

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>



Login

Email Address *

Password *

Remember Me

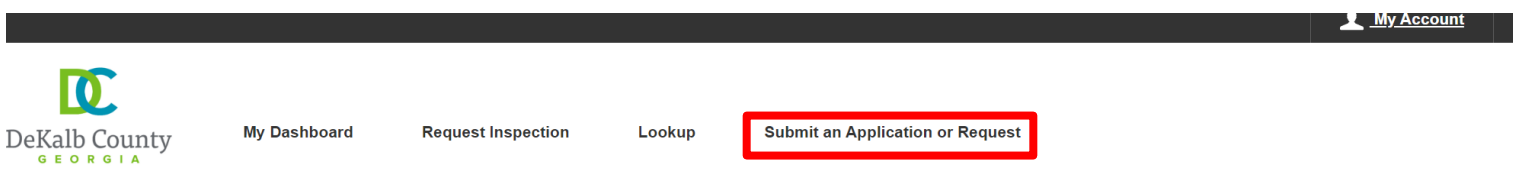
LOG IN

[Forgot Password](#)

Would you like to register as a new user?
[Create a Profile](#)

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.

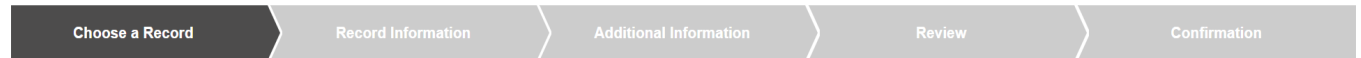


Welcome FRANK!

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



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.

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
- 1** **Land Development**
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

