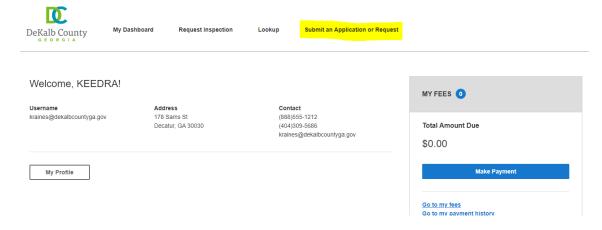
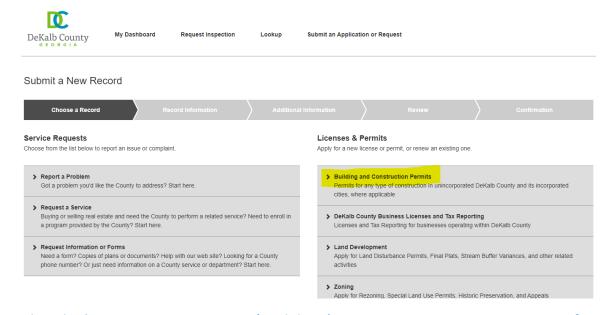
CITY SERVICES ARCHITECTURAL REVIEW SUBMITTAL INSTRUCTIONS

Select 'Submit an Application or Request'



CHOOSE A RECORD

Select 'Building and Construction Permits'

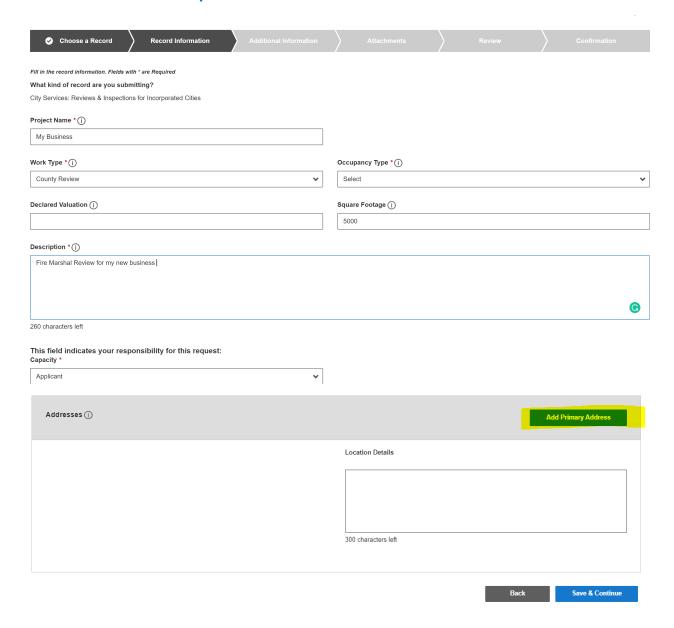


Select the 'City Construction Permits' and then 'City Services: Reviews & Inspections for Incorporated Cities'

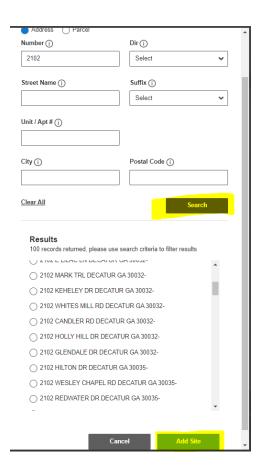


RECORD INFORMATION

- 1. Project Name: The name of your business or project
- 2. Work Type: County Review
- 3. Occupancy Type: Select the appropriate type
- 4. **Declared Valuation**: The cost of your project (if applicable)
- 5. **Square Footage** of the space
- 6. **Description**: Specify what type of review you are requesting
- 7. Enter your responsibility for this request as the Applicant
- 8. Select 'Add Primary Address'



Search by the street number, street name, or enter both. Select the appropriate address



ADDITIONAL INFORMATION

Enter the following information:

