



**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 SWIMMING POOL**

# **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**

**Affidavits**

1. 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.

- Pool Drain Discharge Location Affidavit.** – to be signed by homeowner
- Temporary Toilet** – Required if no toilet facility available. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for a building permit.
- Septic Tank Permit** – Required if on septic. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit
- Site Plan** – Scale drawing 1 copy 11 x 17 (see residential site plan requirements).
- Plat** - Copy of approved recorded plat
- Lot Grading Plan (LGP)** – 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.

**\*\*All site plans and permit cards are to remain onsite until a Certificate of Completion is obtained. \*\***

## RESIDENTIAL SITE PLAN REQUIREMENTS

A site 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. Minimum required front, side and rear building setback lines.
- c. The approximate outline of proposed and existing buildings and structures including projections such as fireplaces, bay windows, porches, patios and decks.
- d. Pool Fence needs to be shown on site plan.
- e. Pool Equipment needs to be shown on site plan.
- f. Location and dimension of all floodplain limits, buffer requirements, and all drainage or any other easements.

# 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 (if applicable)

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

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

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

## PROJECT INFORMATION

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

Sewer System:  Septic:  Sewer: \_\_\_\_\_ Pool: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Spa Sq Ft: \_\_\_\_\_

Will pool be heated?  Yes  No

Will electric underground be needed?  Yes  No

Will underground gas line inspection be needed?  Yes  No

**Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time:**

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 Completion 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

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

# **SWIMMING POOL/SPA DRAIN DISCHARGE LOCATION AFFIDAVIT**

## **FORSYTH COUNTY SEPARATE WATER/SEWER SYSTEM**

### **Article III, Section 82-63**

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, swimming pool backwash or drain, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer, and wastewaters shall not be discharged to a sanitary sewer, except in accordance with all applicable laws, regulations and permits (including without limitation, NPDES permits requiring treatment prior to discharge).

The penalty for violation: Section: 82-98 civil penalties.

- (a) Any user or person who has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the county for a maximum civil penalty of \$1,000.00 per violation per day. In the case of monthly or other long-term average discharge limit violations, penalties shall accrue for each day during the period of the violation. Notwithstanding the foregoing, civil penalties may be in addition to, but shall not be duplicative of, administrative fines assessed under section 82-91, and the county is authorized to bring an action for civil penalties regardless of whether such administrative fines have been assessed.

## **FORSYTH COUNTY SEPARATE STORM SEWER SYSTEM**

### **Article V Chapter 34 Section 188 Illicit Connections**

It is unlawful for any person, company, corporation, and/or entity to connect any pipe, open channel, any other conveyance system that discharges anything except storm water runoff to the Forsyth County Separate Storm Sewer System MS4.

### **Article V Chapter 34 Section 195 Penalties**

Failure to comply shall constitute a misdemeanor and Forsyth County may impose a penalty not to exceed \$1000.00 for each day the violation remains unremedied after the receipt of the notice of violation. Each day the noncompliance or violation is not corrected constitutes a separate violation.

By signing this affidavit, I state that my swimming pool/spa is not connected in any way to Forsyth County's Sanitary Sewer System additionally there will be no connection to the Separate Storm Sewer System.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Notary Signature and Stamp

\_\_\_\_\_  
Date

# 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