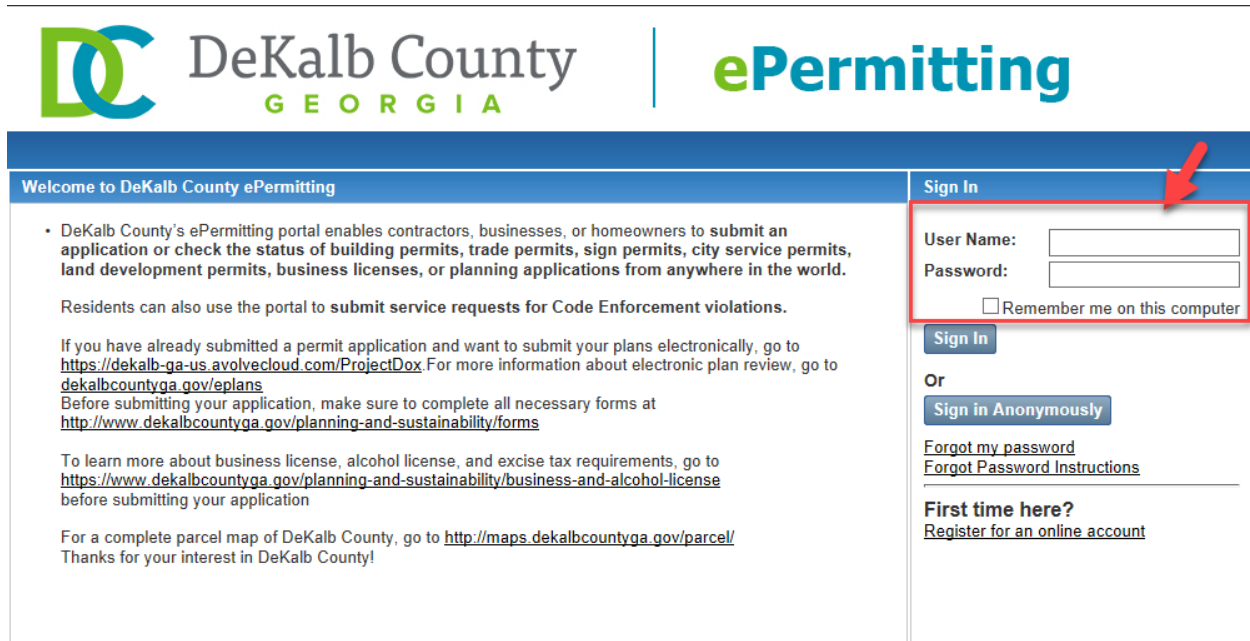


ePermitting: How to Apply for a Building or Trade Permit Guide

How to Apply For A Building Or Trade Permit



DeKalb County
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ePermitting

Welcome to DeKalb County ePermitting

- DeKalb County's ePermitting portal enables contractors, businesses, or homeowners to submit an application or check the status of building permits, trade permits, sign permits, city service permits, land development permits, business licenses, or planning applications from anywhere in the world.

Residents can also use the portal to submit service requests for Code Enforcement violations.

If you have already submitted a permit application and want to submit your plans electronically, go to <https://dekalb-ga-us.avolvecloud.com/ProjectDox>. For more information about electronic plan review, go to [dekalbcountyga.gov/eplans](http://www.dekalbcountyga.gov/eplans). Before submitting your application, make sure to complete all necessary forms at <http://www.dekalbcountyga.gov/planning-and-sustainability/forms>.

To learn more about business license, alcohol license, and excise tax requirements, go to <https://www.dekalbcountyga.gov/planning-and-sustainability/business-and-alcohol-license> before submitting your application.

For a complete parcel map of DeKalb County, go to <http://maps.dekalbcountyga.gov/parcel/>. Thanks for your interest in DeKalb County!

Sign In

User Name:

Password:

☐ Remember me on this computer

Sign In

Or

Sign in Anonymously

[Forgot my password](#)
[Forgot Password Instructions](#)

First time here?
[Register for an online account](#)

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.



Select Portals

- ☐ [Code Enforcement Complaints](#)
- ☐ [Permit & License Application](#)

Online Portal Application

Welcome to the Online Portal applications. Here you may choose to select a portal that you want to use.

[Code Enforcement Complaints](#)

The [Code Enforcement Complaints](#) portal allows you to submit online service requests for Code violations and look up existing service requests. To submit a complaint, you are *required* to provide a **property address**. If you do not know the address of the property, please contact Code Enforcement during normal business hours at 404-687-3700 for assistance or send an email to codeenforce@dekalbcountyga.gov with a description of the location. An example of a description would show as follows: *if you are facing the property, the violation address is 2 houses to the left of 123 Main Street, Decatur, GA 30032.*



[Permit & License Application](#)

The Community Development and Regulation (CDR) portal allows you to apply for permits, licenses, and planning applications, to schedule and cancel inspections, pay fees, and review the status of submitted permits, licenses, and planning applications.

