



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

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# **RESIDENTIAL**

# **DETACHED**

# **GARAGES**

# **CARPORTS**

# **STORAGE BUILDINGS**

# **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/](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 with copies of current business license, 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 of the permit and the work that is being done. *It must be Notarized.*

- Accessory Structure Affidavit is required**
- Temporary Toilet** – Required if no toilet facility available. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Septic Tank Permit** - Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Site Plan** – Scale drawing 1 copy of 8 1/2 ' x 11'
- Plat** – copy of approved recorded plat
- Individual lot permit** – if applicable
- Fees** – See the Forsyth County website for fee schedule under Building and Economic Development Department. Accepted forms of payment Visa/ MasterCard, check, or cash.
- Photo Requirements:** A color photo or plan drawing of the accessory structure and a color photo of the home will be required at the time of permitting except for properties located in A1 (Agriculture) zoning.

## RESIDENTIAL SITE PLAN REQUIREMENTS

A house location plan is required for any proposed residential building or structures, any proposed addition to an existing residential building or structure, any proposed residential accessory building or structure, including swimming pools and retaining walls. The following information is required to be on site plan.

- a. Property lines with dimensions
- b. Location and names of all abutting streets and rights of way
- c. Minimum required front, side and rear building setback lines with dimensions
- d. The approximate outline of all proposed and existing buildings and structures including projections such as fireplaces, bay windows, porches, patio's deck's, stairs.
- e. The approximated outline of all driveways, walkways, swimming pools, retaining walls, and other improvements proposed or existing.
- f. Outline of roof overhangs will need to be shown dimensions of overhangs must be listed. (Overhangs cannot encroach into easements, nor buffers).
- g. Dimensions of building and distances between all structures and the nearest property lines. Dimensions of all projections including bay windows, fireplaces, porches, decks, and eaves.
- h. Location and dimension of all floodplain limits, buffer requirements, and all drainage or any other easements.
- i. Subdivision name, lot number, street address and zoning.
- j. Required zoning conditions for separation between buildings on adjacent lots specifying where measurement is taken from wall to wall, foundation to foundation, eave to eave, roof overhang to roof overhang, etc.
- k. Any and all other zoning requirements of the zoning approval, square footage requirements, garage single double etc.
- l. Finished Area of home, unfinished area such as basements, porches, decks, patios, etc.
- m. Height of structure see UDC **(Unified Development Code Chapter 3 Building Height Definitions)**

**Height of Structure:**

**(Unified Development Code: Chapter 11)**

**Agricultural Zoning:**

**(Unified Development Code Chapter 15)**

**Vinyl Exterior material of any kind prohibited in all major subdivisions.**

**(Unified Development Chapter 11)**

**\*\*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. \*\***

**NOTE: A color photo or plan drawing of the accessory structure and a color photo of the home will be required at the time of permitting except for properties located in A1 (Agriculture) zoning.**

# 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: \_\_\_\_\_

Finished Area Sq Ft added? \_\_\_\_\_ Garage Area: \_\_\_\_\_ Storage Area: \_\_\_\_\_ Other Area: \_\_\_\_\_

Is there any electrical being added? \_\_\_\_\_ Yes \_\_\_\_\_ No (affidavit required) Covered Deck/Patio \_\_\_\_\_

Height: \_\_\_\_\_ feet Stories: \_\_\_1\_\_\_ 2 \_\_\_3\_\_\_ Fireplace \_\_\_\_\_ Height of House \_\_\_\_\_

(Unified Development Code: Chapter 3 Building Height Definition)

Total # of Rooms being added: \_\_\_\_\_ How will the rooms be used? \_\_\_\_\_

Sewer System: Septic \_\_\_ Sewer \_\_\_ Private \_\_\_ Square Footage of existing Accessory Structures? \_\_\_\_\_

**Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time:**

**Total Acreage** \_\_\_\_\_ **Disturbed Acreage:** \_\_\_\_\_

## 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: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

\_\_\_\_\_ Date

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

\_\_\_\_\_ Date

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**Accessory Structure Affidavit**

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**NO STRUCTURES OF ANY TYPE SHALL BE INSTALLED OR CONSTRUCTED WITHIN ANY EASEMENT**

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**ACCESSORY STRUCTURE REQUIREMENTS**

I have reviewed Chapter 16 of the Forsyth County Unified Development Code and understand the supplementary regulations for accessory structures in residential zoning districts. I also understand that an architectural inspection will be required to verify compliance with the specific requirements for height or exterior finish on accessory structures in residential zoning districts. I will be responsible for correcting any deficiencies that are identified by the Zoning Inspector or any other authorized County Department.

**Height:** The height shall not exceed the height of the principal building.

**Principal Building:** Accessory structures must be constructed in conjunction with or after the principal building is constructed.

**Finished Space:** Please provide area of finished spaces within the principal building:

\_\_\_\_\_

(Finished spaces within the principal building does not include unheated areas such as porches, unfinished basements, garages and decks.)

**Exterior Finish:** Structures greater than 550 sq. ft. shall have exterior finishes substantially similar to those on the principal dwelling.

**Setback Requirements:** Accessory structures shall conform to the setback requirements of the zoning district in which they are located.

I \_\_\_\_\_ hereby certify that the above information is True and correct.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Notary Public Signature and Stamp

\_\_\_\_\_  
Date

**NOTE: A color photo or plan drawing of the accessory structure and a color photo of the home will be required at the time of permitting except for properties located in A1 (Agriculture) zoning.**

Inspection processes will vary with each type of structure. If unsure about required inspections, or how to schedule required inspections, please contact our office at (770-781-2114 and Press Option 1).

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



# 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



# PLUMBING SUB-CONTRACTOR AFFIDAVIT

Site Address: \_\_\_\_\_

This is to certify that I am responsible for the **Plumbing** installation and compliance with all applicable codes. I assume all responsibility and liability for the installation of the building sewer and water lines. I understand that it is my responsibility to ensure that the sewer and water lines are installed in compliance with the Georgia Minimum Plumbing Code and any local ordinances. Ordinances may be obtained from Forsyth County/City of Cumming.

I also understand that Forsyth County/City of Cumming requires a cleanout at sewer tap. I relieve Forsyth County/City of Cumming and its Inspectors from any liability for damages loss of property or improper installation.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
State License #

\_\_\_\_\_  
Licensed Plumber Contractor Signature

\_\_\_\_\_  
Utility Contractor Signature (if applicable)

\_\_\_\_\_  
Notary Public Signature and Stamp

\_\_\_\_\_  
Date

Do you have a restricted license? Yes \_\_\_\_ No \_\_\_\_

If yes, is the scope of work within the license restriction (Single-family dwellings, one-level dwellings designed for no more than 2 families and commercial structures not exceeding 10,000 sq ft)? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Licensed Plumber Contractor Signature

\_\_\_\_\_  
Date

**When installing an irrigation system if connecting to an existing water supply line backflow protection and rain sensor will be verified at time of Final Plumbing inspection.**