

Instructions for Submitting an Occupancy Permit

1. Please read the information in the Occupancy Permit Guide and complete the attached Building Application found by clicking on this link https://www.dekalbcountyga.gov/sites/default/files/users/user2017/Occupancy%20Permit%20Packet-%20FILLABLE_0.pdf.
2. Next, go to our online portal (<https://dekalbga-ws01.cloud.infor.com/IPSPProdDP/Views/AgencyLogin.aspx>) and sign up as a new user. Follow the prompts to apply for a new building permit. It will ask about the applicant type, in which you would be an “other contact” and no additional contacts are needed.
3. It will then ask you to select your permit type. There is a long option in the middle that includes *Name/Owner Change* (select that option). The next page is going to ask for the location. Input the address for your space exactly like this: 123 Main%, and 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 may come up. Scroll through until you find yours.
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, and the plan or sketch (outlined in the guide on Step 1).
5. Once you have completed all steps and submit, you will receive an application number. You will also see some error messages or pending items, but this is information that is contained on the application that must be completed by office personnel.

After your submission is complete, you will receive an email from a permit technician who will provide you with a total. **Do not add the fees to your cart until you are ready to go to the payment site.** Once the fee is paid, the permit will be reviewed, and the review staff will email you the permit. You may then call for your Fire Inspection and Building Inspection (please note that depending on the type of use, there may be backflow and FOG inspections required also). Please keep in mind that if the occupants intend to do any modifications at all, they will have to apply for a commercial alternation, not an “Occupant Permit”. If you have any questions along the way please send an email to permitinfo@dekalbcountyga.gov, as this email is monitored by several staff who can assist.