



**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 TOWNHOME AND CONDOMINIUM 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 for the permit and the work being done. *It must be notarized.*

- Site Plan** – Scale drawing 1 copy 11 x 17 (see residential site plan requirements).
- 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. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for a building permit.
- Sewer-proof of purchase** if not on septic
- Water Meter Purchase** – proof of purchase required (Clerk will provide affidavit if water supplied by well)
- Lot Grading Plan (LGP)** – if applicable
- Fees** – See the Forsyth County website for fee schedule under Building and Economic Development. Accepted forms of payment are Visa or Mastercard, check or cash.
- Impact fees:** Required for all new homes. Fee schedule can be found on the Forsyth County Website under the Finance Department. Accepted forms of payment are Visa or Mastercard, check or cash.

# SAMPLE SITE PLAN

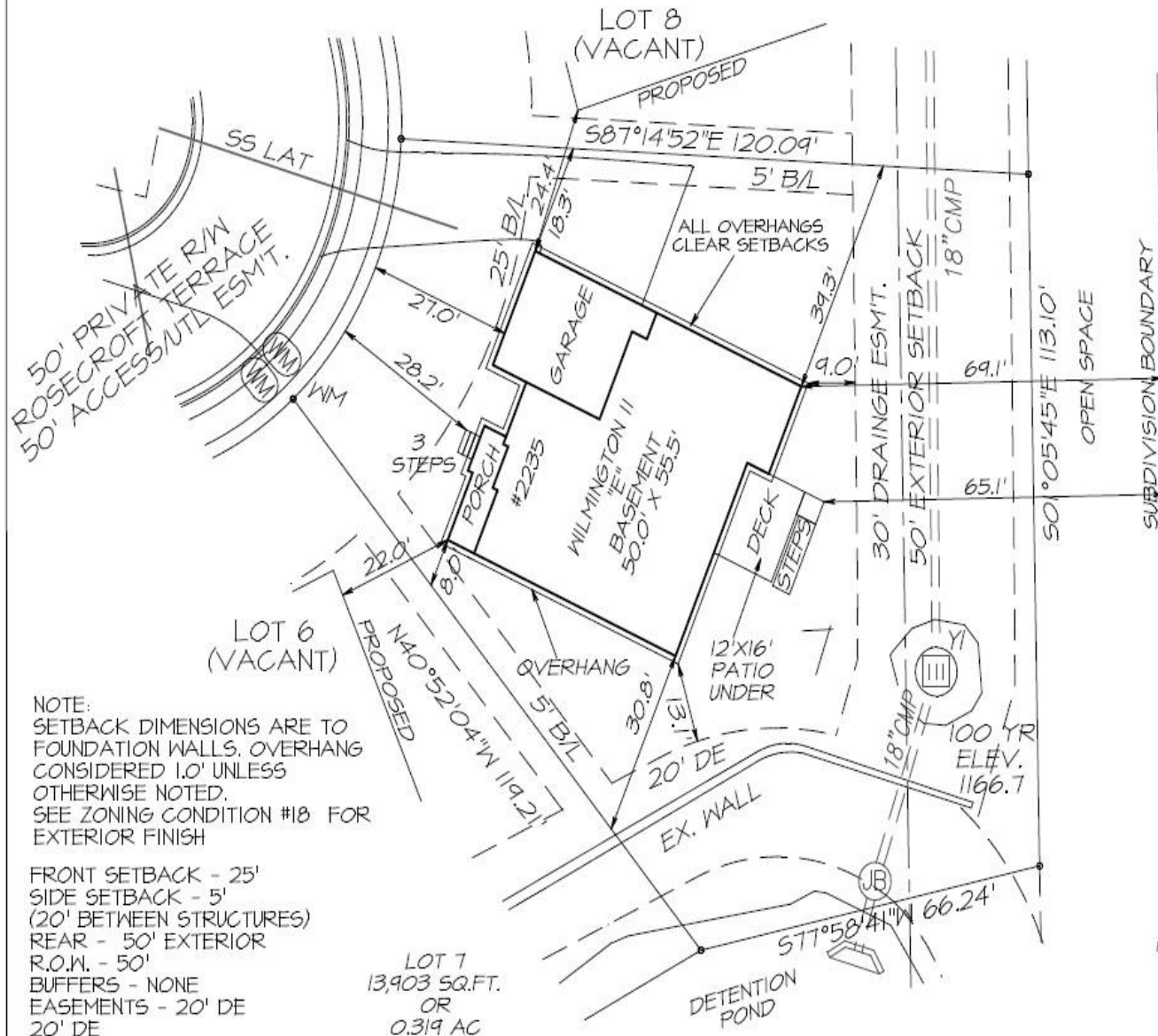
HOUSE LOCATION PLAN FOR:

