

## **HOW TO SUBMIT A CITY SERVICE APPLICATION ONLINE**

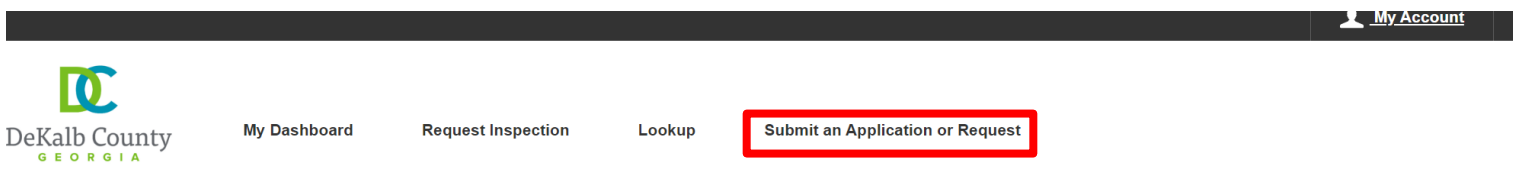
1. Create an account/profile on and Log into (if you already have an account, simply log in)

<https://epermits.dekalbcountyga.gov/home>



Either Log in or Create a profile. (you may be asked to log in after creating a profile)

2. Click on "Submit an application request" at the top (see screenshot below). It may take few seconds before the next page fully comes up.



Welcome FRANK

## DEPARTMENT OF PLANNING & SUSTAINABILITY

3. Click on "Land Development", **then** "Building and construction permits", **then** "City construction permit" **and then**, "City services: reviews & Inspections for incorporated cities" (see screenshot below)

Submit a New Record

| Choose a Record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Record Information | Additional Information | Review | Confirmation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------|--------|--------------|
| <b>Service Requests</b><br>Choose from the list below to report an issue or complaint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                        |        |              |
| <div> <div> <div>1</div> <div> <p>➤ <b>Report a Problem</b><br/>Got a problem you'd like the County to address? Start here.</p> <p>➤ <b>Request a Service</b><br/>Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here.</p> <p>➤ <b>Request Information or Forms</b><br/>Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here.</p> </div> </div> <div> <div>2</div> <div> <p>Click #1 and it will expand to show #2, which will also expand to show #3 that you will click on next.</p> </div> </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                        |        |              |
| <b>Licenses &amp; Permits</b><br>Apply for a new license or permit, or renew an existing one.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                        |        |              |
| <div> <div> <div>1</div> <div> <p>▼ <b>Building and Construction Permits</b><br/>Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable</p> <p>➤ <b>Construction Permits in Unincorporated DeKalb County</b><br/>All types of structural construction within unincorporated DeKalb County</p> <p>➤ <b>Trade Permits (Electrical, HVAC/Mechanical, Plumbing)</b><br/>Permits requiring specialized trade licensing, such as electrical, HVAC/mechanical, and plumbing permits.</p> </div> </div> <div> <div>2</div> <div> <p>▼ <b>City Construction Permits</b><br/>City Service permits which require Dekalb County Fire Inspection or Watershed Review</p> </div> </div> <div> <div>3</div> <div> <p><b>City Services: Reviews &amp; Inspections for Incorporated Cities</b></p> <p>➤ <b>DeKalb County Business Licenses and Tax Reporting</b><br/>Licenses and Tax Reporting for businesses operating within DeKalb County</p> <p>➤ <b>Land Development</b><br/>Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities</p> <p>➤ <b>Zoning</b><br/>Apply for Rezoning, Special Land Use Permits, Historic Preservation, and Appeals</p> <p>➤ <b>Blasting, Burning, Fireworks Display, or other Fire Safety Permit</b><br/>Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County</p> <p>➤ <b>Registration of a GA State, City or County License with DeKalb County</b><br/>Register or update your renewal information for a state, city, or county license with DeKalb County in order to apply for permits or licenses which require specific licensing</p> </div> </div> </div> |                    |                        |        |              |

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4. On the next page follow the instructions provided below, in the order stated by the numbers

Submit a New Record

✓ Save Progress

✓ Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Fill in the record information. Fields with \* are Required

What kind of record are you submitting?

City Services: Reviews & Inspections for Incorporated Cities

Project Name \* 1

Work Type \* 2

Occupancy Type \* 3

Declared Valuation 4

Square Footage 5

Description \* 6

This field indicates your responsibility for this request: Capacity \* 7

Addresses 8 Add Primary Address

Location Details

#1: Add the project name

#2: Select the applicable Work Type in the drawdown menu (a list will open when you click in the space)

#3: Select the applicable Occupancy Type in the drawdown menu (a list will open when you click in the space)

#4: Add the valuation of the project (cost for the project)

#5: Add the square footage of the project (Square footage of all buildings footprint)

#6: Provide a description of the project

#7: Select the capacity (i.e. in what capacity are you associated with the project) (a list will open when you click in the space)

#8: Click on "add primary address" and See the next item below for details

#9: after the address is added, then click on "Save & Continue"

Back

Save & Continue

9

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### 5. Adding addresses

(a) To add the address: First select “address”, then simply add the “street name” and the “suffix”.

