



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

COMMERCIAL BUILDING PERMIT APPLICATION

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 (must be original form with copies of contractor state and business license.)
- ☐ **Contractor Fixture List** – Required for all applicable trades attach a copy of current business license, contractor state license and fixture list.
 - Electrical Sub-Contractor Fixture List
 - Mechanical Sub-Contractor Fixture List
 - Plumbing Sub-Contractor Fixture List
- ☐ **License Requirements:** Please **do not** attach copies of driver's license. We only require copies of state and business license.
- ☐ **Sewer Affidavit** – required if new build (must be turned in before final inspection).
- ☐ **If Digital submittal through E-Plan** – 2 approved stamped sets required.
- ☐ **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 by Forsyth County Environmental Health Department (770-781-6909).
- ☐ **Sewer-** proof of purchase if not on septic
- ☐ **Water Meter Purchase** – proof of purchase required
- ☐ **Fees** – Fee schedule can be found on the Forsyth County Department of Planning and Development website. Go to Forsythco.com
- ☐ **Payment method:** Payment can be made with cash, check, credit or debit cards of Visa or MasterCard. Checks are made to Forsyth County.

PERMIT DETAILS FORM

☐ New Building ☐ Tenant Finish ☐ White Box ☐ Renovation to Existing Tenant
☐ Addition ☐ Spec Space ☐ Shell ☐ Addition to Existing Building

Project Information

Tenant or Project Name: _____ Suite: _____

Street Address: _____ City/State/Zip: _____

Contractor Information Required

Contractor Business Name: _____

Street Address: _____ City/State/Zip: _____

Phone Number: _____ Email Address: _____

Building Owner Information Required

Full Name: _____

Street Address: _____ City/State/Zip: _____

Phone Number: _____ Email Address: _____

Engineer Information

Full Name: _____

Street Address: _____ City/State/Zip: _____

Phone Number: _____ Email Address: _____

Additional Information – Please Check One

Utility Company: Sawnee EMC _____ GA Power _____

Sewer: ☐ City ☐ County ☐ Private ☐ Septic Environmental Permit # _____

Water: ☐ City ☐ County ☐ Private Meter # _____ Other: _____



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

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of License 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 affirmed 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

COMMERCIAL/RESIDENTIAL ELECTRICAL FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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.

| Quantity | Code | Fee | Size | Addl. | Description |
|----------|------|---------|------|--------|---|
| | EAO | \$2.00 | | | Appliance less than 1 KW |
| | EA1 | \$3.25 | | | Appliance 1 to 3.5 KW |
| | EA2 | \$6.25 | | | Appliance 4 to 9.5 KW |
| | EA3 | \$12.50 | | | Appliance 10 to 24.5 KW |
| | EA4 | \$12.50 | | +.25KW | Appliance 25 KW and above |
| | EAC | \$5.00 | | | Air Conditioner |
| | EAF | \$2.00 | | | Attic Fan / Ceiling Fan |
| | ECD | \$5.00 | | | Clothes Dryer |
| | ECO | \$0.50 | | | 110 Volt Outlet, Switch, Receptacle - Commercial |
| | ECOL | \$0.50 | | | 110 Volt Light Outlet - Commercial |
| | ED | \$2.00 | | | Dishwasher |
| | EDP | \$2.00 | | | Disposal |
| | EEF | \$2.00 | | | Bath Fan / Attic Ventilator, Exhaust Fan |
| | EER | \$5.00 | | | Range |
| | EF | \$5.00 | | | Furnace Gas |
| | EFO | \$2.00 | | | Electric Furnace less than 1 KW |
| | EF1 | \$3.25 | | | Electric Furnace 1 to 3.5 KW |
| | EF2 | \$6.25 | | | Electric Furnace 4 to 9.5 KW |
| | EF3 | \$12.50 | | | Electric Furnace 10 KW to 24.5 KW |
| | EF4 | \$12.50 | | +.25KW | Electric Furnace 25 KW and Above |
| | EFF | \$0.50 | | | Fluorescent Fixture / Electrical Discharge |
| | EFL1 | \$0.50 | | | Floodlight – less than 300 watts |
| | EFL2 | \$0.75 | | | Floodlight – 301 watts and above |
| | EGP | \$6.25 | | | Gasoline Pump - Electrical |
| | EHO | \$2.00 | | | Electric Heater – Less than 1 KW |
| | EH1 | \$3.25 | | | Electric Heater – 1 – 3.5 KW |
| | EH2 | \$6.25 | | | Electric Heater – 4-9.5 KW |
| | EH3 | \$12.50 | | | Electric Heater less than 10 to 24.5 KW |
| | EH4 | \$12.50 | | +.25KW | Electric Heater 25 KW and above |
| | EHP | \$5.00 | | | Heat Pump - Electrical |

