



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

TEMPORARY CONSTRUCTION TRAILER

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**
- Affidavits**
 - Contractor Affidavits – Required. (must be signed and submitted with building permit application with copies of current business license, state contractor license). No driver's license
 - Electrical Sub-Contractor Affidavit
- Temporary Toilet** – Required if no toilet facility available or using a holding tank. Obtain at the 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 Health Department (770-781-6909) prior to applying for building permit.
- Sewer** - Trailer being connected to County or City Sewer must provide proof of paid receipt.
- Site Plan** – Scale drawing 1 copy 11 x17. Must show location of structure and distance to property line including ramps, stairs, porches and decks.
- Plat** – copy of approved recorded plat
- Individual lot permit** – if applicable
- Fees** – Cost for this permit is \$93.75 Accepted forms of payment of Visa/Mastercard, check or cash.

GENERAL INFORMATION

This application is for temporary construction offices used on both residential and commercial sites. Construction offices must be removed when the neighborhood is completed or becomes inactive. Offices on commercial projects must be removed when the LDP expires.

Inspection requirements for construction trailers are as follows:

Site Location
Final Electric

TRAILERS USED AS SALES OFFICES FOR RESIDENTIAL NEIGHBORHOODS

Pre-manufactured buildings used as sales trailers shall bare a current DCA Insignia (issued within 24 months) Indicating compliance with industrialized Building Act. Also, ADA requirements must be met for sales offices. Offices must have landscaping in place to enhance the appearance of site.

Inspection requirements for sales trailers in residential neighborhoods are as follows: Site Location

Final Plumbing
Final Electric
Final Building

Fire Marshal (Must call Fire Marshal for inspection at 770-781-2180, this inspection must be completed before Certificate of Occupancy can be issued.)

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.

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____ City/State/Zip: _____

Subdivision Name and Lot # (if applicable): _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ Phone# _____

Email: _____

OWNER INFORMATION

Last Name: _____ First Name: _____ Phone # _____

Address: _____ City/State/Zip: _____

PROJECT INFORMATION

Temporary Construction Trailer

Model : _____ Width: _____ Length: _____

Sewer System: Septic _____ Sewer _____

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 land disturbance permit must be approved prior to securing building permit.

Disturbed Acreage: _____

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

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/ Completion has been issued by Forsyth County.

Applicant's Name (if applicable): _____

Applicant's Signature (if applicable): _____

Date

Property Owner's Name (if applicable): _____

Property Owner's Signature (if applicable): _____

Date

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

FORSYTH COUNTY- CONSTRUCTION TRAILER PERMIT APPLICATION

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