

PERMITTING CONTACTS

- **Commercial Review:** complanreview@dekalbcountyga.gov ; **Residential Review:** resplanreview@dekalbcountyga.gov
- **ePermitting Password Resets:** Send an email from the email address associated with your account to kraines@dekalbcountyga.gov
Include your username and a contact number
- **Technology Issues:** Email a screenshot or picture of the issue to permitinfo@dekalbcountyga.gov
- **Open Records Requests:** orr_development@dekalbcountyga.gov
- **Online Permitting:** <https://www.dekalbcountyga.gov/planning-and-sustainability/e-permitting>
- **Forms:** <https://www.dekalbcountyga.gov/planning-and-sustainability/building-permits-guides-checklists-and-calendars>

CONTACT PERSON	INFORMATION APPLICATION & REVIEW STATUSES	BUILDING PERMITS	MECHANICAL ELECTRICAL PLUMBING PERMITS	CERTIFICATE OF OCCUPANCY (INSPECTIONS FINALIZED)	CITIES (FIRE MARSHAL & WATERSHED REVIEWS)	WATERSHED APPLICATIONS
Patricia Hassell Office Assistant PermitInfo@dekalbcountyga.gov (678)260-1307	Primary Contact	General Information	General Information	General Information	General Information	General Information
Delores Wills Office Assistant PermitInfo@dekalbcountyga.gov (470)561-3566	Primary Contact	General Information	General Information	General Information	General Information	General Information
Juliet Dawson-Dyce Permit Tech jddyce@dekalbcountyga.gov (470)561-3567		Secondary Contact	Primary Contact	Primary Contact	Primary Contact	Primary Contact
Aaron Fleming Permit Tech afleming@dekalbcountyga.gov (470)561-3565		Secondary Contact	Primary Contact	Primary Contact	Primary Contact	Primary Contact
Temekia Armour Permit Tech tvarmour@dekalbcountyga.gov (470)561-3564		Primary Contact	Secondary Contact	Secondary Contact	Primary Contact	Primary Contact
Shiwanda Dean Permit Tech srdean@dekalbcountyga.gov (470)451 -2443		Primary Contact	Secondary Contact	Secondary Contact	Primary Contact	Primary Contact
Zukera Mitchell Permit Tech zomitchell@dekalbcountyga.gov (470)561-3559		Primary Contact	Secondary Contact	Secondary Contact	Primary Contact	Primary Contact
Bridgette Jackson-Barney Permit Tech bdbarney@dekalbcountyga.gov (470)561-3560		Primary Contact	Secondary Contact	Secondary Contact	Primary Contact	Primary Contact
Bonnie Valentine Administrative Specialist gvvalentine@dekalbcountyga.gov (470)561-3561	General Information	General Information	General Information	General Information	General Information	General Information
Keedra Raines Harris , Permits Manager kraines@dekalbcountyga.gov (404)309-5686						

DeKalb County Planning and Sustainability Department
Plan Reviewers Action Plan during COVID-19 crisis
(for both working from home and office/building)



Staff	Duties/Task	Monitoring
Robert Satterwhite (Lead Residential)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customers as necessary - Assign residential plans & informational signs to the appropriate reviewer daily 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Linda Walton (Residential)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customer as necessary - Notify other departments of needed reviews for current projects 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Ken Bailey (Residential)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customer as necessary - Notify other departments of needed reviews for current projects 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Tony Pruitt (Lead Commercial)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customers as necessary - Assign commercial plans to the appropriate reviewer daily 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Mike Collins (Commercial)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customer as necessary 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed

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	<ul style="list-style-type: none"> - Notify other departments of needed reviews for current projects 	
April Turner (Commercial)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customers as necessary - Notify other departments of needed reviews for current projects 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Greg Campbell (Commercial)	<ul style="list-style-type: none"> - Plan review - Respond to emails and calls - Assist customers as necessary - Notify other departments of needed reviews for current projects 	<ul style="list-style-type: none"> - Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Usha Caudill (Admin. Assistant)	<ul style="list-style-type: none"> - Assist with keeping up with emails and complan - Assist with returning phone calls and emails to customers - Pull daily reports for Rodney - Assist with removing old permit files - Preparing old records for archive 	<ul style="list-style-type: none"> - Copy me on all emails - Provide Rodney with a daily report of tasks completed
Rodney Miller (Plan Review Manager)	<ul style="list-style-type: none"> - Stay in touch with staff through daily calls (Zoom) - Plan Review - Respond to emails and calls 	-

Staff	Duties/Task	Monitoring
	<ul style="list-style-type: none"> - Provide reports to Sr Management - Daily check on expectations of reviews (inspect what you expect) - Assist customers with ePlan permitting 	

Additional guidance:

- **Email Correspondence:** starting 3/16/2020, and until further notice, in order to facilitate the permitting process; all departments shall provide/send their comments to the applicants electronically since the applicants can no longer come to the 2nd floor to pick up their comments.
- **Virtual Meetings:** All employees are to download the ZOOM app so that we should be able to have virtual meetings when necessary
- **Drop-off boxes** are being created and are placed at the entrance of our building (330 W Ponce de Leon Ave) where applicants/customers can drop off their plans/resubmittal for projects that are not currently eplans
- **Submit Plans Electronically:** In case where we are not to report to work, applicants/customers may resubmit their plans for reviews electronically as a pdf. The following instructions to be provided to the customers:
 - The project name & AP#
 - Email must specify which departments the pdf is to be sent to
 - The comments from each one of those departments must be attached to the email.
 - Comments from each department shall be provided as separate attachments. Do not combine all comments as one document/attachments.
- **ePlans:** All new applications will be processed as eplans when we are no longer able to report to work.
 - The application form will be sent to the customer through email

- Customer will complete the application and send it back OR submit application online by themselves
- Application will be processed and fees generated
- The customer will be required to create an account to match the application processed on IPS dynamic portal and pay the fees
- Project will be moved to ProjectDox and customer will be notify to upload the plans
- Eplans upload guidelines shall be sent to the customer with the ProjectDox login information