



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

RESIDENTIAL ADDITIONS

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

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 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.

- 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 if no toilet facility available. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Site Plan** – Scale drawing 1 copy of 11" x 17"
- Plat** – copy of approved recorded plat
- Floor Plan** - Provide one page for each floor
- Lot Grading Plan** – if applicable
- Fees** – See Forsyth County Website for fee schedule under Planning and Community Development Department. Accepted forms of payment Visa/ MasterCard, check, or cash.

GENERAL INFORMATION

Inspection processes will vary with each type of addition. If unsure about required inspections, or how to schedule required inspections, please contact our office at (770-781-2115).

****Permit cards are to remain onsite
until a Certificate of Occupancy/Completion has been obtained****

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 Table 11.2a and Table 11.2b).**

Agricultural Zoning:

(Unified Development Code Chapter 15 Table 15.2)

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#: _____

OWNER INFORMATION

Last Name: _____ First Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

PROJECT INFORMATION

Description of work: _____

Finished Area being added? _____ Garage Area: _____ Storage Area: _____ Other Area: _____

Height: _____ feet Stories: ___1___2___3 Fireplace _____

(Unified Development Code: Chapter 3 Building Height Definition)

Total #: Bedrooms: _____ Total #: Bathrooms: _____

Sewer System: Septic _____ Sewer _____ 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 amount of disturbed acreage requires individual lot permit the Georgia Erosion & Sediment Control Certification Card will be required at time of permit.

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 (if applicable): _____

Applicant's Signature (if applicable): _____

_____ 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/Completion 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 Table 11.2a and Table 11.2b).

For Agricultural Zoning:

(Unified Development Code Chapter 15 Table 15.2)

**Vinyl Exterior material of any kind prohibited in all major subdivisions
(Unified Development Code Chapter 11-9.3)**

****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

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

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

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.