



**ONLINE  
ENG/LDP PERMIT  
APPLICATION  
INSTRUCTIONS**

# IMPORTANT INFORMATION

## Regarding ENG/LDP

### Resubmittals or Revisions

If you submitted your original application online, you should upload the resubmittal to your ENG record AND YOU MUST EMAIL: [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us) to alert us of the resubmittal so we may start the review process.

If you submitted your original application as a paper copy, you must email any resubmittals or revisions to: [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us)

### Questions?

Please email [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us)

Please see the following pages for online application instructions.

To Register Online go to: <https://permits.alpharetta.ga.us/permits/template/login.aspx>

**Internet Explorer is NOT compatible (Please note that some mobile browsers also have some compatibility issues)**

**BEST used with: Google Chrome or Firefox**

**Log In**

**Don't have an account? Click on "Sign Up"**

← → ↻ 🏠 🔒 [permits.alpharetta.ga.us/permits/template/Login.aspx?ReturnUrl=Home.aspx](https://permits.alpharetta.ga.us/permits/template/Login.aspx?ReturnUrl=Home.aspx) 🌐 ☆ 📄 🗑

**ALPHARETTA**

## City of Alpharetta Permitting Portal

Apply for permits and pay fees here.

**Please make sure that your permit site is within the City of Alpharetta.**  
A site can have an Alpharetta mailing address but not actually be within the city limits of Alpharetta. If you are not sure if your site is within the City of Alpharetta, please check your location with our GIS mapping tool, at <https://alphagis.alpharetta.ga.us/alphagis>.

**Having Trouble?**

- This site works best with the newest versions of Firefox and Chrome.
- Please make sure your organization can receive emails from [cityworks@alpharetta.ga.us](mailto:cityworks@alpharetta.ga.us). You will receive important information from this email address regarding your account registration, as well as the status of your permit applications.

**Log In**

Don't have an account? [Sign Up](#)

Username  
dcrowley

Password  
\*\*\*\*\*

**Log In**

## Enter your information and click "Register"

The screenshot shows a web browser window with the URL `permits.alpharetta.ga.us/permits/template/Registration.aspx`. The page header features the ALPHARETTA logo. The main heading is "Apply for a login". Below it, a red message states "All fields are required". The form is divided into two columns: "CREDENTIALS:" and "CONTACT INFORMATION:". The "CREDENTIALS:" column includes fields for "Email Address", "Password", and "Confirm Password". The "CONTACT INFORMATION:" column includes fields for "First Name", "Last Name", "Address", "City", "State", "Zip", "Home Phone", and "Mobile Phone". A red error message "Please provide a valid email Id." is displayed below the "Email Address" field. At the bottom of the form, there are two buttons: "Register" and "Cancel". The "Register" button is circled in blue.

## Please check your email for account Verification

The screenshot shows the same web browser window. The main heading is "Your request for a new login was successfully submitted. Please check your email for account verification." The text "Please check your email for account verification." is circled in blue. Below the heading is a blue button that says "Welcome to Cityworks".

To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

[Click here to activate your account](#)

Note: This registration link will expire in two days.

Thank You,  
City of Alpharetta Community Development

Helpful Tip - If you open your email and "click here" while using Internet Explorer you will receive an error message. Please use your email in a different web browser or you can right click the "Click here to activate your account" copy the link and past it into Google Chrome or Firefox.

## Login to complete your registration

The screenshot shows a web browser window with two tabs labeled "Public App". The address bar contains the URL: `permits.alpharetta.ga.us/permits/template/login.aspx?token=c0JaDnMshJnCa/d3S/0Tkwkwl8sxXivhyzT0mcoHr4Ms=`. The page header features the "ALPHARETTA" logo. The main content area has a background image of a large, red-brick building with a central tower. Overlaid on this image is a dark grey box with the text: "City of Alpharetta Permitting Portal" and "Apply for permits and pay fees here." Below the image, a dark grey banner contains the text: "Please make sure that your permit site is within the City of Alpharetta. A site can have an Alpharetta mailing address but not actually be within the city limits of Alpharetta. If you are not sure if your site is within the City of Alpharetta, please check your location with our GIS mapping tool, at <https://alphagis.alpharetta.ga.us/alphagis>."

