ePermitting: How to Apply for a Building or Trade Permit Guide
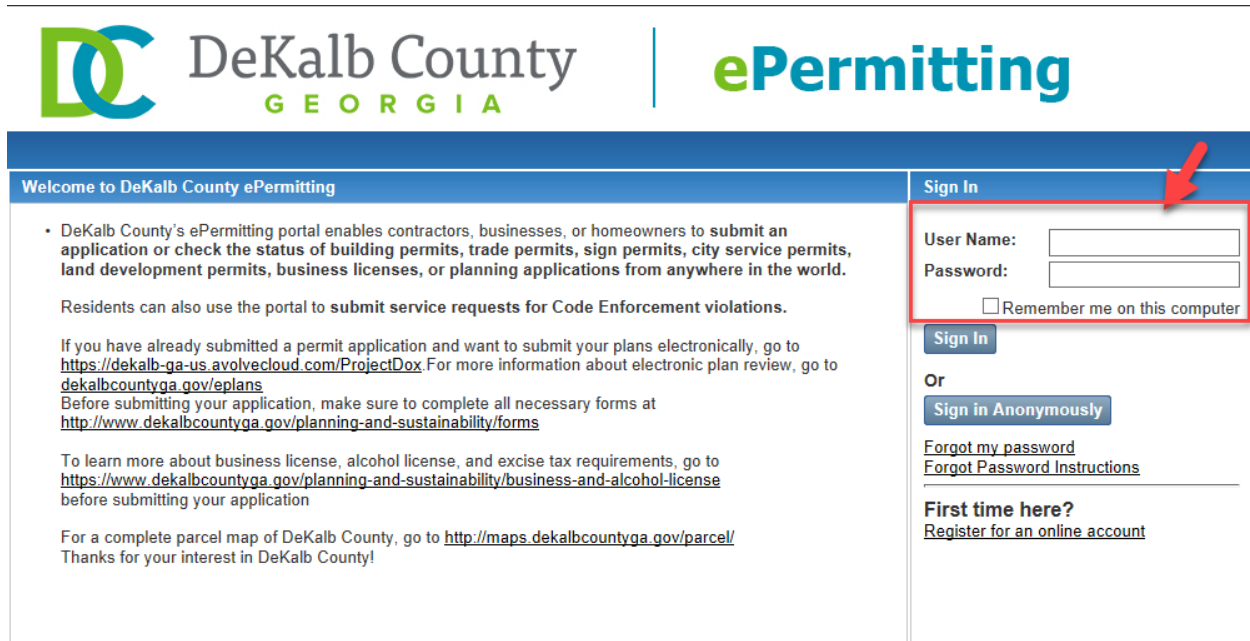
How to Apply For A Building Or Trade Permit

Log into ePermitting (Dynamic Portal) one of two ways:

https://dekalbga-ws01.cloud.infor.com/IPSProdDP/Views/AgencyLogin.aspx

1. Navigate to the "SIGN IN" section of the page and enter in your USER NAME and PASSWORD if you have already registered on the website

2. Navigate to the "FIRST TIME HERE? " of the page and click the "REGISTER FOR AN ONLINE ACCOUNT" link and enter in applicable information to request an account.

To submit an Online Portal Application for Land Development Application types

1. Select **Permit & License Application** on the Online Portal Application page

To apply for a Building Permit

1. Navigate to "APPLY FOR A BUILDING PERMIT" in the middle of the screen and select

Users should navigate to the applicable APPLICANT INFORMATION TAB

Select the following criteria under the Applicant Information category.

- I am the property owner completing this work
- I am the contractor completing this work
- Other contact

Then select the Next button

The website will navigate the Users to add an ADDITIONAL CONTACT TAB

Users have the option to include additional contacts to their permits

If users decide to add additional contact(s) to the permit, navigate to the ADD CONTACT button, if not click Next.

Users have the option to add ADDITIONAL CONTACTS

Once a contact is added as the screen above indicates, either enter an additional contact or choose to select the NEXT button.

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

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

☐ Click "Add Contact"
☐ Enter required contact information
☐ Please select Other State, if contact address lies outside US.
☐ Click "Search"

Applicant Type*
[Other Contact]

Contact Type*
[-- Select One --]

CapacityType *
[--Select One--]

Company Name [   ]

First Name [   ]

Last Name* [   ]

Address* [   ]
[   ]

City* [   ]

State [Georgia]

Zip [   ]

Phone [   ]

Fax [   ]

Email Address [   ]

Comments

Users that decide to include ADDITIONAL CONTACTS on their permits should make selections and or include data within the following fields:

- APPLICANT TYPE
- CONTACT TYPE
- CAPACITY TYPE
- LAST NAME
- ADDRESS
- CITY

Users should navigate to the PERMIT TYPE and make the appropriate selection (See Below).