Project Type

City Permit Number: Found on the City Routing Sheet or letter from the city

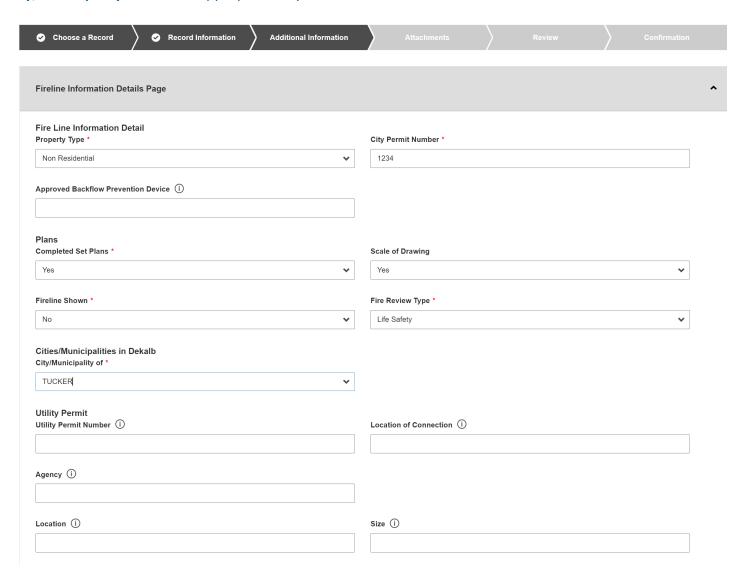
Completed Set Plans: Yes

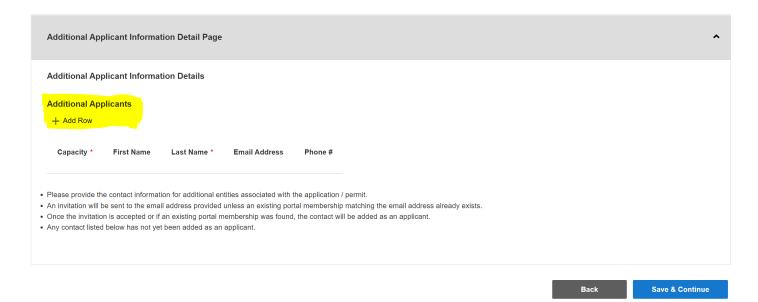
Scale of Drawing: Yes

Fireline Shown: No

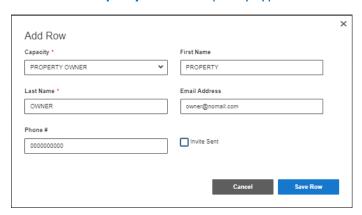
Fire Review Type: Select the appropriate review type. If it's a business license review, select Life Safety

City/Municipality: Select the appropriate city



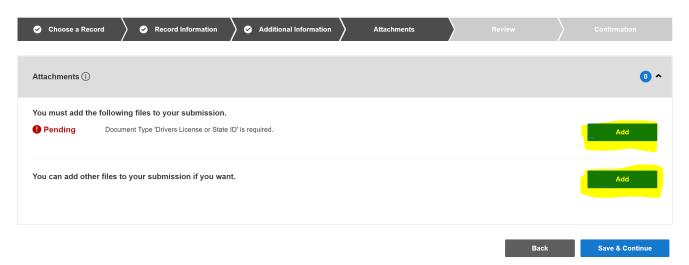


Select the 'Property Owner' capacity type. If it is a company, use the Last Name field



ATTACHMENTS

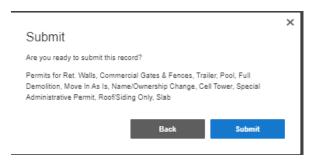
Add your identification and City Routing Sheet or letter. and then click on 'Save & Continue'







Review your information and 'Submit' the application



CONFIRMATION & NEXT STEPS



Submit a New Record



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 an application number. Save this number because it will be needed throughout the process with DeKalb County.
- ✓ 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 other relevant documents can be downloaded. Please print them and place them at your business or job location.
- ✓ Schedule your inspection(s)
- ✓ Once all inspections pass, take the approved documents and plans to the city