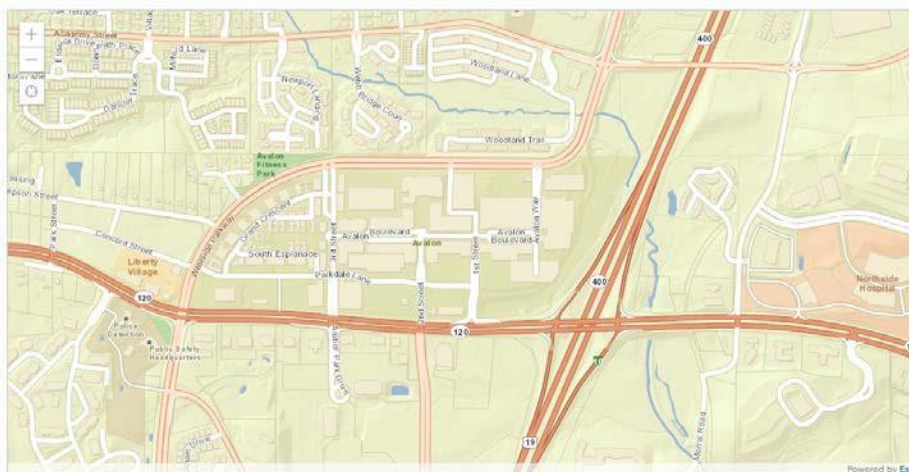
### Having Trouble?

- This site works best with the newest versions of Firefox and Chrome.
- Please make sure your organization can receive emails from `cityworks@alpharetta.ga.us`. You will receive important information from this email address regarding your account registration, as well as the status of your permit applications.

The login form is a light grey box. At the top, the text "Login to complete registration" is circled in blue. Below this are two input fields: the first contains the text "dcrowley@me" and the second is labeled "Password". At the bottom of the form is a dark grey button with the text "Log In". Below the button, the text "4.1-Release" is visible.

## Now that you are Registered Let's Enter an LDP Permit Select "Create Application"

The screenshot shows the home page of the City of Alpharetta Permitting Portal. The browser tabs and address bar are the same as in the previous image. The page header features the "ALPHARETTA" logo on the left and a user profile dropdown labeled "Dawn Crowley" on the right. In the center of the header, a button labeled "Create Application" is circled in blue.



## Select Land Disturbance Permits

ALPHARETTA Create Application Eric Graves

### Select an Application

search Applications...

Applications

Categories

- Commercial Trade Permits
- Land Disturbance Permits**
- Plats
- Residential Trade Permits
- Sign Permits
- Tree Permits
- Zoning

Begin Application

## Select LDP Residential and select Begin Application

ALPHARETTA Create Application Eric Graves

### Select an Application

search Land Disturbance Permi...

Applications > Land Disturbance Permi...

Applications

- LDP-Residential

Begin Application

## Enter Site Information

ALPHARETTA Create Application Dawn COA gmail Crowley

### Application: LDP-Residential Step 1 of 5

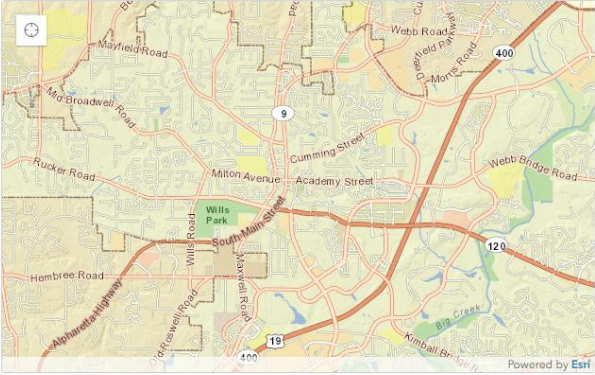
1 Main

Project Name (80 character limit)  
Testing

Address  
2 Park Plaza

Suggestions...

- 2 Park Plaza, Alpharetta, GA, 30009
- 2 Park Plaza, Alpharetta, 30009
- 3 Park Plaza, Alpharetta, 30009



Cancel Clear Next

## Enter Contact Information – must include permittee, applicant and 24-hour contact

ALPHARETTA Create Application Dawn COA gmail Crowley

Application: LDP-Residential Step 2 of 5

1 Main  
2 People

Permittee <small>more...</small>	Use My Information	Applicant <small>more...</small>	Use My Information	Contact <small>more...</small>	Use My Information
Name		Name		Name	
Address Line1		Address Line1		Address Line1	
City Name State Zip Code		City Name State Zip Code		City Name State Zip Code	
Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)	
Email		Email		Email	
Comment		Comment		Comment	

24 Hour Contact <small>more...</small>	Use My Information	City L.D.I <small>more...</small>	Use My Information
Name		Name	
Address Line1		Address Line1	
City Name State Zip Code		City Name State Zip Code	
Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)	
Email		Email	

## Contractor Information this step can be skipped

ALPHARETTA Create Application Dawn COA gmail Crowley

Application: LDP-Residential Step 3 of 5

1 Main  
2 People  
3 Contractor

Select Contractor(s)...

