

# HOW TO APPLY FOR A DEMOLITION/CONSTRUCTION PERMIT

## STEP 1:

The screenshot shows the City of Dunwoody website interface. At the top is the City of Dunwoody logo. Below it are two main sections:

- Search Existing Permits:** This section includes a 'Viewing Portal' with a menu icon, a 'Summary' box with instructions to resubmit plans or request inspections, and a 'NOTE' stating that same-day inspection requests are not accepted. To the right are 'Instructions' numbered 1-4, guiding the user through the search process.
- Apply for Construction/Demolition Permit:** This section features a 'Construction Permit' icon with a blue arrow pointing to it and the text 'Click here'. The main text explains that the application is for commercial or residential construction permits and lists required documents: a PDF file under 50 MB, a cover sheet/site plan, and a license document. 'Application Instructions' numbered 1-4 are provided on the right.

## STEP 2:

Type in the address. You do not need to type the entire address. Click on the address in the drop down menu. In the contractor's section, search your name or the name of your business. If you haven't done business in the City of Dunwoody or your license is expired, please put TBD.

The screenshot shows the 'Construction Permit Application' form. It is divided into two main sections:

- Property Information:** A search box contains '4400 a'. Below it is a dropdown menu with six results, all for 'PERIMETER MALL LLC' at '4400 ASHFORD DUNWOODY RD' with various parcel and address details.
- Contractor(s):** A search box contains 'TBD'. Below it is a dropdown menu with one result: 'TBD'.

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### STEP 3:

If you do not see a red “remove” button next to the address and the contractor/tbd, you did not click the drop down and you permit will not be submitted.

< Construction Permit Application

#### Property Information

Search properties:

  
**PERIMETER MALL LLC**  
Parcel: 18 348 01 006  
4400 ASHFORD DUNWOODY RD  
Remove

#### Contractor(s)

Search contractors:

  
TBD  
Remove

All fields with an (\*) are required

### STEP 4:

At the bottom, you will need to upload any plans, license or other information needed for your review. When an access code is requested, please put your state license number. If you put TBD, the access code will be 00001. If you don't know your access code, feel free to call the office to get it at 678-382-6800

City of Dunwoody

< Permit #20210604

#### Permit Information:

Permit Date:	04/13/2021
Permit Status:	Pending
Project Name:	
Project Address:	
Applicant Company:	

#### Uploaded Files:

1 file has been uploaded

Files

Remove 1 files

- 20200032-TCO.pdf 295 KB

Choose Files No file chosen

Upload

#### Access Code

Dismiss

Enter Access Code:

Need contractor code? [Click Here](#) to have it emailed.

Enter