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.**

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.

5. Click on CDR
6. Click on the Building Permit Look Up hyperlink
7. Click on the **Lookup Inspections** hyperlink
8. Users are prompted to select the **Application Type** and enter the appropriate **Inspections Between Dates** range.
9. Select the applicable **Application Type** from the drop down selection.
6. Then click **SEARCH**

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.

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

10. Users are prompted to select a specified date and time preference for their inspections.
11. The Inspection Request Confirmation page will appear.