



Forsyth County Department of Building and Economic Development
110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | (770) 781-2114 | forsythco.com

RESIDENTIAL

PORCH

DECK

OUTDOOR FIREPLACE

PERMIT

PACKET

CHECKLIST

Note: Building permits must be submitted electronically through the Customer Service Portal. You can apply and submit the permit application and required documents into the portal at:

https://css.forsythco.com/Energov_Prod/selfservice/

Please complete the entire application package, including:

Permit Details Form

- State Licensing Board Authorized Permit Agent Form** – Required if using a licensed contractor (must be original with copies of current business license and state contractor's license attached) *Please do not include copies of driver's license.*

Affidavits

Contractor Affidavits – Required. (Must be signed, notarized and submitted with building permit application and with copies of current business license and state contractor license). *Please do not include copies of driver's license.*

- Electrical Sub-Contractor Affidavit
- Mechanical Sub-Contractor Affidavit
- Plumbing Sub-Contractor Affidavit

OR

Self Work Affidavit (if applicable) can be found at forsythco.com. This form is used when the homeowner is taking responsibility for the permit and the work that is being done. *It must be Notarized.*

- Site Plan** – Scale drawing 1 copy 8 1/2 x 11 (see residential site plan example - can be hand drawn).
- Plat** – Copy of approved recorded plat
- Septic Tank Permit** – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Temporary Toilet** – Required if no toilet facilities available. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Fees** – See the Forsyth County Website for fee schedule under Building and Economic Development Department. Accepted forms of payment are Visa/ MasterCard, check, or cash.

GENERAL INFORMATION

This permit packet is to be used when adding one of the following:

- Front Porch
- Rear Deck
- Converting rear deck to a covered deck
- Converting rear patio to a covered patio
- Pergolas
- Outdoor fireplace

Inspections are required during work and at completion. Inspection processes will vary with each type of addition. If unsure about required inspections, or how to schedule required inspections, please contact our office at **(770-781-2114) Option 1.**

The issuance of a building permit does not assure that the building setbacks have been met or that the structure does not encroach on any easement, or buffer. The owner and/or permit holder have the sole responsibility of determining compliance with setbacks and non-encroachment of easements and buffers.

FORSYTH COUNTY PORCH/DECK OUTDOOR FIREPLACE PERMIT APPLICATION

Updated 6/29/2023

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____ City/State/Zip: _____

Subdivision Name and Lot # (if applicable): _____ Lot # _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ GA State License # _____

Email: _____ Phone# _____

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

PROJECT INFORMATION

Description of work: _____

Front Porch Sq.ft. _____ Deck Sq.ft. _____ Patio Sq.ft. _____ Covered Deck/Patio Sq.ft. _____

Fireplace Sq.ft. _____ Pergola Sq.ft. _____

Sewer System: Septic County City Private

Type of Foundation: Basement Crawlspace Footing Monoslab

AUTHORIZED SIGNATURES

The undersigned states that the above information is true and correct, understands that the permit issued is only for the construction as stated and that occupancy is not permissible until all inspections and code requirements are met and a Certificate of Occupancy has been issued by Forsyth County.

Applicant's Name (if applicable): _____

Applicant's Signature (if applicable): _____

Property Owner's Name: _____

_____ Date

Property Owner's Signature: _____

_____ Date

**All site plans and permit cards are to remain onsite
until a Certificate of Occupancy has been obtained**



State Licensing Board for Residential and General Contractors Authorized Permit Agent Form

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of Licensed Person: _____
Please attach a copy of Individual License or Company License

License Number of Individual or Qualifying Agent: _____
Please attach copy of Qualifying Agent License

Name of Licensed Company (if applicable): _____

License Number of Company (if applicable): _____

I, _____ hereby designate
(Licensed Individual or Qualifying Agent)

_____ to apply for and obtain permits.

AUTHORIZED SIGNATURE

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of Individual or Qualifying Agent _____

State of _____ County of _____

Subscribed and sworn to me before me this _____ day of _____, 20____

Notary Public Signature

Seal

SAMPLE SITE PLAN

HOUSE LOCATION PLAN FOR:

