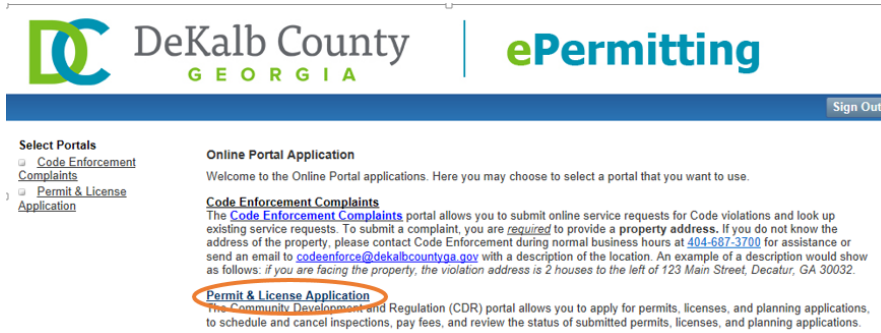


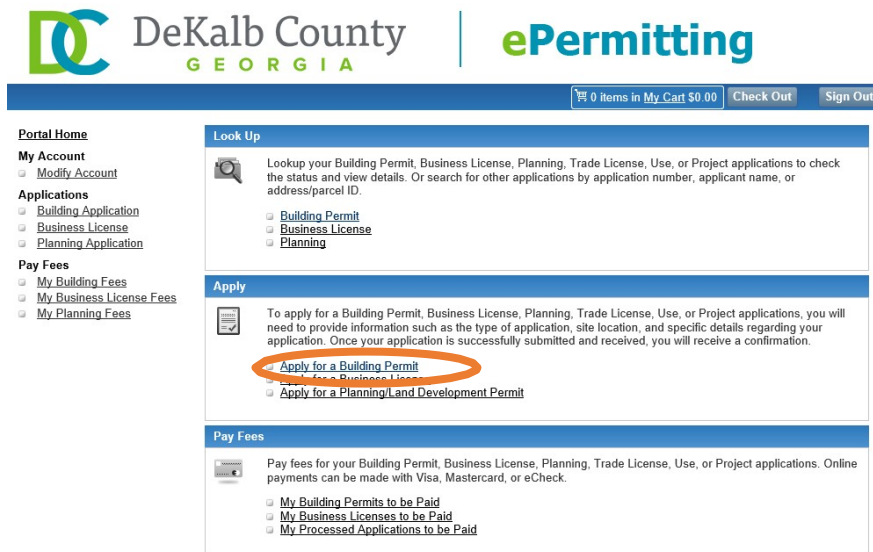
## HOW TO APPLY FOR AN ONLINE PERMIT

1. Login to your account.
2. Click on **Permit & License Application**



The screenshot shows the DeKalb County ePermitting website. The header includes the DeKalb County Georgia logo and the 'ePermitting' text. A 'Sign Out' button is visible in the top right. On the left, there is a 'Select Portals' menu with options: Code Enforcement Complaints, Permit & License Application, and Application. The main content area is titled 'Online Portal Application' and contains a welcome message. Below this, there are two sections: 'Code Enforcement Complaints' and 'Permit & License Application'. The 'Permit & License Application' section is circled in red and includes a description of the portal and a list of application types: Building Permit, Business License, and Planning.

3. Look under the **Apply** section options and click on **Apply for a Building Permit**.



The screenshot shows the DeKalb County ePermitting website. The header includes the DeKalb County Georgia logo and the 'ePermitting' text. A 'Sign Out' button is visible in the top right. On the left, there is a 'My Account' menu with options: My Building Fees, My Business License Fees, and My Planning Fees. The main content area is titled 'Look Up' and contains a search bar and a list of application types: Building Permit, Business License, and Planning. Below this, there is an 'Apply' section with a description of the application process and a list of application types: Apply for a Building Permit, Apply for a Business License, and Apply for a Planning/Land Development Permit. The 'Apply for a Building Permit' option is circled in red. Below the 'Apply' section, there is a 'Pay Fees' section with a list of payment options: My Building Permits to be Paid, My Business Licenses to be Paid, and My Processed Applications to be Paid.

