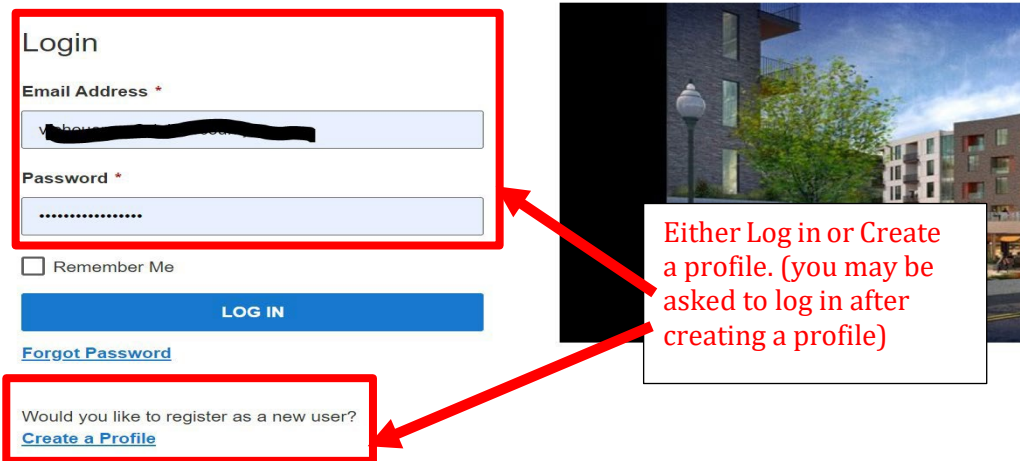


HOW TO SUBMIT A LAND DISTURBANCE/DEVELOPMENT APPLICATION ONLINE

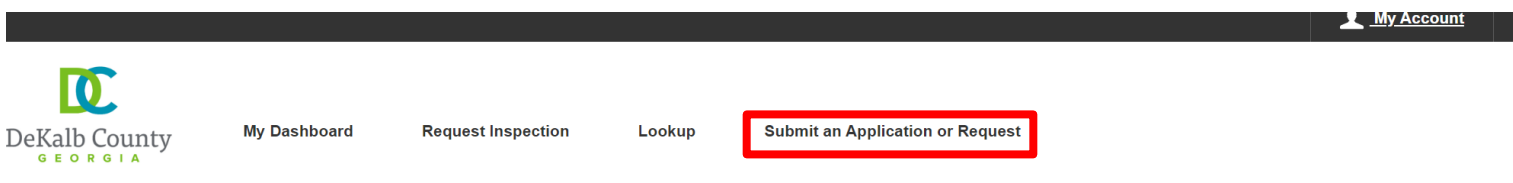
1. Create an account/profile on and Log into (if you already have an account, simply log in)

<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" **and then** "Land disturbance permit, civil site design review for commercial, residential, or mixed-used development projects, land clearing, grubbing, grading, and alterations to infrastructure" (see screenshot below)

Submit a New Record

Choose a Record

Record Information

Additional Information

Review

Confirmation

Service Requests

Choose from the list below to report an issue or complaint.

> Report a Problem

Got a problem you'd like the County to address? Start here.

> Request a Service

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.

> Request Information or Forms

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.

1

> Land Development

Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

Licenses & Permits

Apply for a new license or permit, or renew an existing one.

> Building and Construction Permits

Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable

> DeKalb County Business Licenses and Tax Reporting

Licenses and Tax Reporting for businesses operating within DeKalb County

2

> Land Development

Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Lot Divisions, Boundary Line Adjustments, and Combinations.

Sketch, Revised, and Final Plats

> Zoning

Apply for Rezoning, Special Land Use Permits, Historic Preservation, and Appeals

> Blasting, Burning, Fireworks Display, or other Fire Safety Permit

Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County

> Registration of a GA State, City or County License with DeKalb County

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

Click #1 and it will expand to show #2 that you will click on next.

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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?