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

2 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

Work Type * ⓘ

2

Declared Valuation * ⓘ

4

Description * ⓘ

6

300 characters left

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

#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 * ⓘ

3

Square Footage * ⓘ

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

Addresses ⓘ

8

#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

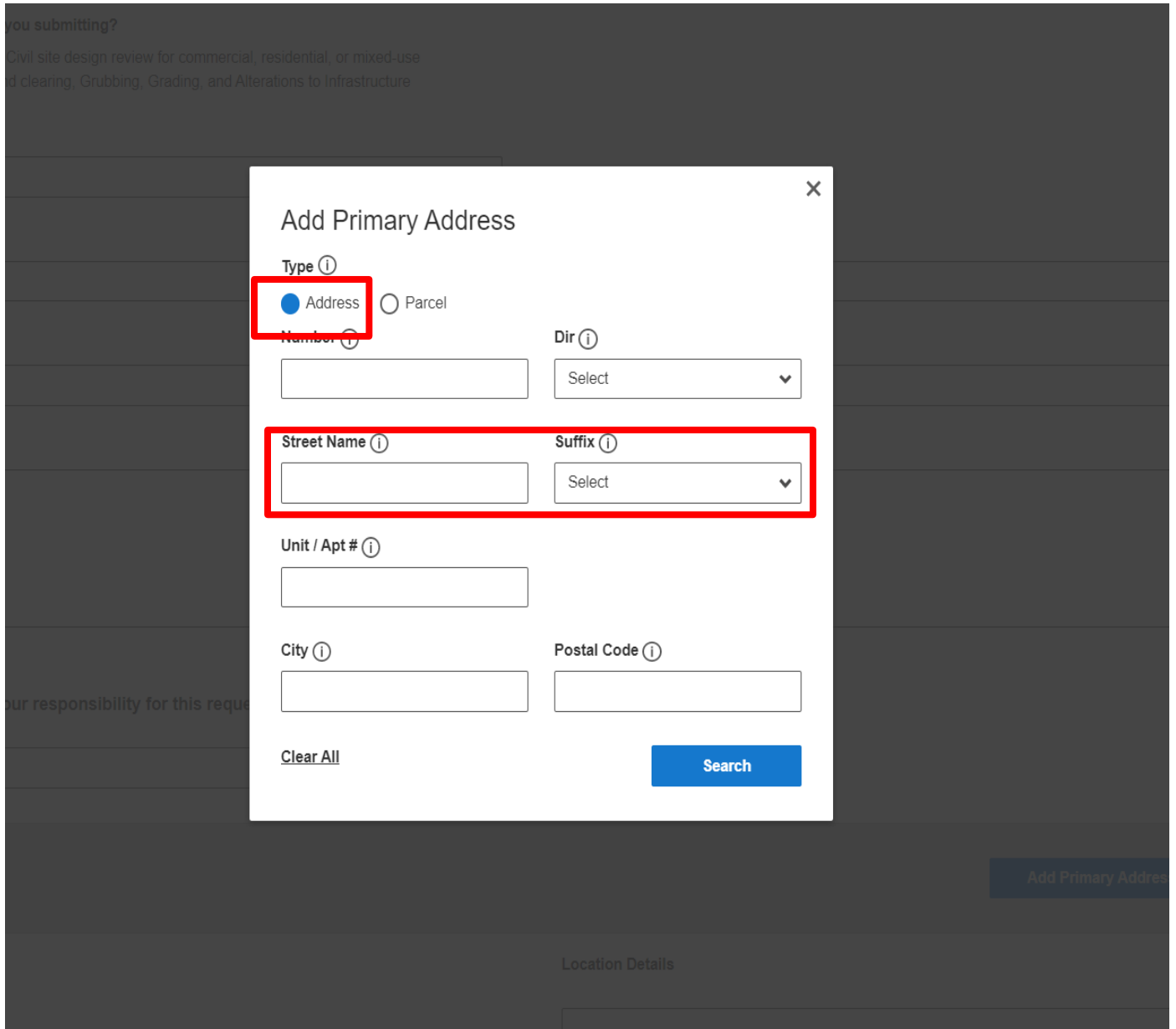
9

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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.



The screenshot shows a web application interface with a modal window titled "Add Primary Address". The modal contains several input fields and a "Search" button. A red box highlights the "Address" radio button under the "Type" section. Another red box highlights the "Street Name" input field and the "Suffix" dropdown menu. The "Number" input field and "Dir" dropdown menu are also visible. The "Unit / Apt #" input field, "City" input field, and "Postal Code" input field are also present. A "Clear All" link is located at the bottom left of the modal. The background shows a dark grey area with some text, including "you submitting?", "Civil site design review for commercial, residential, or mixed-use", "d clearing, Grubbing, Grading, and Alterations to Infrastructure", "our responsibility for this requ", and "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 form titled "Add Primary Address" with a close button (X) in the top right corner. The form contains several input fields and a search button. Below the search button, a "Results" section is visible, containing a list of addresses with radio buttons next to them. A red box highlights the "Results" section, and a red arrow points to a scroll bar on the right side of the results list. A text box with a red border and red text says "You can scroll down for more addresses".

Add Primary Address

Type ⓘ
 Address Parcel

Number ⓘ Dir ⓘ
[] [Select ▼]

Street Name ⓘ Suffix ⓘ
[lantern wood] [DRIVE ▼]

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](#)

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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

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

Submit a New Record

[Save Progress](#)

The screenshot shows a web form titled "D-LAND DETAIL" with a progress bar at the top containing steps: Choose a Record, Record Information, Additional Information, Attachments, Review, and Confirmation. The form fields and their associated instructions are as follows:

- Project/Phase Name ***: Add the project name again
- Type of Project**: 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**: Is the property connected or will be connected to sanitary sewer line?
- Septic**: 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)
 - 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.
- gross floor area (total square footage of all buildings and all floors within each building)**: Self-explanatory

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Check all applicable box(es)

D-COM Completeness Check

D-COM Completeness Check

<input type="checkbox"/> Approved Administrative Variance	<input type="checkbox"/> Approved BOA
<input type="checkbox"/> Conditions of Zoning	<input type="checkbox"/> Copy of State DNR Application
<input type="checkbox"/> Fireline Proposed	<input type="checkbox"/> Approved Special Land Use Permit
<input type="checkbox"/> Public Works Lift Station/Force main	<input type="checkbox"/> Owners Indemnification
<input type="checkbox"/> Paid Ad Valorem Tax Statement	<input type="checkbox"/> Penalty For Site Activity?
<input type="checkbox"/> Approved Sketch Plat	Fireline Size ⓘ <input type="text"/>
<input type="checkbox"/> Does the Property front on GDOT R-O-W?	

Hydro Study

<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Grading in Flood Plain?
<input type="checkbox"/> Hydro Report	<input type="checkbox"/> Storm Water Report

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

"owners' indemnification" shall be checked

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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 #