4. Select the **Applicant's Information** and then click **Next**. Please note that the permit can be issued to a contractor or the homeowner. Refer to the permitting guides on our website for more information.

Forms: <https://www.dekalbcountyga.gov/planning-and-sustainability/forms>

**CDR Home**

**Building Home**

**My Account**

[Modify Account](#)

**Apply**

[My Saved Applications](#)

[Apply](#)

**Permits**

[My Permits](#)

**Reviews**

[My Reviews](#)

**Inspections**

[My Inspections](#)

**Fees**

[My Fees](#)

**New Application for OWNER AS CONTRACTOR**

<a href="#">Applicant Information</a>	<a href="#">Additional Contacts</a>	<a href="#">Permit Type</a>	<a href="#">Address Location</a>	<a href="#">Job Description</a>	<a href="#">Details</a>	<a href="#">Attachments</a>	<a href="#">Application Confirmation</a>
---------------------------------------	-------------------------------------	-----------------------------	----------------------------------	---------------------------------	-------------------------	-----------------------------	--

**Applicant Information**

- Select the Applicant Type
- Click "Next"

**Applicant Type**

- I am the property owner completing this work.
- I am the contractor completing this work.
- Other contact.

[Cancel](#) [Next](#)

Additional contacts or applicants may be added here by clicking on **Add Contact**.

**DeKalb County GEORGIA | ePermitting**

0 items in My\_Cart \$0.00 Check Out Sign Out

**CDR Home**  
**Building Home**  
**My Account**  
 ▾ Modify Account  
**Apply**  
 ▾ My Saved Applications  
 ▾ Apply  
**Permits**  
 ▾ My Permits  
**Reviews**  
 ▾ My Reviews  
**Inspections**  
 ▾ My Inspections  
**Fees**

**New Application for Test Account**

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Additional Contacts</b>							
If you do not wish to add additional contacts, click "Next" to proceed to next step. <b>To add additional contacts to this permit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click "Add Contact"</li> <li><input type="checkbox"/> Enter required contact information</li> <li><input type="checkbox"/> Please select Other State, if contact address lies outside US.</li> <li><input type="checkbox"/> Click "Search"</li> </ul>							
<input type="button" value="Add Contact"/>							
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>							

5. Select **City Services: Reviews & Inspections for Incorporated Cities**.

**DeKalb County GEORGIA | ePermitting**

0 items in My\_Cart \$0.00 Check Out Sign Out

**CDR Home**  
**Building Home**  
**My Account**  
 ▾ Modify Account  
**Apply**  
 ▾ My Saved Applications  
 ▾ Apply  
**Permits**  
 ▾ My Permits  
**Reviews**  
 ▾ My Reviews  
**Inspections**  
 ▾ My Inspections  
**Fees**

**New Application for OWNER AS CONTRACTOR**

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Permit Type</b>							
-- Select One -- Building Foundations Only Building Permit for New Construction, Additions, Alterations and Repairs for Structures Building Shell Only Permit <b>City Services: Reviews &amp; Inspections for Incorporated Cities</b> CLA, Childcare, Adult Daycare, Personal Care (6 or less) Electrical Permit Application Mechanical Permit Application Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Plumbing Permit Application Sign Permit Water Meter and Sewer Whitebox Building Permit							

6. Enter in the **Address** and click **Search**. Select the proper address from the list.

**DeKalb County GEORGIA | ePermitting**

0 items in My\_Cart \$0.00 Check Out Sign Out

**CDR Home**  
**Building Home**  
**My Account**  
 ▾ Modify Account  
**Apply**  
 ▾ My Saved Applications  
 ▾ Apply  
**Permits**  
 ▾ My Permits  
**Reviews**  
 ▾ My Reviews  
**Inspections**  
 ▾ My Inspections  
**Fees**  
 ▾ My Fees  
**Lookup Permit**  
 ▾ Permit Number  
 ▾ Applicant  
 ▾ Address

