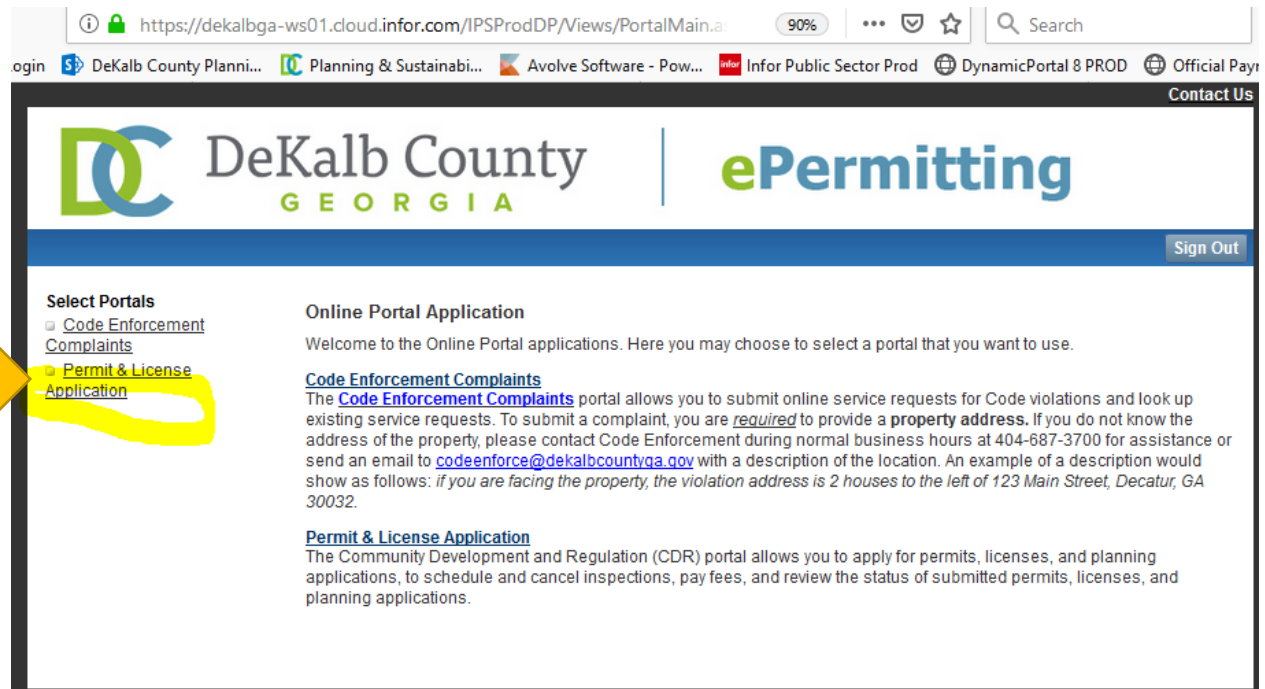


How to Cancel Inspections online

Login to Your Online Account on the Dynamic Portal :-

<https://dekalbga-ws01.cloud.infor.com/IPSPProdDP/Views/AgencyLogin.aspx>

- Click on the Permit & License link



The screenshot shows the DeKalb County ePermitting portal. The header includes the DeKalb County logo and the text "DeKalb County GEORGIA" and "ePermitting". A "Sign Out" button is visible in the top right corner. The main content area is titled "Online Portal Application" and contains two sections: "Code Enforcement Complaints" and "Permit & License Application". The "Permit & License Application" link is highlighted with a yellow circle, and a yellow arrow points to it from the left.

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.

- Go to the **Lookup Permit** section
- Click on Permit Number
- Enter the permit # in the Application # Box
- Click Search

DeKalb County | **ePermitting**
GEORGIA

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

CDR Home
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](#)

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address.
From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search Address Search

To search for an application:
 Enter the Application Number.
 Click "Search".

Application #* [Search](#)

- Click on the Inspections under the Actions section– See screenshot below

The screenshot shows the DeKalb County ePermitting website interface. On the left is a navigation menu with categories like CDR Home, Building Home, My Account, Apply, Permits, Reviews, Inspections, Fees, and Lookup Permit. The main content area is titled 'Permit Application Lookup' and includes a search bar with tabs for Permit # Search, Applicant Search, Address Search, and Lookup Result. Below the search bar is a table with one search result. A yellow arrow points to the 'Inspections' link in the Actions column of this result.