Example of “suffix” is Road, Drive, Avenue, etc. Do not add the suffix to the street name. And then click search.

you submitting?

Civil site design review for commercial, residential, or mixed-use  
d clearing, Grubbing, Grading, and Alterations to Infrastructure

### Add Primary Address

Type ⓘ

☒ Address ☐ Parcel

Number ⓘ

Dir ⓘ

Street Name ⓘ

Suffix ⓘ

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

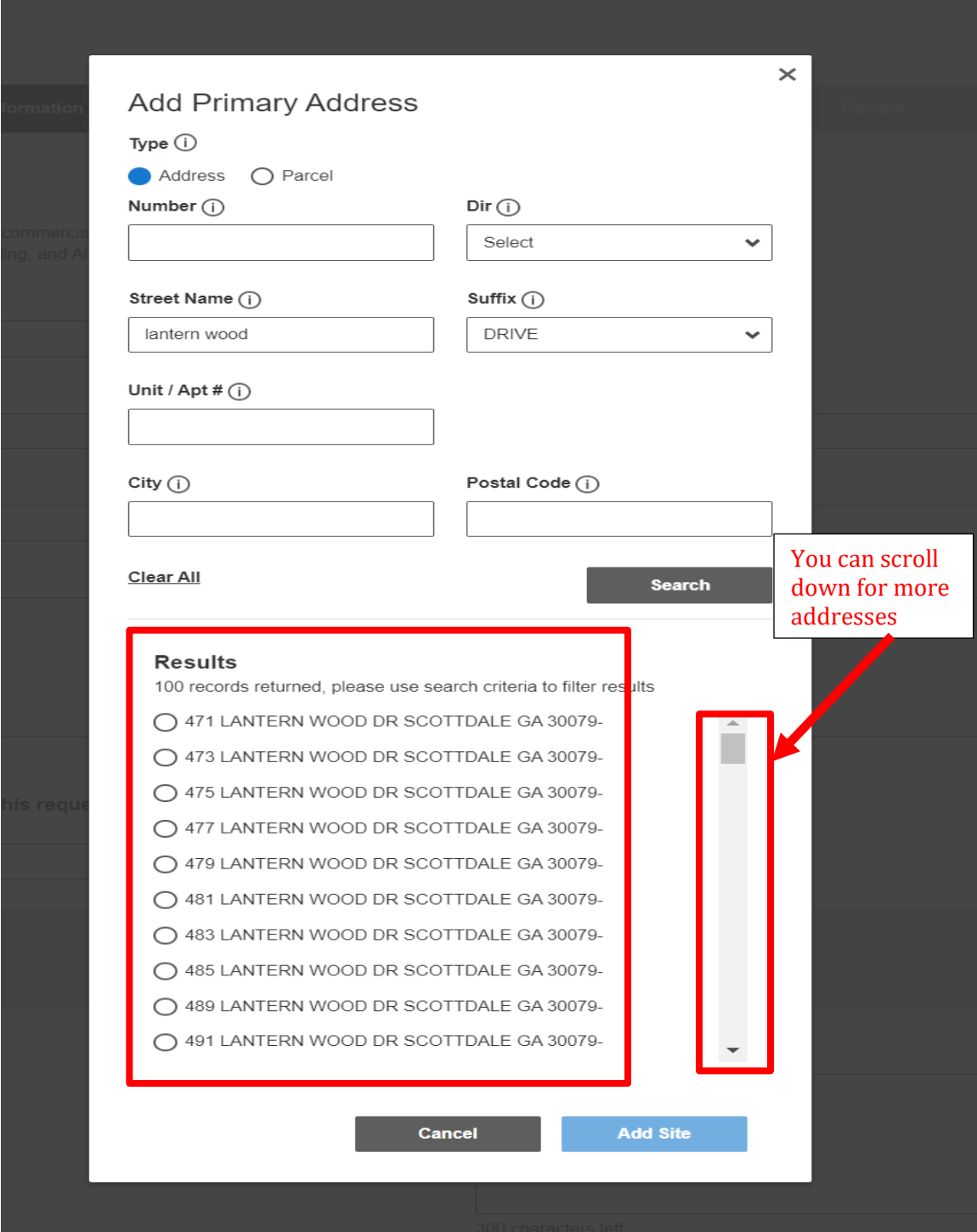
[Clear All](#) [Search](#)

Add Primary Address

Location Details

## DEPARTMENT OF PLANNING & SUSTAINABILITY

- (b) The system will generate a list of addresses on that street that you can choose your address from. When you find your address, select it and then click on “add site”. Please, note that you can scroll down for more addresses. (see the screenshot below)



The screenshot shows a web application window titled "Add Primary Address". It contains several input fields for address information: "Type" (radio buttons for "Address" and "Parcel"), "Number", "Dir" (dropdown), "Street Name" (text input with "lantern wood"), "Suffix" (dropdown with "DRIVE"), "Unit / Apt #", "City", and "Postal Code". There are "Clear All" and "Search" buttons. Below the search button, a "Results" section is highlighted with a red box. It shows "100 records returned, please use search criteria to filter results" and a list of addresses starting with "471 LANTERN WOOD DR SCOTDDALE GA 30079-". A vertical scrollbar is also highlighted with a red box, and a red arrow points to it with the text "You can scroll down for more addresses". At the bottom are "Cancel" and "Add Site" buttons.