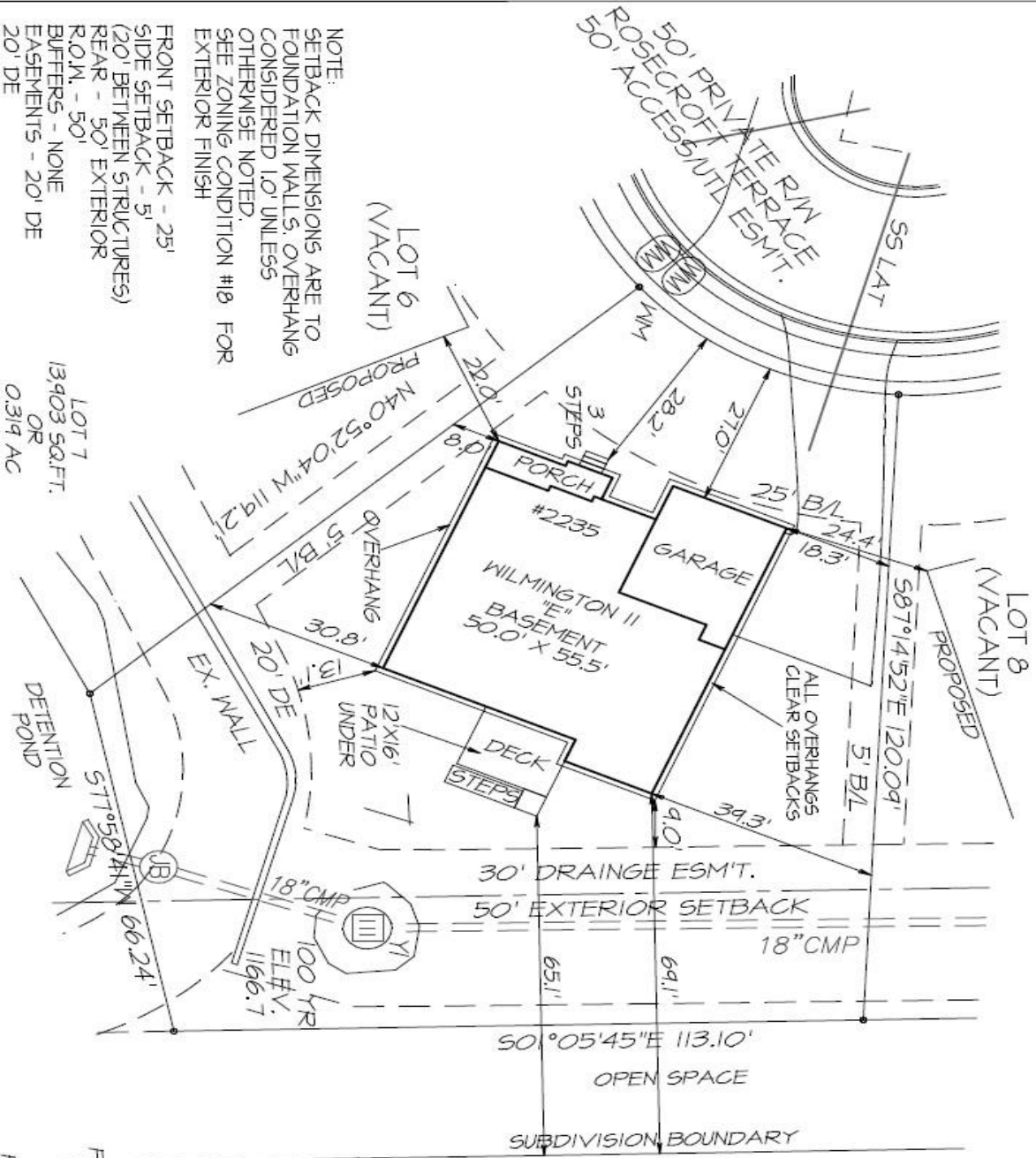
LOT 7

SENECA OVERLOOK
LL 567 - 2nd DIST. - 1ST SECT.

FORSTYTH COUNTY, GEORGIA

TAX MAP #155 PARCEL #671

SCALE 1" = 20'
JUNE 7, 2018



NOTE:
SETBACK DIMENSIONS ARE TO FOUNDATION WALLS, OVERHANGS CONSIDERED 1.0' UNLESS OTHERWISE NOTED.
SEE ZONING CONDITION #18 FOR EXTERIOR FINISH

FRONT SETBACK - 25'
SIDE SETBACK - 5'
(20' BETWEEN STRUCTURES)
REAR - 50' EXTERIOR
R.O.M. - 50'
BUFFERS - NONE
EASEMENTS - 20' DE
20' DE

LOT 7
13903 SQ.FT.
OR
0.319 AC

ZONED - RES 3

NOTE: INFORMATION FOR THIS PLAN TAKEN FROM FINAL PLAN OF SENECA OVERLOOK PB 170 PG 115-123

AREA TABULATION
FRONT PORCH 104 SF
FRONT STEPS 12 SF
GARAGE 463 SF
DECK 192 SF
PATIO UNDER 192 SF
DECK STEPS 60 SF
TOTAL HEATED 3,789 SF

GRAPHIC SCALE 1" = 20'



SCALE:	1" = 20'
DATE SURVEYED:	6-7-18
DATE DRAFTED:	6-7-18
SURVEYED BY:	LRB
DRAWN BY:	LRB
JOB NUMBER:	#2684

ELECTRICAL SUB-CONTRACTOR AFFIDAVIT

Site Address: _____

This is to certify that I am responsible for the **Electrical** installation and compliance with all applicable codes. I understand that Forsyth County requires Temporary Power Connection to Service Utilities before final inspection. I relieve Forsyth County and its Inspectors from any liability for damages or loss of property or improper installation.

Company Name

State License #

Licensed Electrical Contractor Signature

Notary Public Signature and Stamp

Date

Do you have a restricted license? Yes No

if yes, Is the scope of this work within the license restriction (Residential, Single Phase, maximum 400 amps)?

Yes No

Licensed Electrical Contractor Signature

Date

MECHANICAL SUB-CONTRACTOR AFFIDAVIT

Site Address: _____

This is to certify that I am responsible for the **Mechanical** installation and compliance with all applicable codes. I relieve Forsyth County and its Inspectors from any liability for damages loss of property or improper installation.

Company Name

State License #

Licensed Mechanical Contractor Signature

Notary Public Signature and Stamp

Date

Do you have a restricted license? Yes ____ No ____

If yes, is the scope of this work within the license restriction (Maximum 175,000 BTU heating, maximum 60,000 BTU cooling)?

Yes ____ No ____

Licensed Mechanical Contractor Signature

Date