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Project Name ¹

1

Work Type * ¹

2 Select

Declared Valuation * ¹

4

Description * ¹

6

300 characters left

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

Select

Addresses ¹

8 Add Primary Address

#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"

Location Details

300 characters left

#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)

Occupancy Type * ¹

3

Square Footage * ¹

5

#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

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
and clearing, Grubbing, Grading, and Alterations to infrastructure

Add Primary Address

Type ⓘ
☒ Address ☐ Parcel

Number ⓘ

Dir ⓘ

Select

Street Name ⓘ

Suffix ⓘ

Select

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

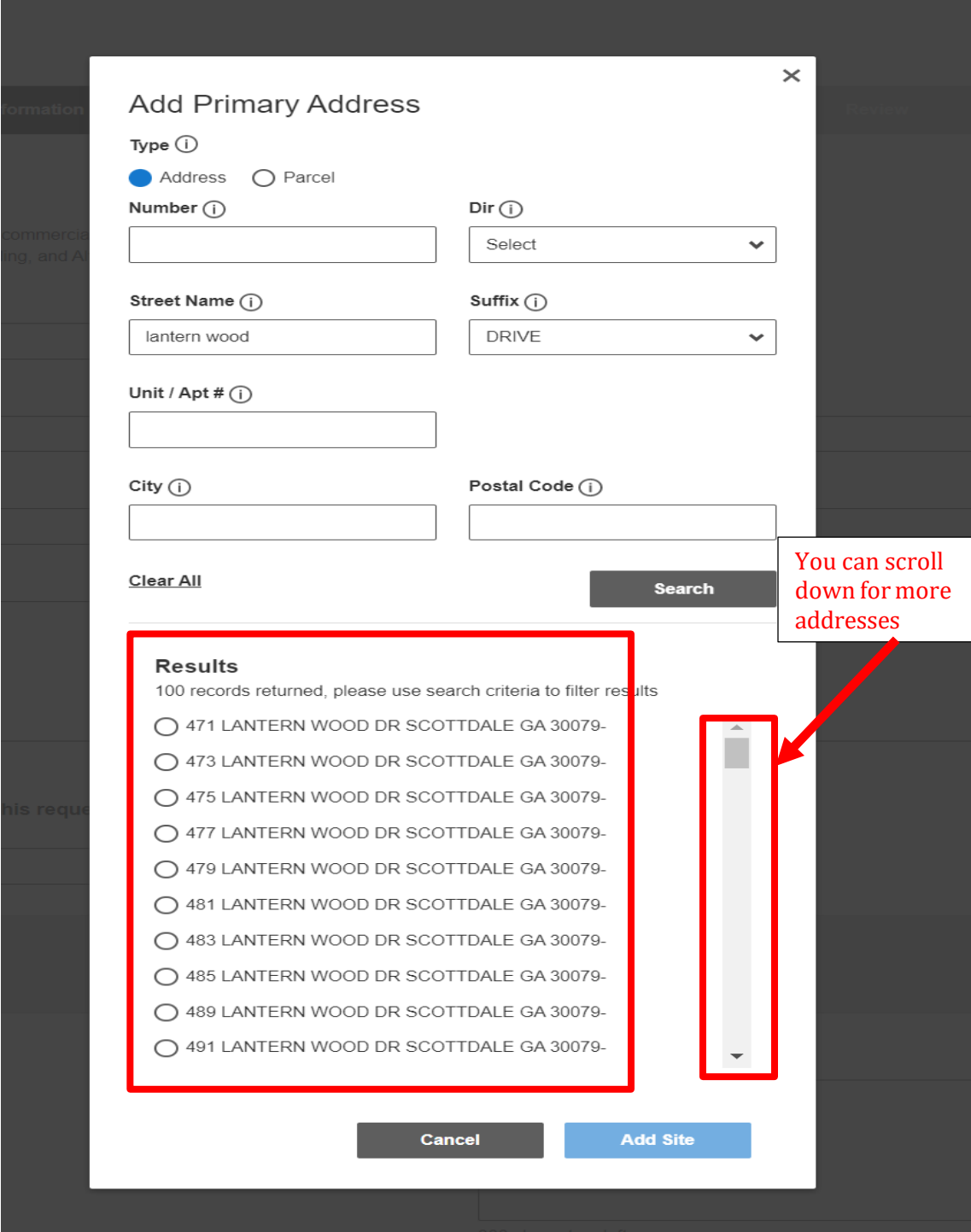
Search

Add Primary Address

Location Details

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- (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 interface for adding a primary address. The form is titled "Add Primary Address" and includes fields for Type (Address selected), Number, Dir (Select), Street Name (lantern wood), Suffix (DRIVE), Unit / Apt #, City, and Postal Code. A "Search" button is present. Below the form, a "Results" section displays a list of 100 records returned, with the first 10 records visible: 471 LANTERN WOOD DR SCOTDDALE GA 30079- through 491 LANTERN WOOD DR SCOTDDALE GA 30079-. A red box highlights the list of results, and another red box highlights the scrollbar on the right side of the list. A red arrow points to the scrollbar with the text "You can scroll down for more addresses".

