THE CITY OF ALPHARETTA
GEORGIA

ONLINE ENG /LDP PERMIT

APPLICATION INSTRUCTIONS

Submit questions to – 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. 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. 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.**
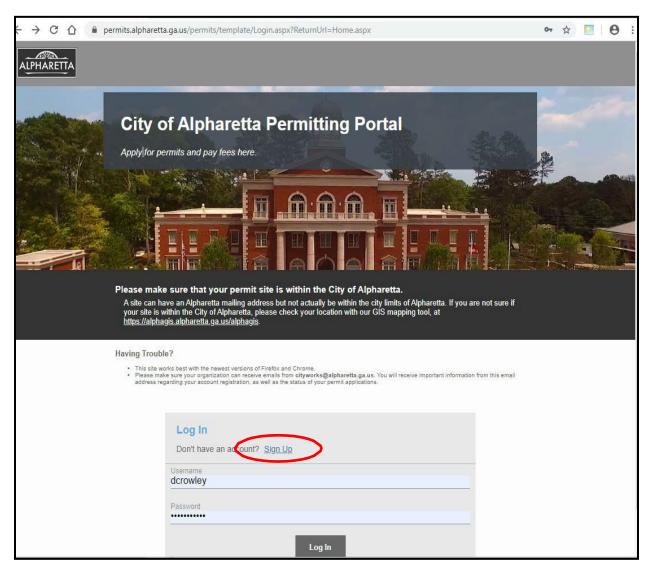
To Register Online go to:
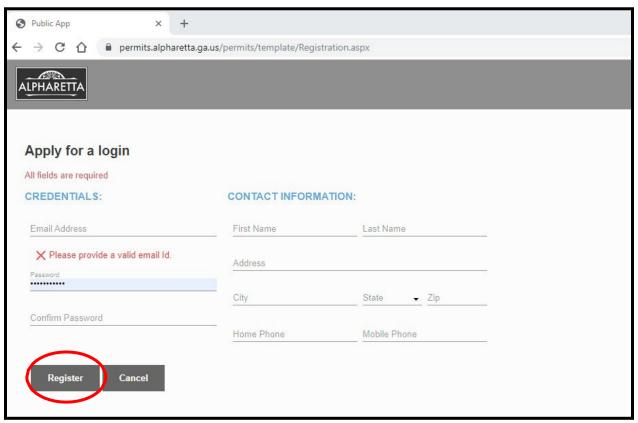https://permits.alpharetta.ga.us/permits/template/login.aspx

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"

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

Public App

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

Apply for a login
All fields are required

CREDENTIALS:

Email Address

✗ Please provide a valid email Id.

Password
•••••••••••

Confirm Password

CONTACT INFORMATION:

First Name   Last Name

Address

City   State ▾   Zip

Home Phone   Mobile Phone

Register   Cancel

Public App

permits.alpharetta.ga.us/permits/template/Registration.aspx

ALPHARETTA

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.

