



**ONLINE ENG /LDP PERMIT  
APPLICATION INSTRUCTIONS**

**Submit questions to – [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us)**

## **IMPORTANT INFORMATION**

### **Rezoning? Variance?**

If you were granted a variance or rezoning with conditions for your property, all documentation of the approval including all conditions, meeting minutes, and site plan must be part of your submittal documentation uploaded to the portal.

### **Regarding Resubmittals**

All resubmittals must be posted in the portal and followed up with an email to [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us). The email needs to include the project permit number and address in the subject line. The body of the email should indicate that you have uploaded your resubmittal documents. **If you do not email us, your project submission is not recorded, and your project is not placed in the review queue.**

### **Regarding Revisions after a permit was issued**

All revisions must be emailed to [engpermit@alpharetta.ga.us](mailto:engpermit@alpharetta.ga.us). Do not upload documents to the portal. The email needs to include the project permit number and address in the subject line. The body of the email should indicate that you intend to file for a permit revision. You must attach your full set of plans and a document explaining the updates for a revision to the email. **If you do not email us, your project submission is not recorded, and your project is not placed in the review queue.**

To Register Online go to:

<https://permits.alpharetta.ga.us/permits/template/login.aspx>

**Internet Explorer is *NOT* compatible. (Some mobile browsers also have compatibility issues).**

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

***Log In or If you don't have an account? Click on "Sign Up"***

The screenshot shows a web browser window with the URL `permits.alpharetta.ga.us/permits/template/Login.aspx?ReturnUrl=Home.aspx`. The page features the City of Alpharetta logo in the top left corner. A large banner image of a red brick building with a central tower is displayed, overlaid with a semi-transparent dark box containing the text "City of Alpharetta Permitting Portal" and "Apply for permits and pay fees here." Below the banner, a dark grey box contains the following 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>." Underneath this, a section titled "Having Trouble?" lists two bullet points: "This site works best with the newest versions of Firefox and Chrome." and "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 main content area is a light grey box titled "Log In" which contains the text "Don't have an account? [Sign Up](#)" where "Sign Up" is circled in red. Below this are input fields for "Username" (containing "dcrowley") and "Password" (masked with dots), and a "Log In" button at the bottom.

Enter your information and click "Register". Please check your email for account Verification.

The screenshot shows a web browser window with the URL `permits.alpharetta.ga.us/permits/template/Registration.aspx`. The page features the Alpharetta logo and a heading "Apply for a login". Below the heading, 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 "X" icon and the text "Please provide a valid email Id." are positioned next to the "Email Address" field. At the bottom of the form, there are two buttons: "Register" and "Cancel". The "Register" button is circled in red.

The screenshot shows the same web browser window, but the registration form is replaced by a confirmation message: "Your request for a new login was successfully submitted. Please check your email for account verification."

**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 the URL `permits.alpharetta.ga.us/permits/template/login.aspx?token=c0JaDnMshJnCa/d3S/0Tkwkwl8sxXivhyzTOMcoHr4Ms=`. The page features the City of Alpharetta logo and a large banner image of a red brick building with the text "City of Alpharetta Permitting Portal" and "Apply for permits and pay fees here." Below the banner, a dark grey box contains the instruction: "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>." A "Having Trouble?" section provides troubleshooting tips. The main content area contains a login form with a "Login to complete registration" link circled in red, a username field containing "dcrowley@me", a password field, a "Log In" button, and a "4.1-Release" version indicator.

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 URL is `permits.alpharetta.ga.us/permits/template/Home.aspx`. The page features the City of Alpharetta logo and a "Create Application" button circled in red. A map of the city is displayed below the button, showing streets and landmarks. The user's name "Dawn Crowley" is visible in the top right corner.

## Select Land Disturbance Permits

ALPHARETTA

Create Application

Dawc COA gmail Crowley

### Select an Application

search Applications...

Applications

Categories

- Commercial Permits
- Land Disturbance Permits**
- Residential Permits
- Sign Permits
- Tree Permits
- Right of Way Encroachment Permits

Begin Application

## Select LDP Residential and select Begin Application

ALPHARETTA

Create Application

Dawc COA gmail Crowley

### Select an Application

search Land Disturbance Permi...

Applications > Land Disturbance Permi...

Applications

- LDP-Residential**

Begin Application

## Enter Site Information

Application: LDP-Residential

Step 1 of 6

1 Main

Description  
Smith House Pool

Address  
2 Park Plaza

Suggestions...

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

Map showing site location near Alpharetta High School and various streets.

Cancel Clear Next

Enter Contact Information – must include **permittee, applicant, and 24-hour contact**  
At least one of the people entered must be the **property owner**.

The screenshot shows the 'Step 2 of 6' application form for 'LDP-Residential'. The form is divided into three main sections: 'Applicant', 'Contact', and '24 Hour Contact'. Each section has a 'Use My Info' button. Below these sections are three columns of input fields for Name, Address Line1, City Name, State, Zip Code, Phone (Home), Phone (Mobile), and Email. There is also a 'Comment' field for each section. At the bottom, there are three more sections: 'Land Developer', 'Developer', and 'Engineer', each with a 'Use My Info' button and similar input fields for Name, Address Line1, City Name, State, Zip Code, Phone (Home), Phone (Mobile), and Email.

Contractor Information – **this step can be skipped**

The screenshot shows the 'Step 3 of 6' application form for 'LDP-Residential'. The form is titled 'Contractor Information' and features a 'Select Contractor(s)...' dropdown menu. Below the dropdown are four buttons: 'Cancel', 'Clear', 'Previous', and 'Next'. The form also includes a sidebar with a list of steps: 1 Main, 2 People, 3 Contractor, 4 DataGroup, 5 Rel Docs, and 6 Payment. The 'Contractor' step is currently selected.

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

The screenshot shows the ALPHARETTA online application portal. At the top, there is a 'Create Application' button and a user profile for Eric Graves. The application is titled 'Application: LDP-Residential' and is on 'Step 4 of 6'. A progress bar on the left shows four steps: 1 Main, 2 People, 3 Contractor, and 4 DataGroup. The 'DataGroup' section is expanded and contains three sub-sections: 'Location: LL, District, Section, Zoning' with fields for Land Lot (Text), District (Select a value), Section (Select a value), and Zoning (Select a value); 'Project Information' with a field for Subdivision Name (Text); and 'Site Information' with a field for 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\\_18](https://www.alpharetta.ga.us/docs/default-source/planning-zoning/land-development/residential-individual-lot-site-plan-requirements.pdf?sfvrsn=9bdef5ab_18)**

**You must attach your 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, there is a 'Create Application' button and a user profile for Eric Graves. The application is titled 'Application: LDP-Residential' and is on 'Step 5 of 6'. A progress bar on the left shows six steps: 1 Main, 2 People, 3 Contractor, 4 DataGroup, 5 Rel Docs, and 6 (unlabeled). The 'Rel Docs' section is expanded and contains an 'Add attachments...' button and a 'Delete all attachments' button. At the bottom right, there are buttons for 'Cancel', 'Clear', 'Previous', and 'Next'.

Please note as of July 1, 2023, fees have changed.

The application submittal fee of \$200.00 can be paid through the online portal and a handling fee of 3% will automatically be added. The review process begins after you have submitted the proper documents and paid the application fee.

A permit fee, due at time of permit issuance, will be \$200. The permit fee will only apply to new homes, new townhomes, or tear down and rebuild projects.