

**DEPARTMENT OF WATERSHED MANAGEMENT
PLANNING AND DEVELOPMENT
CITY PROCESS GUIDELINES
AND FORMS
AUGUST 2026**

Building (Commercial & Residential (Subdivisions)) Permit Review Process - City

1. Contact the city jurisdiction for information for city permit issuance. A DWM Review is required before any city permit will be issued.

For DWM reviews the city will provide a DWM Request for Review Route Sheet requesting reviews for FOG, Backflow, and Water and Sewer.

2. If the scope of work is new construction, expansion of building footprint or change of use, a Sewer Capacity Evaluation must be submitted for analysis. Please see included Sewer Capacity Evaluation application under the FORMS and CHECKLIST section of this document. BUILDING PERMITS CANNOT BE ISSUED WITHOUT SEWER CAPACITY APPROVAL FROM DEKALB DWM AND MUST BE APPROVED PRIOR TO REVIEW APPROVAL.

3. All submittals for a DWM review aka City Services Review are electronic. For plan submittal, process and instructions visit DeKalb County's Planning & Sustainability Department's epermitting online at

[Permits, Plan Review & Inspections | DeKalb County, GA](#)

All intake and routing of plans for review are performed by Planning & Sustainability Permitting staff only.

All DWM plan reviews are performed by DWM P&D Staff Engineers.

Once plans are routed to DWM staff the review time frame is 10-business days. This will occur repeatedly until all DWM reviews (FOG, Backflow and Water and Sewer) are approved. (Reviews are failed and or approved through the DeKalb County E-Permits ProjectDox only.)

4. All water and sewer access fees can be paid via the E-permit portal or in person and will be accessed during the review process. Please see included sewer access fee sheet in the FORMS AND CHECKLIST SECTION of this document. A DWM Approval City Route sheet will be uploaded into ProjectDox for the customer to give to the City once the City Services Review is approved. ALL CITY JURISDICTIONS WILL NOT ISSUE THE BUILDING PERMIT WITHOUT THE SIGNED APPROVAL CITY ROUTE SHEET FROM DWM P&D. Please see an example of the route sheet in the FORMS AND CHECKLIST SECTION of this document.

LDP Review Process – City

1. Contact the city jurisdiction for information for city LDP permit issuance. A DWM Review is required before any city LDP permit will be issued.
2. If the scope of work is new construction, expansion of building footprint or change of use, a Sewer Capacity Evaluation must be submitted for analysis. Please see included Sewer Capacity Evaluation application under the FORMS and CHECKLIST section of this document. CITY LDP WILL BE ISSUED WITHOUT SEWER CAPACITY APPROVAL FROM DEKALB DWM AND MUST BE APPROVED PRIOR TO REVIEW APPROVAL.
3. All submittals for review are electronic. For plan submittal, process and instructions visit DeKalb County's Planning & Sustainability Department's epermitting online at [Permits, Plan Review & Inspections | DeKalb County, GA](#)

All intake and routing of plans for review are performed by Planning & Sustainability Permitting staff only.

All DWM plan reviews are performed by DWM P&D Staff Engineers.

Once plans are routed to DWM staff the review time frame is 10-business days. This will occur repeatedly until all DWM reviews are approved. Plan sheets for LDP water and sewer review must include Water and Sewer Utility Sheets, profile sheets and DWM STD Details. (Reviews are failed and or approved through the DeKalb County E-Permits Projectdox only.) A DWM site plans review checklist is included in the FORMS AND CHECKLIST SECTION of this document.

4. All water and sewer access fees can be paid via the E-permit portal or in person and will be accessed during the review process. Please see included sewer access fee sheet in the FORMS AND CHECKLIST SECTION of this document. Approved plans will be uploaded into ProjectDox for the customer to give to the City once all LDP review departments have approved. ALL CITY JURISDICTIONS WILL NOT ISSUE THE LDP PERMIT WITHOUT DEKALB BATCH STAMPED PLANS. Note that the approved plans are made available by Planning & Sustainability Staff.

CONTACT INFORMATION:

For Plan Review: dwmplan@dekalbcountyga.gov

For Sewer Capacity: sewercapacity@dekalbcountyga.gov

For DWM New Construction Inspections: DWMinspect@dekalbcountyga.gov

For DWM GIS: dwm_gis@dekalbcountyga.gov

New Meter Services: newmeter@dekalbcountyga.gov



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: