications.



[Lookup Inspections](#)

View inspections related to your applications. To request an inspection, provide a proposed date and time. You will receive a confirmation upon scheduling your inspection.



[Pay Fees](#)

View fees related to your applications.





[Modify Account](#)

Modify your contact information and password or customize your welcome page.

7. Click on the **Lookup Inspections** hyperlink

8. Users are prompted to select the **Application Type** and enter the appropriate **Inspections Between Dates** range



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[CDR Home](#)
[Building Home](#)
My Account
[Modify Account](#)
Apply
[My Saved Applications](#)
[Apply](#)
Permits
[My Permits](#)
Reviews
[My Reviews](#)
Inspections
[My Inspections](#)
Fees
[My Fees](#)
Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

My Inspections
Inspections information associated with Tonya Tate


Search Criteria

My Inspections Information
☐ Select application type (Optional).
☐ Select the dates.
☐ Click "Search".

Application Type:

-- Select One --

Inspections Between Dates:
From* To*
[Search](#)



9. Select the applicable **Application Type** from the drop down selection



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[CDR Home](#)
[Building Home](#)
My Account
[Modify Account](#)
Apply
[My Saved Applications](#)
[Apply](#)
Permits
[My Permits](#)
Reviews
[My Reviews](#)
Inspections
[My Inspections](#)
Fees
[My Fees](#)
Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

My Inspections
Inspections information associated with Tonya Tate

Search Criteria

My Inspections Information

- Select application type (Optional).
- Select the dates.
- Click "Search".

Application Type:

-- Select One --
Building Foundations Only
Building Permit for New Construction, Additions, Alterations and Repairs for Structures
Building Shell Only Permit
City Services: Reviews & Inspections for Incorporated Cities
CLA, Childcare, Adult Daycare, Personal Care (6 or less)
Electrical Permit Application
Mechanical Permit Application
Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, C
Plumbing Permit Application
Sign Permit
Water Meter and Sewer
Whitebox Building Permit

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My Fees
Fees information associated with J31111111111111111111

Search Criteria

My Fees Information

- Select Application Type (Optional).
- Select the dates.
- Click "Search".

Application Type: -- Select One --

Fees Between Dates:
From: 5/24/2017 To: 5/24/2018

Search

6. Then click **SEARCH**

Inspection Information:

Permit Number: 3001222
Inspection Number: 3702956
Inspection Type: TEMPORARY POWER INSPECTION

Requested Date:


June 2018						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Preference: -- Select One --

Location:

7. From this screen you can chose your preferred inspection date.

8. Users are prompted to select the **Permit #**, Type, Address and Actions associated with the Scheduled Inspections.

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[CDR Home](#)
[Building Home](#)
My Account
 [Modify Account](#)
Apply
 [My Saved Applications](#)
 [Apply](#)
Permits
 [My Permits](#)
Reviews
 [My Reviews](#)
Inspections
 [My Inspections](#)
Fees
 [My Fees](#)
Lookup Permit
 [Permit Number](#)
 [Applicant](#)
 [Address](#)

My Permit Applications
Permits information associated with J.

Search Criteria Search Result - 16

Permit #	Type	Address	Actions
3002107	Mechanical Permit Application	5540 LAMFLEW DR LITHONIA GA 30038-	Summary Clone Edit
3002113	Mechanical Permit Application	5000 CIRCLESTONE LN STONE MOUNTAIN GA 30088-	Summary Clone Edit Inspections Fees Print Permit
3002127	Mechanical Permit Application	4474 LEE HUNTLEY DR LITHONIA GA 30058-	Summary Clone Edit Inspections Fees Print Permit
3002196	Mechanical Permit Application	1000 SUMMITVIEW DR ATLANTA GA 30316-	Summary Clone Edit Inspections Fees Print Permit
3002197	Mechanical Permit Application	1140 FOREST HEIGHTS DR STONE MOUNTAIN GA 30083-	Summary Clone Edit Inspections Fees Print Permit

1 2 3 4

[To create a printable report of the search result Click here](#)

9. Users should navigate to the Action field and select from the Insp#, Inspection Type, And Actions.
Select the Request Inspection hyperlink.

[CDR Home](#)
[Building Home](#)
My Account
 [Modify Account](#)
Apply
 [My Saved Applications](#)
 [Apply](#)
Permits
 [My Permits](#)
Reviews
 [My Reviews](#)
Inspections
 [My Inspections](#)
Fees
 [My Fees](#)
Lookup Permit
 [Permit Number](#)
 [Applicant](#)
 [Address](#)

My Permit Applications
Permits information associated with J.

Summary **Inspections - 2** Fees - 3

Insp #	Inspection Type	Scheduled Date	Status	Actions
3707400	HVAC FINAL INSPECTION			Request Inspection
3707401	HVAC ROUGH INSPECTION			Request Inspection

[Back to Search Results](#)

10. Users are prompted to select a **specified date and time preference** for their inspections.

Apply

☐ My Saved Applications
 ☐ Apply

Permits

☐ My Permits

Reviews

☐ My Reviews

Inspections

☐ My Inspections

Fees

☐ My Fees

Lookup Permit

☐ Permit Number
 ☐ Applicant
 ☐ Address

Request Inspection Details

Today's Date/Time:

7/16/2018 12:03:52 PM

Requested/Scheduled Date is required

To modify this inspection,

follow the instructions below.

You may schedule an inspection within the next 30 business days.

You may not request an inspection for the next day after 4:30 PM today.

☐ Select the 'Requested Date' desired
 ☐ Select the preference value
 ☐ Enter the location information
 ☐ Click the "Request" button

Inspection Information:

Permit Number:

3002113

Inspection Number:

3707400

Inspection Type:

HVAC FINAL INSPECTION

Requested Date:

<

July 2018

>

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Preference:

BEFORE 12 NOON

11. The Inspection Request Confirmation page will appear.

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Check Out

Sign Out

CDR Home

Building Home

My Account

☐ Modify Account

Apply

☐ My Saved Applications
 ☐ Apply

Permits

☐ My Permits

Reviews

☐ My Reviews

Inspections

☐ My Inspections

Fees

☐ My Fees

Lookup Permit

☐ Permit Number
 ☐ Applicant
 ☐ Address

My Permit Applications

Permits information associated with

Summary

Inspections - 2

Fees - 3

Request Inspection

Inspection Request Confirmation:

Inspection for Permit #: 3002113

This is a confirmation that your inspection has been requested.

Inspection Summary

Inspection Number:

3707400

Inspection Type:

HVAC FINAL INSPECTION

Requested Date:

Tuesday, July 17, 2018

Location:

Printer-Friendly

Back to Search Results