**Add Primary Address**

Type ⓘ  
☒ Address ☐ Parcel

Number ⓘ Dir ⓘ  
[Text Input] [Select ▼]

Street Name ⓘ Suffix ⓘ  
lantern wood [DRIVE ▼]

Unit / Apt # ⓘ  
[Text Input]

City ⓘ Postal Code ⓘ  
[Text Input] [Text Input]

[Clear All](#) **Search**

**Results**  
100 records returned, please use search criteria to filter results

- ☐ 471 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 473 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 475 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 477 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 479 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 481 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 483 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 485 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 489 LANTERN WOOD DR SCOTDDALE GA 30079-
- ☐ 491 LANTERN WOOD DR SCOTDDALE GA 30079-

**Cancel** **Add Site**

300 characters left

You can scroll down for more addresses

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(c) Please, note that after you add the first address, you can add additional addresses. Simply Click on “additional address” before clicking on “Save and Continue”. This is useful for projects where multiple lots are being combined or for linear projects going through multiples parcels

6. On the next page, fill out all applicable information as well (see guidance below). All other information not explained below is not required.

Submit a New Record

[Save Progress](#)

Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Fireline Information Details Page

Fire Line Information Detail

Property Type \*

Select

City Permit Number \*

Approved Backflow Prevention Device ⓘ

Plans

Completed Set Plans \*

Select

Scale of Drawing

Select

Fireline Shown \*

Select

Fire Review Type \*

Select

Cities/Municipalities in Dekalb

City/Municipality of \*

Select

Utility Permit

Utility Permit Number ⓘ

Location of Connection ⓘ

Agency ⓘ

Location ⓘ

Size ⓘ

Select the project type

Type in the City permit number or just “1” if N/A

Select “yes”

Select “yes”

If new or change(s) to fireline is involved, select “yes” otherwise select “no”

Select “firesite”

Select the City jurisdiction where the project is located

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7. On the next page, add the necessary information and then click on “Save & Continue”. See guidance below:

Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

| Capacity * | First Name | Last Name * | Email Address | Phone |
|------------|------------|-------------|---------------|-------|
|------------|------------|-------------|---------------|-------|

Click on “add row” to add the engineer, developer, and property owner information as applicable (see screenshot below)

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Back

Save & Continue

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×

Add Row

Capacity \*

ENGINEER

First Name

Last Name \*

Email Address

Phone #

Cancel

Save Row

## DEPARTMENT OF PLANNING & SUSTAINABILITY

8. On the next page, the application form (signed) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document.

**Please, ignore the note/request for “drivers License or State ID”; simply upload the application form.**

After all applicable documents are added, then click “Save & Continue”

Submit a New Record

[Save Progress](#)

✓ Choose a Record

✓ Record Information

✓ Additional Information

Attachments

Review

Confirmation

Attachments ⓘ

0 ^

You must add the following files to your submission.

ⓘ Pending

Document Type 'Drivers License or State ID'

Upload the application form, signed by the owner

Add

You can add other files to your submission if you want.

Upload any additional document

Add

Back

Save & Continue

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9. On the next page, review the information provided and when you scroll all the way down; you can go back (click on “back”) or click on “submit” to submit your application.

|       |             |
|-------|-------------|
| OWNER | xZCvnbmjkt; |
|-------|-------------|

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Back

Submit

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8- You will then receive a confirmation similar to the one below, with your application # (see highlighted in yellow)

### Submit a New Record

✓ Choose a Record > ✓ Record Information > ✓ Additional Information > ✓ Attachments > ✓ Review > Confirmation

#### Confirmation

Thank You! Your record was submitted.

 1245833

**Project Name**  
dfskj

**Work Type**  
Dev. Stream Admin Variance

**Occupancy Type**  
Apartment

**Record Type**  
Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

**Description**  
dsghfjkgfhdsfahdghkjkghd

**Capacity**  
Applicant

#### Addresses ⓘ

481 LANTERN WOOD DR  
SCOTSDALE GA 30079-  
Address

#### Attachments ⓘ

✓ Complete

Document Type 'Variance Application form' is required for PD-VAR.



Refund Request Form.pdf  
Variance Application form

There are no attachments to display here.