



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

RESIDENTIAL RENOVATION

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** - Provide one page for each floor
- 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

Inspection processes will vary with each type of renovation. 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**

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: _____

Are you changing use of any existing rooms? Yes No If so, list room(s) _____

Finished Space of Area being renovated, in square feet: _____ Are bedrooms being added? Yes No

Is basement area being added at this time? Yes No Finished sq ft _____ Unfinished sq ft _____

Garage square footage: _____ Storage square footage: _____ Other _____

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

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