SELECT PERMIT TYPE

1. Select the applicable PERMIT TYPE from this screen.
2. Click "NEXT" when finished

Each Permit Type will generate a different Details Page later in the application:
1. For **Buildings Foundation Only** Permits, see applicable Details Page instructions.
2. For **Building Permit for New Construction, Additions, Alterations, and Repairs for Structures** Permits, see applicable Details Page instructions.
3. For **Building Shell Only** Permits, see applicable Details Page instructions.
4. For **City Services, Reviews & Inspections Cities** Permits, see applicable Details Page instructions.
5. For **CLA, Childcare, Adult Daycare, Personal Care** (6 or less) Permits, see applicable Details Page instructions.
6. For **Electrical** Permit Application Permits, see applicable Details Page instructions.
7. **Mechanical** Permit Application Permits, see applicable Details page instructions.
8. Permits for **Ret. Walls, Commercial gates & Fences, Trailer, Pool, Full Demolition, Move in as Is, Name Ownership Change, Cell Tower, Special Administrative Permit, Roofing/Siding Only, Slab Plumbing** Permits , see applicable Details Page instructions.
9. **Sign** Permits, see applicable Details Page instructions.
10. **Water Meter and Sewer** Permits, see applicable Details Page instructions.
11. **White box** Building Permits, see applicable Details Page instructions.

Select the NEXT button

DeKalb County
GEORGIA

ePermitting

🛒 0 items in My Cart $0.00 | Check Out | Sign Out

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Lookup Permit
- Permit Number
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New Application for Tonya Tate

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation

Permit Type

☐ Please select the permit type
☐ Click "Next"

Permit Type: *
Building Permit for New Construction, Additions, Alterations and Repairs for Stru ▾

Cancel | Previous | Next ⬅

Users should navigate to the ADDERSS LOCATION TAB

Users should enter the STREET NAME and select the SEARCH button

Users enter the STREET NAME and the search results would appear. The applicants are prompted to choose a selection and navigate to the NEXT button.

Users should navigate to the JOB DESCRIPTION TAB

Users should select and enter data elements within the following fields

- Work Type
- Occupancy Type
- Declared Valuation
- Building Area
- Priority
- Project Name

Users are prompted to select NEXT button

Users should navigate to the DETAILS TAB

Users that decide to submit drawings electronically are prompted to select YES or NO from the drop down. Essentially, selecting YES will prompt the system to send you an invitation email once all fees are paid, and all required supporting documentation is received. You will receive an email from ePlans@dekalbcountyga.gov inviting you to join ePlans.

Users should navigate to the ATTACHMENTS TAB

Users are prompted to upload any supporting documentation to complete the application, then select the NEXT button. **PLEASE DO NOT submit electronic plans here.**

New Application for Tonya Tate

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation

CDR Home

Building Home

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Lookup Permit
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- Address

Permit Information Confirmation

To submit your application:

- Confirm the permit information is correct.
  If changes need to be made click the appropriate "Edit" button.
- Click the "Apply" button to submit your permit.
- Click the "Save For Later" button to save and continue processing the permit later.

Permit Information To Be Submitted

	Permit Type:	Building Permit for New Construction, Additions, Alterations and Repairs for Structures
Edit	Applicant Type:	Other contact
	Primary Contact Name:	Tonya Tate
	Address:	330 West Ponce de Leon Ave Decatur GA 30030
	Phone:	(404)371-4931
Edit	No contact added.	
Edit	Site Location:	2121 PONCE DE LEON AVE ATLANTA GA 30307-
Edit	Occupancy Type:	Single Family Detached
	Work Type:	Repairs to Existing Structure
	Declared Valuation:	$3,000.00
	Building Area:	1250
	Priority:	DWELLING, SINGLE-FAMILY (DETAC
	Project Name:	Tonya Tate's
	Description:	
	Sample Project Documentation	
Edit	Detail page information.	

Uploaded Filename	File Description
Sample Sketch Plan.docx	DP permit attachment

[Cancel] [Previous] [Apply]   [Save For Later]

Users should navigate to the APPLICATION CONFIRMATION TAB

Users should review the Permit Information Confirmation Details Page. If the details are correct users should select the APPLY button.

Users also have the option to select the SAVE FOR LATER button.

New Application for Tonya Tate

Application Status

You have successfully submitted a(n) Building Permit for New Construction, Additions, Alterations and Repairs for Structures application. In order to complete this process, you will need to pay the required fee in application fee table below. You may wish to check the information on your application is correct by selecting the View or Edit key prior to paying. Once your application has been paid, you will not be able to edit your application.

Permit Type:	Building Permit for New Construction, Additions, Alterations and Repairs for Structures
Permit Number:	3004261
Site Location:	2121 PONCE DE LEON AVE ATLANTA GA 30307-
Primary Applicant:	Tonya Tate
Issue Date:	
Fees:	
Declared Value:	$3,000.00
Legal Occupany:	Single Family Detached
Description of Work:	Sample Project Documentation
Milestone:	Pre-Process Application

Application Checkstatus

D-BUSLIC - Cont. must have GA Business License for D-New and D-ADD only	Pending
D-COMPKCH2 - Detail Page completeness check for D-ALT/REP/DAM	Pending
D-RESCOM - Property Type field is Required	Pending
Specify Residential or Non Residential Permit	Pending
The following status checks are based on the D-ADD/NEW or D-ALT/REP/DAM Applicant Package Details Page Check detail page: D-PERMITS - Other Permits required?	Pending

View | Clone | Edit

Users are prompted to review the APPLICATION STATUS details page and perform the following applicable tasks.

- View
- Clone
- Edit