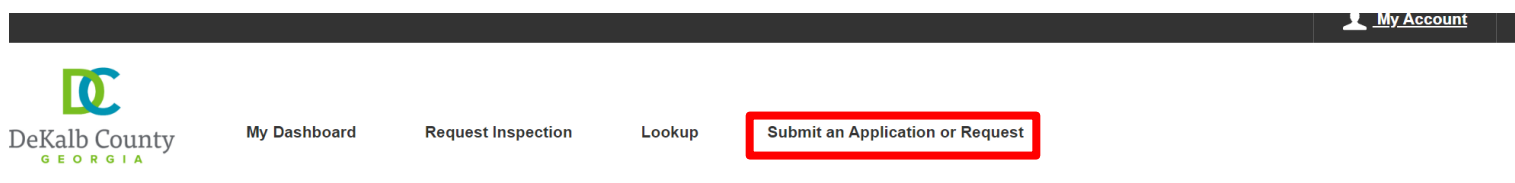


## **HOW TO SUBMIT A CITY SERVICE APPLICATION ONLINE**

1. Create an account/profile on and Log into (if you already have an account, simply log in)  
<https://epermits.dekalbcountyga.gov/home>



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.

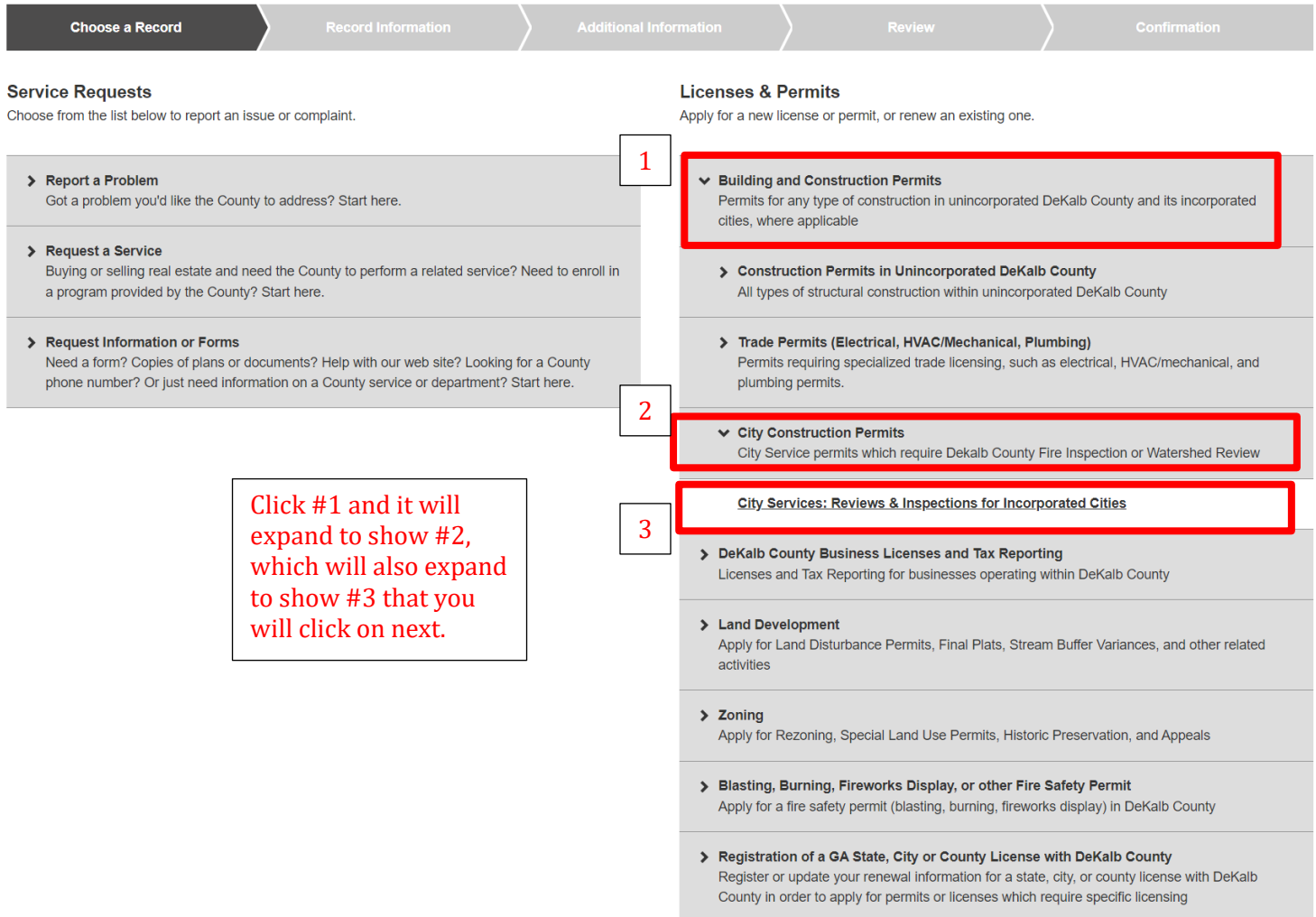


Welcome FRANKI

DEPARTMENT OF PLANNING & SUSTAINABILITY

3. Click on "Land Development", **then** "Building and construction permits", **then** "City construction permit" **and then**, "City services: reviews & Inspections for incorporated cities" (see screenshot below)

Submit a New Record



The screenshot shows a multi-step process flow for submitting a new record. The steps are: Choose a Record, Record Information, Additional Information, Review, and Confirmation. The 'Choose a Record' step is expanded to show two main categories: Service Requests and Licenses & Permits. The 'Licenses & Permits' category is further expanded to show several sub-options, with three specific options highlighted by red boxes and numbered callouts: 1. Building and Construction Permits, 2. City Construction Permits, and 3. City Services: Reviews & Inspections for Incorporated Cities.

