

Watershed Packet

This packet includes forms that are directly related to your building permit, but are serviced by Watershed Development. Some or all of these forms may be required depending on your scope of work. Please read all the instructions on each form as some have different submittal procedures.

INCLUDED FORMS:

- **Water Meter/ Irrigation Meter**: This fillable form can be done electronically to make for an easier online submission. All new construction must have a water meter. If you are uncertain about whether a lot previously had a water meter on it, please contact Watershed. For use as an Irrigation Meter, this is a second meter installed on a property for irrigation purposes and does not include sewer charges.
- **Sewer Capacity Evaluation**: All new construction of Single Family Detached Dwellings that intend to use sewer instead of septic are *required* to complete a Sewer Capacity Evaluation. You will not be issued a building permit until the SCR is signed off by Watershed. *This form needs to be submitted to the email address located at the bottom of the form.*
- **Sewer Tap Application**: This application is required for all lots that intend to use sewer and do not have an existing tap. If uncertain about whether a lot previously had a sewer tap, please contact Watershed.



FOR COUNTY USE ONLY:

AP#: _____

NO: _____

DEKALB COUNTY
APPLICATION FOR WATER METER INSTALLATION

POST OFFICE BOX 1088 DECATUR, GEORGIA 30031
TELEPHONE: (770) 414-2382

DATE: _____

ZONE / BOOK / PAGE

SERVICE ADDRESS: _____ STREET CONDITION: _____

LOT# _____ DIST _____ LL _____ BLK _____ PAR _____

NAME OF SUBDIVISION: _____

CITY: _____ ZIP: _____

NEAREST INTERSECTING STREETS: _____

METER USE: _____ PROPERTY ON: _____ METER SIZE: _____ # OF UNITS, OFFICES, STORIES,
APTS. SERVED BY METER _____

PURCHASER INFORMATION:

NAME: _____

OWNER: _____ CONTRACTOR: _____ PHONE: _____

BILLING INFORMATION:

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ ZIP _____

Provide written location of meter stub: _____
Note: Upon receipt of your RED meter card, attach it to a stake in your yard for clear identification of meter placement.)

Please be advised that all Irrigation Water Meters (Residential & Commercial) are required to have a Backflow Preventer installed and tested within 60 days of installation. All Backflow Preventers must be inspected annually for proper working order. For more information visit our website at <https://www.dekalbcountyga.gov/watershed-management/backflow-prevention-information>

CUSTOMER SIGNATURE: _____ DATE: _____



2026 SEWER CAPACITY EVALUATION

Department of Watershed Management

Email request to: sewercapacity@dekalbcountyga.gov

Project Name:

Dekalb County AP # (if applicable):

Type of Development:

Project Address:

Land Lot & Parcel ID:

Estimated Month Flow Begins:
(mm/yyyy)

Replacing existing sewer customer? Yes ☐ No ☐

If yes, see calculations notes.

Total Peak Flow Requesting (gpd):

Sewershed:

Average Daily Flow Requesting (gpd):

Intended Tie-in Manhole ID:
See Additional Resources

Developer/ Owner Information

Company Name:

Address:

Contact Name:

City, State, Zip Code:

Phone Number

Email Address:

Engineer Information (if applicable)

Company Name:

Address:

Contact Name:

City, State, Zip Code:

Phone Number

Email Address:

Please include the following items in your submittal package if applicable:

- ☐ Proposed Peak and Average Daily Flow **Calculation** based on attached guidelines (See Appendix - A)
- ☐ Detailed information about building use type(s) and unit counts for both proposed and existing uses, if applicable
- ☐ Requested flows greater than 500 GPD average daily flow should be sealed by a Professional Engineer
- ☐ If a new physical connection to the sewer is being proposed Geographical Information System (GIS) map clearly showing the proposed site(s) surrounding areas, and utilities. (See Page 3 for map request form)
- ☐ Proposed utility or site plan, if available
- ☐ Essential Services & Community Enhancement screener (optional - See Appendix B)

Name:

Date:

Signed:

Seal: (if signed by Professional Engineer)

Fill out all highlighted fields, sign form (electronically or scanned) and email to: sewercapacity@dekalbcountyga.gov

Additional Resources:

Water & sewer map request (manhole ID): <https://survey123.arcgis.com/share/c496b791b4cd497994fb38da543444f1>

Watershed GIS requests: dwm_gis@dekalbcountyga.gov

Capacity Assurance Program: [Capacity Assurance Program | DeKalb County, GA](#)

Watershed Planning Docs: [Business Services | DeKalb County, GA](#)

Appendix - A (Revised 08/03/2026)