Add Primary Address

Type ⓘ
☒ Address ☐ Parcel

Number ⓘ Dir ⓘ

Street Name ⓘ Suffix ⓘ

Unit / Apt # ⓘ

City ⓘ Postal Code ⓘ

[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

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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

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

Submit a New Record

✓ Save Progress

✓ Choose a Record

✓ Record Information

Additional Information

Attachments

Review

Confirmation

D-LAND DETAIL

Project/Phase Name *

Add the project name again

254 characters left

Type of Project

Select

Select the type of project. Select from the drawdown menu (a list will open when you click in the space)

Total acreage of site *

Add the total acreage of the site.

Sewer

Select

Is the property connected or will be connected to sanitary sewer line?

Septic

Select

Is the property on or will be on septic

Land Information

Disturbed Acreage *

Add the disturbed acreage

% of Area Impervious *

Add the % of impervious based on the total site acreage

No of lots (for single family detached property lots) to explain

For residential development (townhomes, single family), add the number of lots or units being proposed

For commercial property, add the number parcels being developed

Structure Information

No. of Buildings

How many buildings are being proposed?

Max No. of Stories

What is the maximum number of stories for the proposed building(s)

gross floor area (total square footage of all buildings and all floors within each building)

Self-explanatory

No of units (for townhouse, apartments, condos)

For residential development (townhomes, single family), add the number of lots or units being proposed

For commercial property, add the number parcels being developed

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Check all applicable box(es)

D-COM Completeness Check

D-COM Completeness Check

☐ Approved Administrative Variance

☐ Approved BOA

☐ Conditions of Zoning

☐ Copy of State DNR Application

☐ Fireline Proposed

If "fireline proposed" box is checked, then specify the size

☐ Approved Special Land Use Permit

☐ Public Works Lift Station/Force main

☐ Owners Indemnification

"owners' indemnification" shall be checked

☐ Paid Ad Valorem Tax Statement

☐ Penalty For Site Activity?

☐ Approved Sketch Plat

Fireline Size ⓘ

☐ Does the Property front on GDOT R-O-W?

Hydro Study

☐ Flood Plain

☐ Grading in Flood Plain?

☐ Hydro Report

☐ Storm Water Report

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Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity * First Name Last Name * Email Address

Click on "add row" to add the engineer, developer, and property owner information (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

Add Row

Capacity *

ENGINEER

First Name

Last Name *

Email Address

Phone #

Add ALL information shown here for each entry/capacity selected.
After each entry, click "save row" to save the information, and then click "add row" to come back to this same page/window to select a new capacity

Cancel

Save Row

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6. On the next page, the application form (signed by the owner) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document. And in case of a fee simple subdivision, a copy of the approved sketch plat and approved sketch plat letter must be added.

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

Submit a New Record

✓ Save Progress

Attachments ①

You must add the following files to your submission.

Pending Document Type 'Signature Form' is required for D-LAND.

Upload the application form, signed by the owner

Add

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

Upload any additional document. For example, upload a copy of the approved sketch plat and approved sketch plat letter if project is a fee simple subdivision. You may also add the existing survey, site plan and grading plan as well (not the entire plan set) to give a better idea of project during pre-screen

Add

Back Save & Continue

7. 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 xZCvbmjkt;

- 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.

 1245829

Project Name

test7.28(+)

Work Type

New Construction

Occupancy Type

Condominium, Townhouse Style

Declared Valuation

\$45,678.00

Square Footage

345678

Record Type

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Description

dsfghjkhmgf

Capacity

Applicant

Addresses ^①

477 LANTERN WOOD DR
SCOTTDALE GA 30079-
Address

Attachments ^①

2 ^