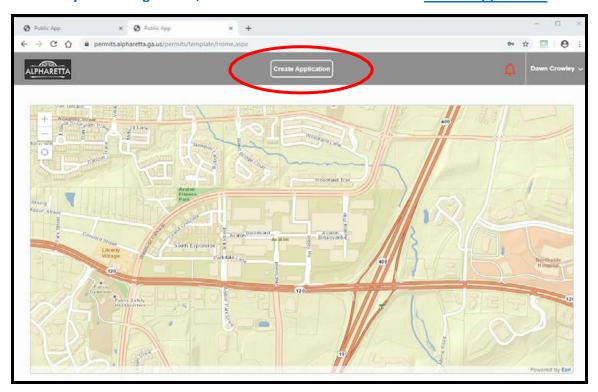Click here to activate your account

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.
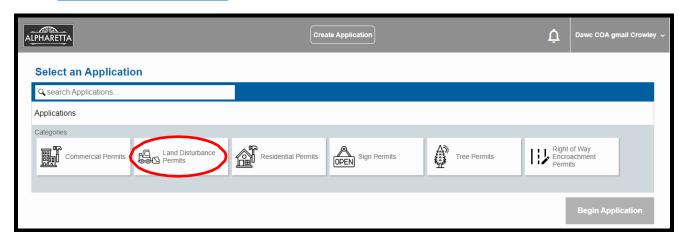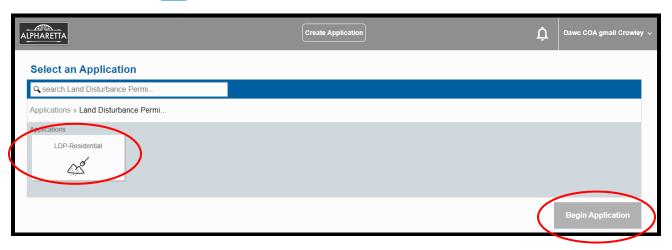
Login to complete your registration

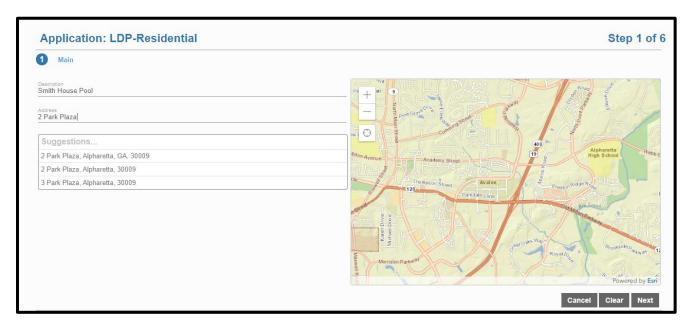**Now that you are Registered, let's enter an LDP Permit. Select Create Application.**

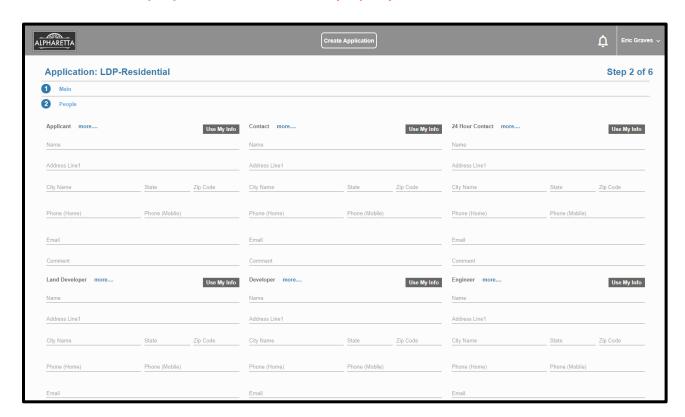## Select Land Disturbance Permits

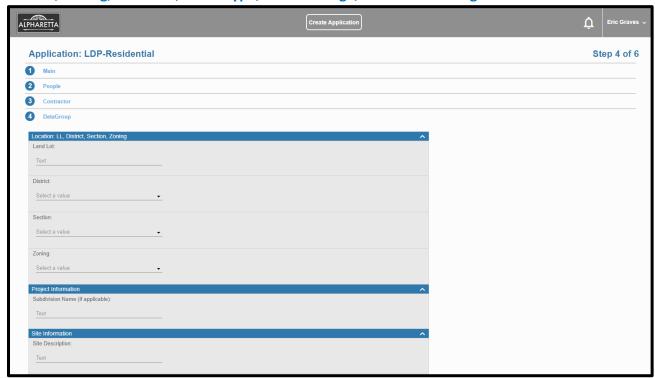## Select LDP Residential and select Begin Application

Enter Site Information

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

Contractor Information – this step can be skipped

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

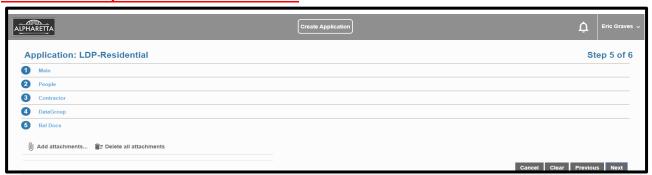**Add Attachments and upload the appropriate files.**

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

<u>**https://www.alpharetta.ga.us/docs/default-source/planning-zoning/land-development/residential-individual-lot-site-plan-requirements.pdf?sfvrsn=9bdef5ab_18**</u>

<u>**You must attach your site plans and other supporting documents.**</u>

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IMPORTANT

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

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.