**New Application for Test Account**

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Permit Location</b>							
<b>Address Search:</b> Search application address <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter the Address Example: Entering Street Name &amp; select Suffix "Main St" will result in a list of all addresses available for "Main St"</li> <li><input type="checkbox"/> Please select Other State, if address lies outside US.</li> <li><input type="checkbox"/> Select the correct location by clicking on the appropriate address</li> <li><input type="checkbox"/> If you do not see the correct location, make changes to your search and try again</li> <li><input type="checkbox"/> Click "Search"</li> </ul>							
Number: 330 Dir: -- Street Name*: ponce Suffix: -- Unit/Apt.: City: State: Georgia Zip:							
<b>2 Matches Found</b>							
Street #	Dir	Street Name	Suffix	Unit/Apt/Suite	City	State	Zip
330		PONCE DE LEON	PL		DECATUR	GA	30030-
330	W	PONCE DE LEON	AVE		DECATUR	GA	30030-
<input type="button" value="Search"/>							
<input type="button" value="Cancel"/> <input type="button" value="Previous"/>							

- Enter in the appropriate information in the fields marked by an asterisk (\*), including the [Job Description](#) and then click **Next**.

DeKalb County GEORGIA | ePermitting

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home

Building Home

My Account

- Modify Account

Apply

- My Saved Applications
- Apply

Permits

- My Permits

Reviews

- My Reviews

Inspections

- My Inspections

Fees

- My Fees

Lookup Permit

- Permit Number
- Applicant
- Address

New Application for OWNER AS CONTRACTOR

Applicant Information Additional Contacts Permit Type Address Location Job Description Details Attachments Application Confirmation

**Job Description**

Enter the required field(s)  
Click "Next"

Work Type\* County Review

Occupancy Type\* -- Select One --

Declared Valuation\* 0.00

Building Area\* 0  
(square footage)

Priority -- Select One --

Project Name\*

Description of the construction/proposed job\*

Cancel Previous **Next** Save for Later

- Select "Yes" in the appropriate application in the drop-down box on the [Details](#) page. Be sure to pay attention to the fields marked by an asterisk (\*). Please note that you may skip the fields under the **Water Meter** header (size, location, and meter purchased). Then click **Next**.

DeKalb County GEORGIA | ePermitting

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home

Building Home

My Account

- Modify Account

Apply

- My Saved Applications
- Apply

Permits

- My Permits

Reviews

- My Reviews

Inspections

- My Inspections

Fees

- My Fees

Lookup Permit

- Permit Number
- Applicant
- Address

New Application for OWNER AS CONTRACTOR

Applicant Information Additional Contacts Permit Type Address Location Job Description **Details** Attachments Application Confirmation

**Application Details**

Enter in the details.  
Click "Next"

**Fire Alarm Information**

Completed Set of Plans(4)\* Yes

Scale of Drawing No

Fire Alarm Plans\* Yes

Fire Alarm Sprinkler Plans\* No

Hood Supp Plan\* No

Fire line Shown\* No

Fire site Plans\* No

Life safety Plans\* No

**Property Type\*** Non Residential

**Water Meter**

Size\* 0

Location\* 0

Water Meter Purchased?

**Cities/Municipalities in DeKalb**

City/Municipality of\* CLARKSTON

Approved City Plans Y

Approved Backflow Prevention Device N

**Utility Permit**

Utility Permit Number

Location of Connection

Agency

**Final Details**

Will you be submitting drawings electronically through ePlans\* Yes

Cancel Previous **Next** Save for Later

9. Be sure to upload your route sheet or letter from the city at this step. Do not upload drawings here. You will receive an invitation email from ProjectDox if you have a plan submission.

Click **Browse** to locate your file. Once the file has been attached, then click **Upload**. Then **Next**.

The screenshot shows the 'New Application for Test Account' page. The 'Attachments' section is active, displaying instructions for uploading documents. A 'Browse...' button is circled in orange. Below the instructions, there are fields for 'File Path' and 'File Description'. The 'Upload' button is circled in orange. At the bottom of the form, the 'Next' button is circled in orange.