Table 1: Sanitary Flow Contributions from Site Specific Sources

CONTRIBUTOR	UNIT	DESIGN AVG DAILY FLOW (GPD)
Barber Shop	Per Station	20
Carwash (Automatic)	Per Unit	166
Carwash (Self Service)	Per Bay	100
Church (NOT including food or day schools)	Per 1,000 sf	30
Coffee Shop/Deli/Fast Food	Per 1,000 sf	450
Coin Laundromats	Per Washing Machine	400
Commercial Laundromats	Per Washing Machine	640
Daycare	Per 1,000 sf	150
Dentist	Per dental chair	120
Full-Service Restaurant/Bar/Caterer	Per 1,000 sf	550
Gym/Dance Studio (w/o shower)	Per 1,000 sf	65
Gym/Dance Studio (w/showers)	Per person	20
Hair Salon	Per Shampoo Bowl/Chair	150
Hospitals	Per bed	200
Motel/Hotel	Per room	100
Nail Salon	Per pedicure chair	50
Nursing Home/Assisted Living	Per bed	125
Offices	Per 1,000 sf	110
Police/Fire Station	Per 1,000 sf	100
Residence (Single family/Apts/Condo, etc.)	Per residence	185
Retail/Shopping Center/Mercantile	Per 1,000 sf	100
School	Per student	16
School - w/gymnasium	Per student	20
Service Station/Convenience Store	Per 1,000 sf	100
Theater/Museum/Auditorium/Amusement	Per 1,000 sf	65
Warehouse/Industrial	Per 1,000 sf	25

GPD = gallons per day

Example Calculation – 1 house* 185 gpd = 185 gpd average daily flow

185 gpd * 2.5 (peaking factor) = 462.5 gpd peak daily flow

CALCULATIONS NOTES:

- Current, existing flow (since 01/2019) that is being replaced (previous use, demolished buildings, etc.) are subtracted from the flow request for both average and peak daily flow.
- Include information about the units in calculations.
- Your peak daily flow should be 2.5 times the average daily flow, per the peaking factor of 2.5

Simple calculations:

Appendix – B

Essential Services & Community Enhancement Screener (optional)

If we are unable to certify sewer capacity through wastewater modeling, some projects are eligible for special considerations in the Capacity Assurance Program. If you wish to be considered through these programs, please indicate if your project fits any of the below categories with a checkmark and provide documentation to sewercapacity@dekalbcountyga.gov.

Essential Services:

- ☐ Healthcare facility
- ☐ Public safety facility
- ☐ Public school
- ☐ Connection of existing untreated wastewater discharge (e.g. failing septic system) to the County wastewater system

Community Enhancing Projects:

- ☐ Low-income housing which qualifies for U.S. Department of Housing and Urban Development (HUD) subsidies
- ☐ Qualifies for the U.S. Dept. of Treasury New Markets Tax Credit Program e.g. grocery stores in food deserts
- ☐ Government building or facility
- ☐ Project which has funding participation from federal, state, or local government
- ☐ Provides community enhancement and which is in an Economic Opportunity Zone

Supporting Information for Essential Services or Community Enhancement Project Designation:

Internal Use only:

Date reviewed and accepted:

Signed:

Received by:



DeKalb County Department of Planning & Sustainability

SEWER CONNECTION PERMIT APPLICATION



APPROVAL AND ISSUANCE OF THIS PERMIT AUTHORIZES ONLY THE APPLICANT'S RIGHT TO CONNECT TO THE DEKALB COUNTY SEWER SYSTEM AT THEIR OWN EXPENSE. A PLUMBING PERMIT SHALL BE REQUIRED BY A LICENSED SEWER/PLUMBING CONTRACTOR PRIOR TO INSTALLATION OF THE PRIVATE SEWER LINE CONNECTION. THERE IS NO GUARANTEE OF A STUB ON THE LINE.

CUSTOMER SECTION

Application Date: _____ Sewer Connection Number: _____

Address of Sewer Connection: _____

Property Owner's Name: _____

Property Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Map Reference Number: DIST: _____ LL: _____ BLK: _____ PARCEL: _____

Sewer/Plumbing Contractor: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Applicant's Signature: _____

DEPARTMENT USE ONLY

_____ New Building	_____ Conversion	_____ Additional Charge
_____ Assembly	_____ Medical Care	_____ Manufacturing
_____ Retail	_____ Retire/Nurse Home	_____ Warehouse
_____ Food/Beverage	_____ Personal Service	_____ SF Attached
_____ Laundry/Dry Clean	_____ Comm. Recreation	_____ SF Detached
_____ Auto Care/Repair	_____ Other _____	_____ Multi-Family

No. of Units _____

If Personal Service/Beauty Salon/Barber Shop: No. of Shampoo Bowls _____

No. of Stations _____

Is Connection Available: (please check one) Yes _____ No _____

Floor Area: _____ GPD: _____ Seating Capacity: _____

_____ NE Creek _____ Ball Mill Creek _____ Other

Sewer Connection Fee: _____

178 Sams Street Decatur, Georgia 30030

Web Address: <https://dekalbcountyga.gov/departments/planning-and-sustainability>