**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
- **Construction Permits in Unincorporated DeKalb County**  
All types of structural construction within unincorporated DeKalb County
- **Trade Permits (Electrical, HVAC/Mechanical, Plumbing)**  
Permits requiring specialized trade licensing, such as electrical, HVAC/mechanical, and plumbing permits.
- ▼ **City Construction Permits**  
City Service permits which require DeKalb County Fire Inspection or Watershed Review
- ▼ **City Services: Reviews & Inspections for Incorporated Cities**
- **DeKalb County Business Licenses and Tax Reporting**  
Licenses and Tax Reporting for businesses operating within DeKalb County
- **Land Development**  
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities
- **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, which will also expand to show #3 that you will click on next.

DEPARTMENT OF PLANNING & SUSTAINABILITY

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?  
City Services: Reviews & Inspections for Incorporated Cities

Project Name \* 1

Work Type \* 2

Occupancy Type \* 3

Declared Valuation 4

Square Footage 5

Description \* 6

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

Addresses 8 [Add Primary Address](#)

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)

#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

#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"

[Back](#) [Save & Continue](#)

9

DEPARTMENT OF PLANNING & SUSTAINABILITY

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 the following fields and controls:

- Type:** A radio button labeled "Address" is selected and highlighted with a red box. Next to it is an unselected radio button labeled "Parcel".
- Number:** An empty text input field.
- Dir:** A dropdown menu with "Select" as the current option.
- Street Name:** An empty text input field, highlighted with a red box.
- Suffix:** A dropdown menu with "Select" as the current option, highlighted with a red box.
- Unit / Apt #:** An empty text input field.
- City:** An empty text input field.
- Postal Code:** An empty text input field.
- Buttons:** A "Clear All" link and a blue "Search" button.

Background text from the application is partially visible, 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", "Location Details", and "Add Primary Address".

DEPARTMENT OF PLANNING & SUSTAINABILITY

(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 10 records. A red box highlights the "Results" section, and another red box highlights the scroll bar on the right side of the results list. A red arrow points from a text box to the scroll bar. The text box contains the text "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](#)

200 characters left

DEPARTMENT OF PLANNING & SUSTAINABILITY

(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

6. On the next page, fill out all applicable information as well (see guidance below). All other information not explained below is not required.

Submit a New Record

[Save Progress](#)

Choose a Record
  Record Information
  Additional Information
  Attachments
  Review
  Confirmation

Fireline Information Details Page

**Fire Line Information Detail**  
 Property Type \* Select the project type

City Permit Number \* Type in the City permit number or just "1" if N/A

Approved Backflow Prevention Device ⓘ

**Plans**  
 Completed Set Plans \* Select "yes"

Scale of Drawing Select "yes"

**Fireline Shown \*** If new or change(s) to fireline is involved, select "yes" otherwise select "no"

**Fire Review Type \*** Select "firesite"

**Cities/Municipalities in Dekalb**  
 City/Municipality of \* Select the City jurisdiction where the project is located

**Utility Permit**  
 Utility Permit Number ⓘ

Location of Connection ⓘ

Agency ⓘ

Location ⓘ

Size ⓘ

DEPARTMENT OF PLANNING & SUSTAINABILITY

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

Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity *	First Name	Last Name *	Email Address	Phone
------------	------------	-------------	---------------	-------

Click on “add row” to add the engineer, developer, and property owner information as applicable (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

DEPARTMENT OF PLANNING & SUSTAINABILITY

### Add Row ✕

**Capacity \***  ▼

**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*



DEPARTMENT OF PLANNING & SUSTAINABILITY

8. On the next page, the application form (signed) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document.

**Please, ignore the note/request for “drivers License or State ID”; simply upload the application form.**

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

Submit a New Record

[Save Progress](#)

Attachments ① 0

You must add the following files to your submission.

**Pending** Document Type: Drivers License or State ID

**Upload the application form, signed by the owner**

**Add**

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

**Upload any additional document**

**Add**

**Back** **Save & Continue**

## DEPARTMENT OF PLANNING & SUSTAINABILITY

---

9. 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	xZCvnbmjkt;
-------	-------------

- 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
------	--------

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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.

 1245833

**Project Name**  
dfskj

**Work Type**  
Dev. Stream Admin Variance

**Occupancy Type**  
Apartment

**Record Type**  
Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

**Description**  
dsghfjkgfhdsfhdghkjkgfd

**Capacity**  
Applicant

#### Addresses <sup>1</sup>

481 LANTERN WOOD DR  
SCOTSDALE GA 30079-  
Address

#### Attachments <sup>1</sup>

 **Complete** Document Type 'Variance Application form' is required for PD-VAR.



**Refund Request Form.pdf**  
Variance Application form

There are no attachments to display here.