10. **Confirm** the information on your application and then click **Apply**. Only electrical, mechanical, and plumbing applications will be issued. All other applications require processing by staff, and you will be emailed when you can log back into your account and pay for the permit. If reviews are required, your permit will be issued once they are approved.

The screenshot shows the 'New Application for OWNER AS CONTRACTOR' page. The 'Attachments' section is active, displaying instructions for uploading documents. A 'Browse...' button is circled in orange. Below the instructions, there are fields for 'File Path' and 'File Description'. The 'Upload' button is circled in orange. Below the form, a table shows the uploaded files:

Uploaded Filename	File Description	
COMBINED REVIEWS.pdf	ROUTE SHEET	Remove

The 'Next' button is circled in orange.

11. Review and confirm the information and then **Apply**.

**DeKalb County GEORGIA | ePermitting**

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

**CDR Home**  
**Building Home**  
**My Account**  
 [Modify Account](#)  
**Apply**  
 [My Saved Applications](#)  
 [Apply](#)  
**Permits**  
 [My Permits](#)  
**Reviews**  
 [My Reviews](#)  
**Inspections**  
 [My Inspections](#)  
**Fees**  
 [My Fees](#)  
**Lookup Permit**  
 [Permit Number](#)  
 [Applicant](#)  
 [Address](#)

**New Application for OWNER AS CONTRACTOR**

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
<b>Permit Information Confirmation</b>							
<b>To submit your application:</b>							
<input type="checkbox"/> Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button. <input type="checkbox"/> Click the "Apply" button to submit your permit. <input type="checkbox"/> Click the "Save For Later" button to save and continue processing the permit later.							
<b>Permit Information To Be Submitted</b>							
	Permit Type:	City Services: Reviews & Inspections for Incorporated Cities					
<a href="#">Edit</a>	Applicant Type:	Other contact					
	Primary Contact Name:	OWNER AS CONTRACTOR					
	Address:	330 West Ponce de Leon Ave DECATUR GA 30030					
	Phone:	(404)371-2000					
<a href="#">Edit</a>	No contact added.						
<a href="#">Edit</a>	Site Location:	1300 COMMERCE DR DECATUR GA 30030-					
<a href="#">Edit</a>	Occupancy Type:	Business					
	Work Type:	County Review					
	Declared Valuation:	\$1.00					
	Building Area:	1					
	Project Name:	TEST					
	Description:	TEST					
<a href="#">Edit</a>	Detail page information.						
<a href="#">Edit</a>		<b>Uploaded Filename</b>		<b>File Description</b>			
		COMBINED REVIEWS.pdf		ROUTE SHEET			

[Cancel](#) [Previous](#) [Apply](#) [Save For Later](#)

12. A permit number will be issued to you. You may see information in the Application Check Status window, however a permit tech will process the application and remove this if it's incorrect.

**DeKalb County GEORGIA | ePermitting**

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

**CDR Home**  
**Building Home**  
**My Account**  
 [Modify Account](#)  
**Apply**  
 [My Saved Applications](#)  
 [Apply](#)  
**Permits**  
 [My Permits](#)  
**Reviews**  
 [My Reviews](#)  
**Inspections**  
 [My Inspections](#)  
**Fees**  
 [My Fees](#)  
**Lookup Permit**  
 [Permit Number](#)  
 [Applicant](#)  
 [Address](#)

**New Application for OWNER AS CONTRACTOR**

**Application Status**

**In order to complete the application, the following items need to be completed in the Application Check Status.**

**Permit Type:** City Services: Reviews & Inspections for Incorporated Cities  
**Permit Number:** 3043122  
**Site Location:** 1300 COMMERCE DR DECATUR GA 30030-  
**Primary Applicant:** OWNER AS CONTRACTOR  
**Issue Date:**  
**Fees:**  
**Declared Value:** \$1.00  
**Legal Occupancy:** Business  
**Description of Work:** TEST  
**Milestone:** Intake