| | | | | | |
|--|--------|---------|--|---------|--|
| | EMO | \$3.25 | | | Electrical Motor – less than 1 HP |
| | EM1 | \$5.00 | | | Electrical Motor – 1-5 HP |
| | EM2 | \$7.50 | | | Electrical Motor – 5.5 – 10 HP |
| | EM3 | \$10.00 | | | Electrical Motor – 10.5 – 20 HP |
| | EM4 | \$15.00 | | | Electrical Motor – 10.5 – 50 HP |
| | EM5 | \$17.50 | | +.25hp | Electrical Motor – 50.5 HP & Above |
| | EO | \$5.00 | | | Electric Oven |
| | ERO | \$0.25 | | | 110 Volt Outlet, Switch, Receptacle - Residential |
| | EROL | \$0.25 | | | 110 Volt Light Outlet - Residential |
| | ESO | \$5.00 | | | Electrical Service less than 100 |
| | ES1 | \$7.50 | | | Electrical Service 100 to 199 amp |
| | ES2 | \$10.00 | | | Electrical Service 200 to 299 amp |
| | ES3 | \$12.50 | | | Electrical Service 300 to 399 amp |
| | ES4 | \$15.00 | | | Electrical Service 400 to 499 amp |
| | ES5 | \$17.50 | | +.05amp | Electrical Service 500 amp and above |
| | ESD | \$0.50 | | | Smoke Detector / Carbon Monoxide |
| | ESP | \$31.25 | | | Swimming Pool |
| | ESP0 | \$5.00 | | | Subpanel less than 100 amp |
| | ESP1 | \$7.50 | | | Subpanel 100 to 199 amp |
| | ESP2 | \$10.00 | | | Subpanel 200 to 299 amp |
| | ESP3 | \$12.50 | | | Subpanel 300 to 399 amp |
| | ESP4 | \$15.00 | | | Subpanel 400 to 499 amp |
| | ESP5 | \$17.50 | | +.05 KW | Subpanel 500 amp and above |
| | EVHR | \$2.00 | | | Vent Hood - Residential |
| | EWB | \$5.00 | | | Water Heater Electrical |
| | ETO | \$2.00 | | | Transformer less than 1 KW |
| | ET1 | \$3.25 | | | Transformer/Generator 1 to 3.5 KW |
| | ET2 | \$6.25 | | | Transformer/Generator 4 to 9.5 KW |
| | ET3 | \$12.50 | | | Transformer Less than 10 KW to 24.5 KW |
| | ET4 | \$12.50 | | +.25 KW | Transformer/Generator 25 KW and above |
| | EVHC | \$31.25 | | | Vent Hood - Commercial |
| | E_Misc | \$5.00 | | | Electrical Misc |
| | | | | | |
| | | | | | |

*** Minimum for Commercial \$50.00 ***

Minimum for Residential \$37.50

COMMERCIAL/RESIDENTIAL MECHANICAL FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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.