Cancel Save Row

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

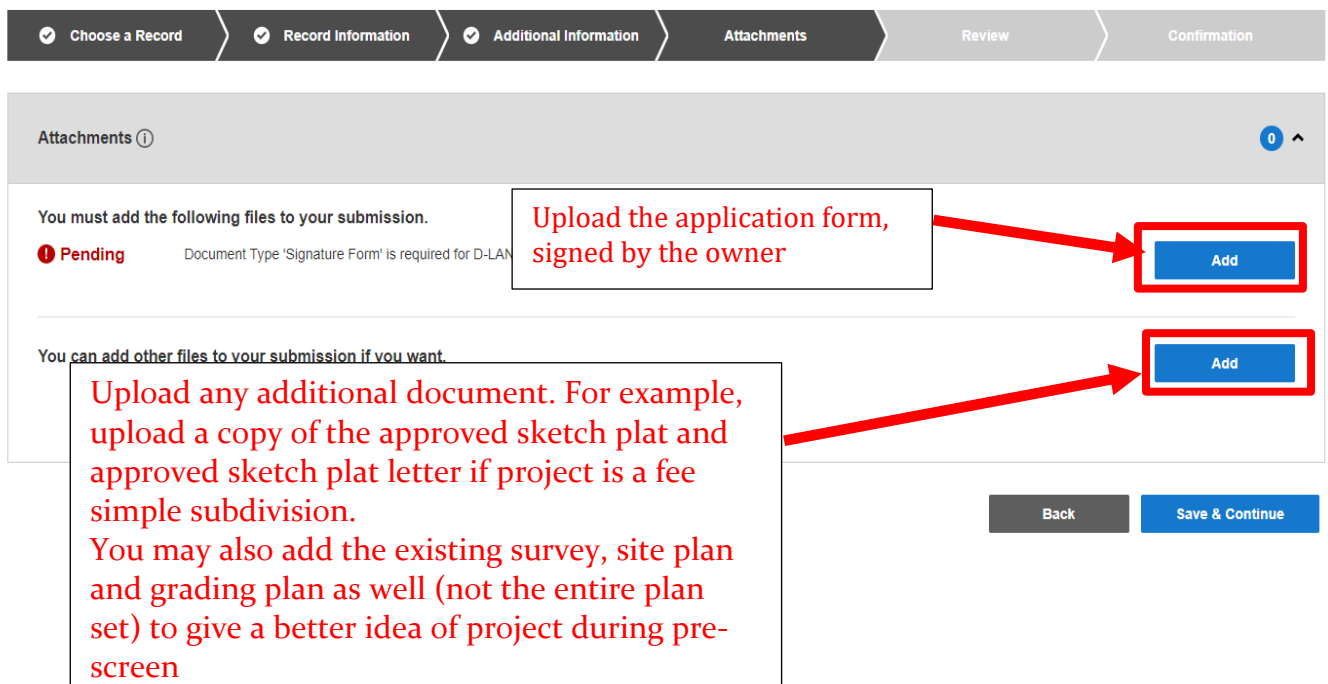
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6. On the next page, the application form (signed by the owner) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document. And in case of a fee simple subdivision, a copy of the approved 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 ⓘ 0 ^

You must add the following files to your submission.

Pending Document Type 'Signature Form' is required for D-LAN

Upload the application form, signed by the owner

Add

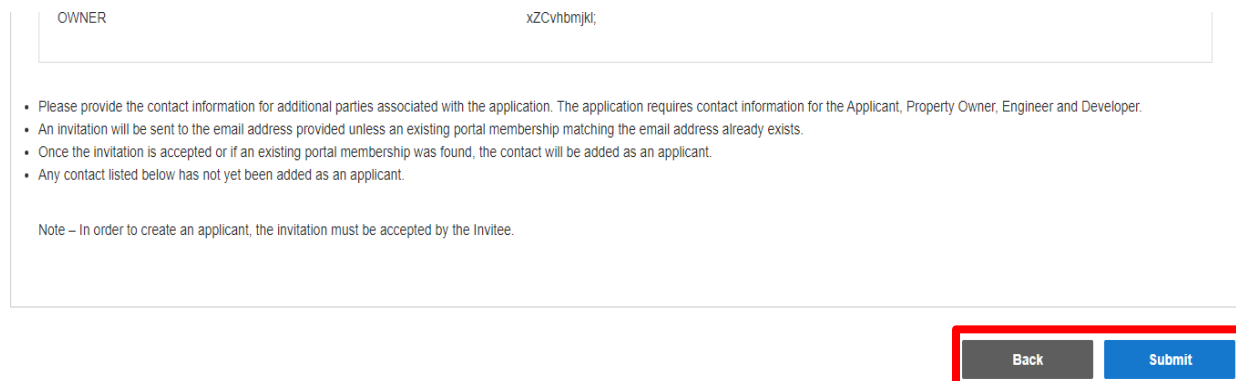
You can add other files to your submission if you want.

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



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
SCOTSDALE GA 30079-
Address

Attachments ¹

2 ^