**Application Checkstatus**

Application Checkstatus	Status
D-BADWCOM - Invalid worktype/commerce combination	Pending
D-BADWRKTYP, D-BADWORK - Work Type contains a valid value	Pending

[View](#) [Clone](#) [Edit](#)

13. If there are fees, add them to the cart by clicking **Add All To Cart** and then click on **Check Out**.

**DeKalb County GEORGIA | ePermitting**

0 items in My Cart \$0.00 **Check Out** Sign Out

**My Fees**  
Fees information associated with Test Account

Search Criteria Search Result - 3

Permit #	Type	Description	Amount	Status	Actions
3002084	Mechanical Permit Application	TECHNOLOGY FEE	\$20.00	Unpaid	<a href="#">Add to Cart</a>
3002084	Mechanical Permit Application	GAS LINE FEE	\$25.00	Unpaid	<a href="#">Add to Cart</a>
3002084	Mechanical Permit Application	MINIMUM PERMIT FEE	\$75.00	Unpaid	<a href="#">Add to Cart</a>

To create a printable report of the search result [Click here](#)

**Add All To Cart**

14. Check the **My Cart** check box to select all the fees, and click on **Next**.

**DeKalb County GEORGIA | ePermitting**

5 items in My Cart \$345.00 **Check Out** Sign Out

**Pay Fees**

- Review the selected application(s) to be paid and the amount due.
- Click on "Next" to proceed with payment.
- Otherwise, click "Cancel" to exit.

**My Cart**

Item	Description	Amount
<input type="checkbox"/>	3001397 - Building Permit for New Construction, Additions, Alterations and Repairs for Structures 6158 RAINTREE BND LITHONIA GA 30058- TECHNOLOGY FEE	\$20.00
<input type="checkbox"/>	3001397 - Building Permit for New Construction, Additions, Alterations and Repairs for Structures 6158 RAINTREE BND LITHONIA GA 30058- BUILDING PERMIT FEE - ALTERATIONS	\$65.00
<input type="checkbox"/>	3001397 - Building Permit for New Construction, Additions, Alterations and Repairs for Structures 6158 RAINTREE BND LITHONIA GA 30058- C/CO FEE	\$50.00
<input type="checkbox"/>	3001397 - Building Permit for New Construction, Additions, Alterations and Repairs for Structures 6158 RAINTREE BND LITHONIA GA 30058- FIRE LIFE SAFETY REVIEW FEE	\$100.00
<input type="checkbox"/>	3001397 - Building Permit for New Construction, Additions, Alterations and Repairs for Structures 6158 RAINTREE BND LITHONIA GA 30058- MINIMUM PERMIT FEE	\$110.00

Remove Selected Fees Subtotal: \$345.00

**Next**

15. You will be taken to the Official Payments site to complete the transaction

**Official Payments**

Back to DeKalb County Permits | Make A Payment | Payment Verification | Help | En Español

**My Account**  
Log In (Optional)  
E-mail Address:  
Password:  
Submit

**Make A Payment**  
DeKalb County Permits, GA  
DeKalb Permit Payments Test

Select a Payment Option, then click "Continue" to proceed with the payment process.

\* Your convenience fee will be calculated and presented on the next page, if applicable.  
\* Do not use your browser's "Back" button. Instead, navigate using the Buttons below.

Payment Amount: \$345.00

Payment Options:

- Debit Card
- Debit Card
- E-Check
- Credit Card

Cancel Continue

PRIVACY POLICY | Complaints | Legal Notices | Pay By Phone | Tax Professionals | About Us | Working With Official Payments | Sitemap  
Copyright © 2018 Official Payments Corporation. All Rights Reserved.  
Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.

digicert TRUSTe Certified Privacy IRS

16. Once the fees are paid, your submission will be reviewed by staff. Please be sure to check your email because you will receive communications from county personnel. If a plan review is required, you will receive an invitation email from ProjectDox that includes instructions. You may visit our website at <https://www.dekalbcountyga.gov/planning-and-sustainability/e-permitting> to obtain information regarding ProjectDox.