DeKalb County
GEORGIA

ePermitting

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

CDR Home

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](#)

Permit Application Lookup


Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search Address Search **Lookup Result**

Permit #	Type	Address	Actions
3034366	Building Permit for New Construction, Additions, Alterations and Repairs for Structures	960 HARGETT CT STONE MOUNTAIN GA 30083-	Summary Clone Reviews Inspections Fees

To create a printable report of the search result [Click here](#)

- Click on Cancel Inspection



0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)


CDR Home
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](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address.
From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary Review **Inspections - 2** Fees - 3

Insp #	Inspection Type	Scheduled Date	Status	Actions
3809868	STRUCTURAL FINAL INSPECTION	5/22/2019		Cancel Inspection
3809869	STRUCTURAL FRAMING INSPECTION			Request Inspection

[Back to Search Results](#)



Click on Cancel Inspection again

The screenshot shows the DeKalb County ePermitting interface. At the top left is the DeKalb County Georgia logo. To the right is the 'ePermitting' logo. A blue navigation bar contains a shopping cart icon with '0 items in My Cart \$0.00', and 'Check Out' and 'Sign Out' buttons. On the left side, there is a vertical menu with categories: CDR Home, Building Home, My Account (with a sub-link for Modify Account), Apply (with sub-links for My Saved Applications and Apply), Permits (with a sub-link for My Permits), Reviews (with a sub-link for My Reviews), Inspections (with a sub-link for My Inspections), Fees (with a sub-link for My Fees), and Lookup Permit (with sub-links for Permit Number, Applicant, and Address). The main content area is titled 'Permit Application Lookup' and includes a brief instruction: 'Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.' Below this is a tabbed interface with tabs for 'Summary', 'Review', 'Inspections - 2', 'Fees - 3', and 'Cancel Inspection'. The 'Cancel Inspection' tab is active, displaying 'Request Inspection Details'. This section shows 'Today's Date/Time: 5/21/2019 2:18:36 PM' and 'This inspection is currently scheduled for: 5/22/2019'. It then provides instructions: 'To cancel the inspection' followed by a checkbox and the text 'Click the "Cancel Inspection" button.' Below this, 'Inspection Information:' is listed with 'Permit Number: 3034366', 'Inspection Number: 3809868', and 'Inspection Type: STRUCTURAL FINAL INSPECTION'. A 'Cancel Inspection' button is located at the bottom of this section. A large yellow arrow points upwards from the bottom of the page towards this button. At the very bottom of the page, there are two buttons: 'Back' and 'View Results'.

You will see the Inspection Cancellation confirmation below

The screenshot displays the DeKalb County ePermitting interface. At the top left is the DeKalb County Georgia logo. To the right is the 'ePermitting' logo. A navigation bar at the top right shows '0 items in My Cart \$0.00', 'Check Out', and 'Sign Out' buttons. On the left side, there is a vertical menu with categories: CDR Home, Building Home, My Account (with a sub-link 'Modify Account'), Apply (with sub-links 'My Saved Applications' and 'Apply'), Permits (with sub-link 'My Permits'), Reviews (with sub-link 'My Reviews'), Inspections (with sub-link 'My Inspections'), Fees (with sub-link 'My Fees'), and Lookup Permit (with sub-links 'Permit Number', 'Applicant', and 'Address').

The main content area is titled 'Permit Application Lookup'. Below the title, it states: 'Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.' Below this text are several tabs: 'Summary', 'Review', 'Inspections - 2', 'Fees - 3', and 'Cancel Inspection'. The 'Cancel Inspection' tab is currently selected.

Under the 'Cancel Inspection' tab, there is a confirmation box with a blue header that reads 'Inspection Request Confirmation:'. The text inside the box says: 'Inspection for Permit #: 3034366' and 'You have cancelled the schedule of the inspection number: 3809868'. To the right of the confirmation box is a 'Printer-Friendly' icon.

A large yellow arrow points upwards from the bottom of the page towards the 'Cancel Inspection' tab and the confirmation box.