**LOT 7**

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

FORSYTH COUNTY, GEORGIA  
TAX MAP #155 PARCEL #671

SCALE 1" = 20'  
JUNE 7, 2018



NOTE:  
SETBACK DIMENSIONS ARE TO FOUNDATION WALLS. OVERHANG 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.W. - 50'  
BUFFERS - NONE  
EASEMENTS - 20' DE  
20' DE

LOT 7  
13,903 SQ.FT.  
OR  
0.319 AC

OWNER/DEVELOPER

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

ZONED - RES 3

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

GRAPHIC SCALE 1"=20'



Updated 4/26/2023

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

## GENERAL INFORMATION

Included in this permit packet is a sample site plan with the requirements to be met.

When installing an irrigation system, you are required to have a licensed plumbing contractor if connecting to an existing water supply line. Backflow protection and rain sensor will be verified at time of Final Plumbing inspection.

## 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 3 Building Height Definitions  
(Unified Development Code: Chapter 11).**

**Agricultural Zoning:**

**(Unified Development Code Chapter 15).**

# PERMIT DETAILS FORM

## PROPERTY ADDRESS INFORMATION

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

Subdivision Name and Lot # (if applicable): \_\_\_\_\_

## CONTRACTOR INFORMATION (if applicable)

Business Name: \_\_\_\_\_ GA State License # \_\_\_\_\_

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

## PROPERTY OWNER INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

## Engineer Information

Full Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PROJECT INFORMATION

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

Utility Company: Sawnee EMC      GA Power

**FLOOR AREA: (please use square footage)** Finished Floor Area (floors 1-3): \_\_\_\_\_ Garage \_\_\_\_\_

Porch (if located on the front of the home): \_\_\_\_\_ Deck: \_\_\_\_\_ Patio: \_\_\_\_\_

Covered Deck/Patio(if located on rear of home): \_\_\_\_\_ Storage \_\_\_\_\_ Other \_\_\_\_\_

Finished Basement: \_\_\_\_\_ Unfinished Basement: \_\_\_\_\_

**Total #** of Bedrooms: \_\_\_\_\_ **Total #** of Bathrooms: \_\_\_\_\_ Number of Buildings/Units: \_\_\_\_\_

Height: \_\_\_\_\_ feet      Stories: \_\_\_\_\_

(Unified Development Code: Chapter 3 Building Height Definition)

Type of foundation: Basement      Crawlspace      Footing      Monoslab

Will Irrigation be installed: \_\_\_Yes \_\_\_No

Sewer System: Septic: (Health Dept. Permit # \_\_\_\_\_) \_\_\_County \_\_\_City \_\_\_Private

Water System: County: (Water Meter # \_\_\_\_\_) \_\_\_City \_\_\_Well \_\_\_Private

**Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time: **If you are disturbing an acre an LGP may be required.****

**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

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

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

**Height of Structure:**

**Unified Development Code :Chapter 3 Building Height Definitions**

**For Residential Zoning:**

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

**For Agricultural Zoning:**

**(Unified Development Code Chapter 15)**

**Vinyl Exterior material of any kind prohibited in all major subdivisions  
(Unified Development Code 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. \*\***



# 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 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.**