

## Instructions for Submitting a Water Meter and/or Sewer Tap Application

1. Click on the link below and complete the appropriate form(s). Please note that sewer capacity evaluation requests must be emailed to [sewercapacity@dekalbcountyga.gov](mailto:sewercapacity@dekalbcountyga.gov).

[https://www.dekalbcountyga.gov/sites/default/files/users/user2017/Watershed%20Packet%20Fillable\\_0.pdf](https://www.dekalbcountyga.gov/sites/default/files/users/user2017/Watershed%20Packet%20Fillable_0.pdf)

2. Next, go to our online portal (<https://dekalbga-ws01.cloud.infor.com/IPSProdDP/Views/AgencyLogin.aspx>) and sign up as a new user. Follow the prompts to apply for a building permit.
3. It will then ask you to select your permit type. Select Water Meter and Sewer. The next screen is going to ask for the location. Type in the address for your location exactly like this: 123 Main%  
Then click search. By adding the % it will search for all items that start with the beginning of your street name. If there are suites, multiple pages might come up. Scroll through until you find yours. You may leave the city and zip code field blank.
4. Continue through the pages inputting all required information (especially fields marked with an asterisk \*). When you get to the “Attachments” page make sure to upload the completed and signed documents.
5. Once you have completed all steps and submit, you will receive a permit number. You will also see some error messages, but this is some of that additional information that is contained on the application that must be completed by a permit tech.
6. After your submission is complete, you will receive an email from the permit technician who will provide you with a total. Reply to the email from the permit technician once you have paid the fee. Do not add the fees to your cart until you are ready to make the payment.
7. The permit tech will forward your application to the Department of Watershed Management to complete the process.