



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

  

# FENCE/ RETAINING WALL

  
  

# 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 driver's license.*
- Affidavits: (if applicable)**
- 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
- Temporary Toilet**– (if no toilet facility available) Required by Forsyth County Environmental Health Department (770-781-6909)
- 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** – Required- show location of structures on property.
- Plat** – Copy of approved recorded plat
- 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

Fences and Walls: Refer to the **United Development Code: UDC Chapter 16 Fences and Walls.**

Retaining Walls and Non-Integral Wing Walls over six (6) feet in height (measured from the bottom of the footing to the top of the wall) require a permit and must be engineered. The plan will need to be approved by the Department of Engineering before issuance of a building permit.

**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.**

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROJECT INFORMATION

Description of work: \_\_\_\_\_

Fence Height: \_\_\_\_\_ Retaining Wall Height: \_\_\_\_\_

Sewer System: Septic \_\_\_\_\_ Sewer \_\_\_\_\_ Private \_\_\_\_\_

## 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 Completion has been issued by Forsyth County.

Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_ Date

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

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

\_\_\_\_\_ Date

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