

INSTRUCTIONS FOR UTILITY PERMIT REQUESTS

DEKALB COUNTY SURVEYOR'S OFFICE

1. Request shall be made to the DeKalb County Surveyor's Office.
2. Request shall be made on standard form only, completely filled out with:
 - a. Drain Name
 - b. Parcel number of property involved.
 - c. Project name (if none then put individual's name).
 - d. Name and address of owner and contractor.
 - e. Specifications of the work and structures to be located within the Drain right-of-way; Including: site plan showing the drain location with the drain name and number, along with the utility route, type of material of which any utility poles will be constructed, and size of poles. This office may require more details depending on the characteristics of the project
3. A Utility Permit Agreement will drawn up by the Surveyor's Office based on the above information, which the utility company's officials will need to sign.

