

## DEPARTMENT OF PLANNING & SUSTAINABILITY

### Application Submittal and Payment Instructions

We now require one electronic application only – *one .pdf file (not in separate parts)*.

1. Please create a profile and upload your application to: <https://epermits.dekalbcountyga.gov/>.  
(If you have an existing account, you may use that account and create a *new application number* by selecting the proper application type.)
2. Fill out *all* Account Portal questions.
3. Save Application Number (124XXXX).
4. Email your **application** and **application number** to Staff.

The date of receipt of the e-mail will be used to determine if the application has met the submittal deadline. Make sure to review the checklist included with the application form. Incomplete applications will not be accepted.

**Note:** The Planning & Sustainability Department will prepare Planning Commission/Board of Commissioners sign(s) for posting on the site. You will be provided instructions about posting the sign(s). You must e-mail a photo or photos of the posted sign(s) to Staff prior to the sign posting deadline.