Cancel Clear Previous Next

4 DataGroup  
5 Rel Docs

## Site Information—Provide information for at least the following fields: Land Lot, District, Section, Zoning, Land Use, NPDES Type, Total Acreage, Disturbed Acreage

ALPHARETTA Create Application Dawn COA gmail Crowley

Application: LDP-Residential Step 4 of 5

1 Main  
2 People  
3 Contractor  
4 DataGroup

**What type of Land Disturbance** ^

Is this permit for New House, Model Home, Home Addition or a Pool?  
 Yes  No

**Location: LL, District, Section, zoning** ^

Land Lot:  
Text

District:  
Select a value

Section:  
Select a value

Zoning:  
Select a value

**Project Information** ^

Subdivision Name (if applicable)  
Text

**Site Information** ^

Site Description:  
Text

Add Attachments and upload the appropriate files

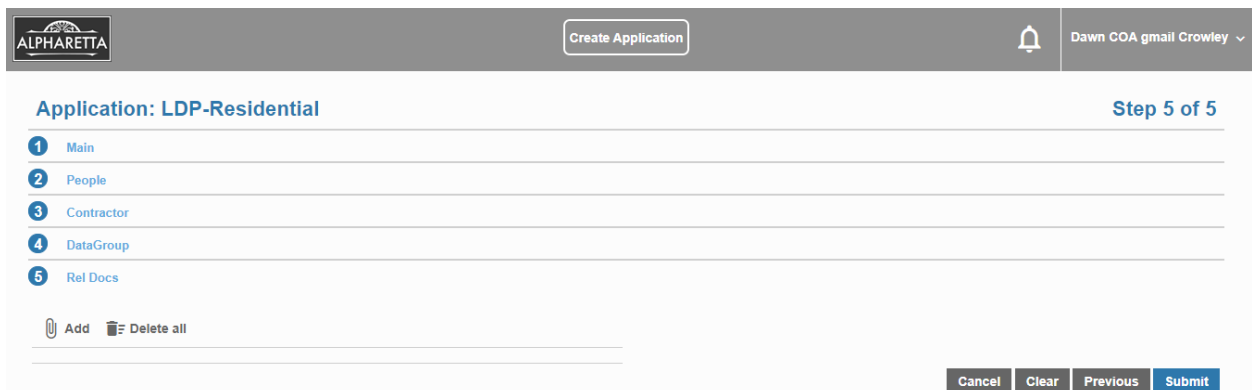
**You must include/attach the Residential Individual Lot Site Plan Requirements Form found here with your submittal:**

[https://www.alpharetta.ga.us/docs/default-source/planning-zoning/land-development/residential-individual-lot-site-plan-requirements.pdf?sfvrsn=9bdef5ab\\_14](https://www.alpharetta.ga.us/docs/default-source/planning-zoning/land-development/residential-individual-lot-site-plan-requirements.pdf?sfvrsn=9bdef5ab_14)

**along with site plans and other supporting documents.**

**\*\*IMPORTANT\*\***

**If you don't include the above form with your submittal, your application will be marked incomplete until it is received.**



The screenshot shows the Alpharetta online application portal. At the top left is the Alpharetta logo. In the center is a 'Create Application' button. On the right is a notification bell icon and the user name 'Dawn COA gmail Crowley' with a dropdown arrow. Below the header, the application title is 'Application: LDP-Residential' and the current step is 'Step 5 of 5'. A vertical list of steps is shown: 1 Main, 2 People, 3 Contractor, 4 DataGroup, and 5 Rel Docs. Below the list are 'Add' and 'Delete all' options. At the bottom right are buttons for 'Cancel', 'Clear', 'Previous', and 'Submit'.

**Please note - Starting August 5, 2022:**

**The submittal fee of \$125.00 can be paid through the online portal and a handling fee of 3% will be automatically added.**

**The review process begins after you've submitted the proper documents and paid the submittal fee.**