



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

COMMERCIAL/ RESIDENTIAL MECHANICAL ONLY

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**
- Attach Copy of Current Business License and Contractor State License (REQUIRED)**
Please **do not** attach copies of driver's license.
- Self Work Affidavit** (if applicable) can be found on forsythco.com website. This form is used when the homeowner is taking responsibility of the permit and the work that is being done. It must be Notarized.
- Fixture List**
- Fees:** see fixture list for fee information

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

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____ City/State/Zip: _____

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

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ Georgia State License #: _____

Email: _____ Phone #: _____

OWNER INFORMATION

Last Name: _____ First: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone #: _____

PROJECT INFORMATION

Commercial: _____ Residential: _____

Replace Heating Unit _____ Replace HVAC Unit _____ Replace Coil and Condenser _____

Description of work: _____

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.

Applicant's Name (if applicable): _____

Applicant's Signature (if applicable): _____ Date: _____

Property Owner's Name (if applicable): _____

Property Owner's Signature (if applicable): _____ Date: _____

COMMERCIAL/ RESIDENTIAL MECHANICAL FIXTURE LIST

Business Name Mechanical Contractor: _____

(Attach copy of State Contractors License and Business License)

Georgia 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 it's inspectors from any liability for damages or 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 – 5 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 – Anything not listed above
TOTAL:			

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

*****Minimum for Residential \$37.50******

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