To submit an Online Portal Application for Land Development Application types

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



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- [Modify Account](#)

Applications

- [Building Application](#)
- [Business License](#)
- [Planning Application](#)

Pay Fees

- [My Building Fees](#)
- [My Business License Fees](#)
- [My Planning Fees](#)

Look Up



Lookup your Building Permit, Business License, Planning, Trade License, Use, or Project applications to check the status and view details. Or search for other applications by application number, applicant name, or address/parcel ID.

- [Building Permit](#)
- [Business License](#)
- [Planning](#)

Apply



To apply for a Building Permit, Business License, Planning, Trade License, Use, or Project applications, you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.

- [Apply for a Building Permit](#)
- [Apply for a Business License](#)
- [Apply for a Planning/Land Development Permit](#)

Pay Fees



Pay fees for your Building Permit, Business License, Planning, Trade License, Use, or Project applications. Online payments can be made with Visa, Mastercard, or eCheck.

- [My Building Permits to be Paid](#)
- [My Business Licenses to be Paid](#)
- [My Processed Applications to be Paid](#)

To apply for a Building Permit

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



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New Application for Tonya Tate

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

- ☐ Select the Applicant Type
- ☐ Click "Next"

Applicant Type

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

Cancel

Next

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



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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"

Add Contact

Cancel

Previous

Next

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.



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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"

Name	Address	Contact Type	capacity	
Tonya Tate	330 West Ponce de Leon Ave	Web User	OWNCNTR	Remove

[Add Contact](#)

[Cancel](#) [Previous](#) [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.

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

Contact Type*

CapacityType *

Company Name
First Name
Last Name*
Address*

City*
State
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



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Permit Type

- ☐ Please select the permit type
- ☐ Click "Next"

Permit Type: *

-- Select One --

Cancel

Previous

Next



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

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Select One --

Building Foundations Only

Building Permit for New Construction, Additions, Alterations and Repairs for Structures

Building Shell Only Permit

City Services: Reviews & Inspections for Incorporated Cities

CLA, Childcare, Adult Daycare, Personal Care (6 or less)

Electrical Permit Application

Mechanical Permit Application

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 Plumbing Permit Application

Sign Permit

Water Meter and Sewer

Whitebox Building Permit

Address

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: *


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



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

☐ Please select the permit type
☐ Click "Next"

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


Cancel

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Users should navigate to the ADDRESS LOCATION TAB

Users should enter the STREET NAME and select the SEARCH button



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Permit Location

Address Search: Search application address

- Enter the Address
- Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Please select Other State, if address lies outside US.
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number

Dir

Street Name*

Suffix

Unit/Apt.

City

State

Zip

Search

Cancel

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Additional Contacts

Permit Type

Address Location

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Details

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Permit Location

Address Search: Search application address

- Enter the Address
- Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Please select Other State, if address lies outside US.
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number

Dir

Street Name*

Suffix

Unit/Apt.

2121

--

PONCE DE LEON

AVE

City

State

Zip

ATLANTA

Georgia

30307-

Street #	Dir	Street Name	Suffix	Unit/Apt/Suite	City	State	Zip
2121		PONCE DE LEON	AVE		ATLANTA	GA	30307-
2115		PONCE DE LEON	AVE		ATLANTA	GA	30307-
2109		PONCE DE LEON	AVE		ATLANTA	GA	30307-
2103		PONCE DE LEON	AVE		ATLANTA	GA	30307-
2089		PONCE DE LEON	AVE		ATLANTA	GA	30307-

1 2 3 4 5 ...

Search

Cancel

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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.



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Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Job Description							
<input type="checkbox"/> Enter the required field(s) <input type="checkbox"/> Click "Next"							
Work Type*		Repairs to Existing Structure					
Occupancy Type*		Single Family Detached					
Declared Valuation*		3000.00					
Building Area* (square footage)		1250					
Priority		DWELLING, SINGLE-FAMILY (DETAC					
Project Name*		Tonya Tate's					
Description of the construction/proposed job*							
Sample Project Documentation							
<div>Cancel Previous Next Save for Later</div>							

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



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New Application for Tonya Tate

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

- ☐ Enter in the details.
- ☐ Click "Next"

ePlan Details

Will you be submitting drawings electronically through ePlans * Yes



[Cancel](#)

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[Next](#)

[Save For Later](#)

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.

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Attachments

The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the Primary permit number.

To Upload Documents:

- ☐ Click "Browse" to select the files/documents from your computer to attach to your application

NOTE: EACH FILE CAN NOT EXCEED 10MB.

- ☐ Enter the description
- ☐ Click "Upload" to add files
- ☐ Click "Next"

File Path

Browse...

File Description

Upload

Cancel

Previous

Next

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.**



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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](#)

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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.



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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 Occupancy: 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