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

- View
- Clone
- Edit