



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

RESIDENTIAL BASEMENT FINISH

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 the 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.

- Floor Plan** - floor plan of basement is required
- Temporary Toilet** – Required obtain Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- Septic Tank Permit** - Required if on septic. Obtain at Forsyth County Environmental Health Department (770)-781-6909 prior to applying for building permit.
- 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

When you are finishing area in the basement there are required inspections. There will be rough inspections for all trades that are permitted such as electrical, mechanical and plumbing. Once these inspections have passed, you will need a framing inspection. Upon completion of the framing inspection, the next inspection would be insulation if you are not using an insulation contractor. The next set of inspections will be trade inspections that are finals, once those inspections have been completed and passed you will need a final inspection that will result in the issuance of a Certificate of Completion.

****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 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: _____

Square footage of basement area being finished? _____ Total # Bathrooms: _____

Total # Bedrooms _____ Are you adding additional bedrooms to the home? Yes ___ No ___

Sewer System: Septic ___ Sewer ___ Private ___ Are you adding a garbage disposal? Yes ___ No ___

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

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

FORSYTH COUNTY - RESIDENTIAL BASEMENT FINISH PERMIT APPLICATION



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

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of Licensed 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 affirm and 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

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