| Quantity | Code | Fee | Description |
|----------|--------|---------|---|
| | MAC1 | \$18.75 | Air Conditioner 1 to 10 hp or tons |
| | MAC2 | \$25.00 | Air Conditioner 11 to 30 hp or tons |
| | MAC3 | \$31.25 | Air Conditioner 31 to 100 hp or tons |
| | MAC4 | \$37.50 | Air Conditioner 101 hp or tons and above |
| | MAHU1 | \$12.50 | Air Handling Unit with Strip Heat – 5 KW |
| | MAHU2 | \$25.00 | Air Handling Unit with Strip Heat – 10 KW |
| | MAHU3 | \$37.50 | Air Handling Unit with Strip Heat – 15 KW |
| | MAHU4 | \$50.00 | Air Handling Unit with Strip Heat – 20 KW |
| | MAHU5 | \$62.50 | Air Handling Unit with Strip Heat – 25 KW |
| | MEF | \$4.50 | Exhaust Fan |
| | MF1 | \$18.75 | Furnace- 0 to 150,000 BTU |
| | MF2 | \$31.25 | Furnace- 151,000 to 300,000 BTU |
| | MF3 | \$50.00 | Furnace- 301,000 to 1,000,000 BTU |
| | MF4 | \$75.00 | Furnace- above 1,000,000 BTU |
| | MGH | \$31.25 | Grease Hood |
| | MGP | \$4.50 | Gas Piping |
| | MHP1 | \$31.25 | Heat Pump – 1-10 hp or tons |
| | MHP2 | \$50.00 | Heat Pump – 11-30 hp or tons |
| | MHP3 | \$75.00 | Heat Pump – 31 hp or tons and above |
| | MR1 | \$18.75 | Refrigeration- 1-10 hp |
| | MR2 | \$25.00 | Refrigeration- 11-30 hp |
| | MR3 | \$31.25 | Refrigeration- 31-100 hp |
| | MR4 | \$43.75 | Refrigeration- 101 hp and above |
| | MSA | \$18.75 | Mechanical System Addition |
| | MV1 | \$18.75 | Ventilation System - 0-1.5 motor hp |
| | MV2 | \$25.00 | Ventilation System- 1.75-10 motor hp |
| | MV3 | \$31.25 | Ventilation System- 10.5-20 motor hp |
| | MV4 | \$43.75 | Ventilation System- 20.5 motor hp and above |
| | M_Misc | \$4.50 | Mechanical Misc |
| TOTAL: | | | |

***Minimum for Commercial \$50.00 ***

Minimum for Residential 37.50

COMMERCIAL/RESIDENTIAL PLUMBING FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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 insure 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.

| Quantity | Code | Fee | Description |
|----------|--------|---------|---|
| | PBFP | \$4.50 | Backflow Preventer |
| | PBT | \$4.50 | Bath Tub |
| | PD | \$4.50 | Dishwasher |
| | PDF | \$4.50 | Drinking Fountain |
| | PFD | \$4.50 | Floor Drain/ Roof Drain |
| | PGD | \$4.50 | Garbage Disposal (not allowed on septic without written approval) |
| | PGP | \$4.50 | Gas Piping |
| | PGT | \$12.50 | Grease Trap |
| | PIM | \$4.50 | Ice Machine |
| | PL | \$4.50 | Lavatory |
| | PLT | \$4.50 | Laundry Tub |
| | PPRV | \$4.50 | Pressure Reducing Valve |
| | PRD | \$4.50 | Roof Drain |
| | PS | \$4.50 | Sink |
| | PIS | \$62.50 | Irrigation System |
| | PSEP | \$12.50 | Sewer Ejection Pump |
| | PSH | \$4.50 | Shower |
| | PSI | \$12.50 | Sewer/ Septic Interior Line (only item to permit for shell permit) |
| | PSP | \$12.50 | Sump Pump |
| | PSS | \$62.50 | Sprinkler System |
| | PTE | \$4.50 | Thermal Expansion Device |
| | PTP | \$4.50 | Temperature and Pressure Valve |
| | PU | \$4.50 | Urinal |
| | PWC | \$4.50 | Water Closet |
| | PWH | \$4.50 | Water Heater |
| | PWM | \$4.50 | Washing Machine |
| | P_Misc | \$4.50 | Plumbing Misc |
| TOTAL: | | | |

***Minimum for Commercial \$50.00 ***

Minimum for Residential 37.50*

Sewer Affidavit required for new building must be submitted before final inspection*

FORSYTH COUNTY COMMERCIAL BUILDING PERMIT APPLICATION