

CITY SERVICES ARCHITECTURAL REVIEW SUBMITTAL INSTRUCTIONS

Select 'Submit an Application or Request'

The screenshot shows the DeKalb County website dashboard. At the top, there is a navigation bar with the DeKalb County logo and several menu items: 'My Dashboard', 'Request Inspection', 'Lookup', and 'Submit an Application or Request' (which is highlighted in yellow). Below the navigation bar, the user is greeted with 'Welcome, KEEDRA!'. To the left, there is a 'My Profile' button. In the center, there is a table with user information:

Username	Address	Contact
kraines@dekalbcountyga.gov	178 Sams St Decatur, GA 30030	(888)555-1212 (404)309-5686 kraines@dekalbcountyga.gov

To the right, there is a 'MY FEES' section with a '0' icon. It shows 'Total Amount Due' as '\$0.00' and a 'Make Payment' button. Below this, there are links for 'Go to my fees' and 'Go to my payment history'.

CHOOSE A RECORD

Select 'Building and Construction Permits'

The screenshot shows the 'Submit a New Record' process flow. At the top, there is a navigation bar with the DeKalb County logo and menu items: 'My Dashboard', 'Request Inspection', 'Lookup', and 'Submit an Application or Request'. Below the navigation bar, there is a progress bar with five steps: 'Choose a Record', 'Record Information', 'Additional Information', 'Review', and 'Confirmation'. The 'Choose a Record' step is highlighted in dark grey. Below the progress bar, there are two columns of options:

- 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
 - > **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

Select the 'City Construction Permits' and then 'City Services: Reviews & Inspections for Incorporated Cities'

The screenshot shows the 'City Construction Permits' selection process. It starts with a list of options:

- Water Meter and Sewer
- Whitebox Building Permit
- > **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

Below this list, there is a link for 'City Services: Reviews & Inspections for Incorporated Cities' which is highlighted in yellow.

RECORD INFORMATION

Enter the following information:

1. **Project Name:** The name of your business or project
2. **Work Type:** County Review
3. **Occupancy Type:** Select the appropriate type
4. **Declared Valuation:** The cost of your project (if applicable)
5. **Square Footage** of the space
6. **Description:** Specify what type of review you are requesting
7. Enter your **responsibility for this request** as the Applicant
8. Select **'Add Primary Address'**

✔ 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 * ⓘ

Work Type * ⓘ

Occupancy Type * ⓘ

Declared Valuation ⓘ

Square Footage ⓘ

Description * ⓘ

260 characters left

This field indicates your responsibility for this request:

Capacity *

Addresses ⓘ Add Primary Address

Location Details

300 characters left

Back
Save & Continue

Search by the street number, street name, or enter both. Select the appropriate address

Address Parcel

Number ①

2102

Dir ①

Select

Street Name ①

Suffix ①

Select

Unit / Apt # ①

City ①

Postal Code ①

[Clear All](#)

Search

Results

100 records returned, please use search criteria to filter results

- 2102 KEHELEY DR DECATUR GA 30032-
- 2102 MARK TRL DECATUR GA 30032-
- 2102 KEHELEY DR DECATUR GA 30032-
- 2102 WHITES MILL RD DECATUR GA 30032-
- 2102 CANDLER RD DECATUR GA 30032-
- 2102 HOLLY HILL DR DECATUR GA 30032-
- 2102 GLENDALE DR DECATUR GA 30032-
- 2102 HILTON DR DECATUR GA 30035-
- 2102 WESLEY CHAPEL RD DECATUR GA 30035-
- 2102 REDWATER DR DECATUR GA 30035-

Cancel

Add Site

ADDITIONAL INFORMATION

Enter the following information:

Project Type

City Permit Number: Found on the City Routing Sheet or letter from the city

Completed Set Plans: Yes

Scale of Drawing: Yes

Fireline Shown: No

Fire Review Type: Select the appropriate review type. If it's a business license review, select Life Safety

City/Municipality: Select the appropriate city

Progress bar with steps: Choose a Record, Record Information, Additional Information, Attachments, Review, Confirmation.

Fireline Information Details Page

Fire Line Information Detail	
Property Type * Non Residential	City Permit Number * 1234
Approved Backflow Prevention Device ⓘ <input type="text"/>	
Plans	
Completed Set Plans * Yes	Scale of Drawing Yes
Fireline Shown * No	Fire Review Type * Life Safety
Cities/Municipalities in Dekalb	
City/Municipality of * TUCKER	
Utility Permit	
Utility Permit Number ⓘ <input type="text"/>	Location of Connection ⓘ <input type="text"/>
Agency ⓘ <input type="text"/>	
Location ⓘ <input type="text"/>	Size ⓘ <input type="text"/>

Add the **Property Owner** and **Additional Applicants** (if applicable) by clicking on **+Add Row**

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity * First Name Last Name * Email Address Phone #

- Please provide the contact information for additional entities associated with the application / permit.
- 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.

Back

Save & Continue

Select the 'Property Owner' capacity type. If it is a company, use the Last Name field

Add Row ✕

Capacity * First Name

Last Name * Email Address

Phone # Invite Sent

Cancel
Save Row

ATTACHMENTS

Add your identification and City Routing Sheet or letter. and then click on 'Save & Continue'

✓ Choose a Record
✓ Record Information
✓ Additional Information
Attachments
Review
Confirmation

Attachments ⓘ 0 ^

You must add the following files to your submission.

! Pending Document Type 'Drivers License or State ID' is required. Add

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

Back

Save & Continue

Upload Attachments

Upload all attachments here.


Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

Back **Save**

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

 occupancy applicationVer_6 (2).pdf
Title (optional)
Description (optional)
299 characters left
Document Type

Back **Save**

Review your information and 'Submit' the application

Submit

Are you ready to submit this record?

Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit, Roof/Siding Only, Slab

Back **Submit**

CONFIRMATION & NEXT STEPS



[My Dashboard](#)

[Request Inspection](#)

[Lookup](#)

[Submit an Application or Request](#)

Submit a New Record



Confirmation

Thank You! Your record was submitted.

3107247

Record Type

Permits for Ret. Walls, Commercial Gates & Fences, Trailer, Pool, Full Demolition, Move In As Is, Name/Ownership Change, Cell Tower, Special Administrative Permit, Roof/Siding Only, Slab

Project Name

My Business Name

***** IMPORTANT: READ THE INFORMATION BELOW *****

- ✓ You will receive an application number. Save this number because it will be needed throughout the process with DeKalb County.
- ✓ Once the application has been assigned to personnel and processed, you will be notified by email when you can pay the fees.
- ✓ You will receive a ProjectDox email notification to upload your sketch or plan for review.
- ✓ Once the reviews are approved, you will receive another email from ProjectDox so that the approved sketch or plan, and other relevant documents can be downloaded. Please print them and place them at your business or job location.
- ✓ Schedule your inspection(s)
- ✓ Once all inspections pass, take the approved documents and plans to the city