

Forsyth County Department of Planning & Community Development
110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | (770) 781-2115 | forsythco.com

RESIDENTIAL NEW HOME

PERMIT PACKET

CHECKLIST

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 license attached)

- Affidavits**

Contractor Affidavits – Required. (must be signed and submitted with building permit application).

- Electrical Sub-Contractor Affidavit
- Mechanical Sub-Contractor Affidavit
- Plumbing Sub-Contractor Affidavit

OR

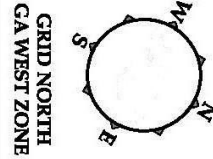
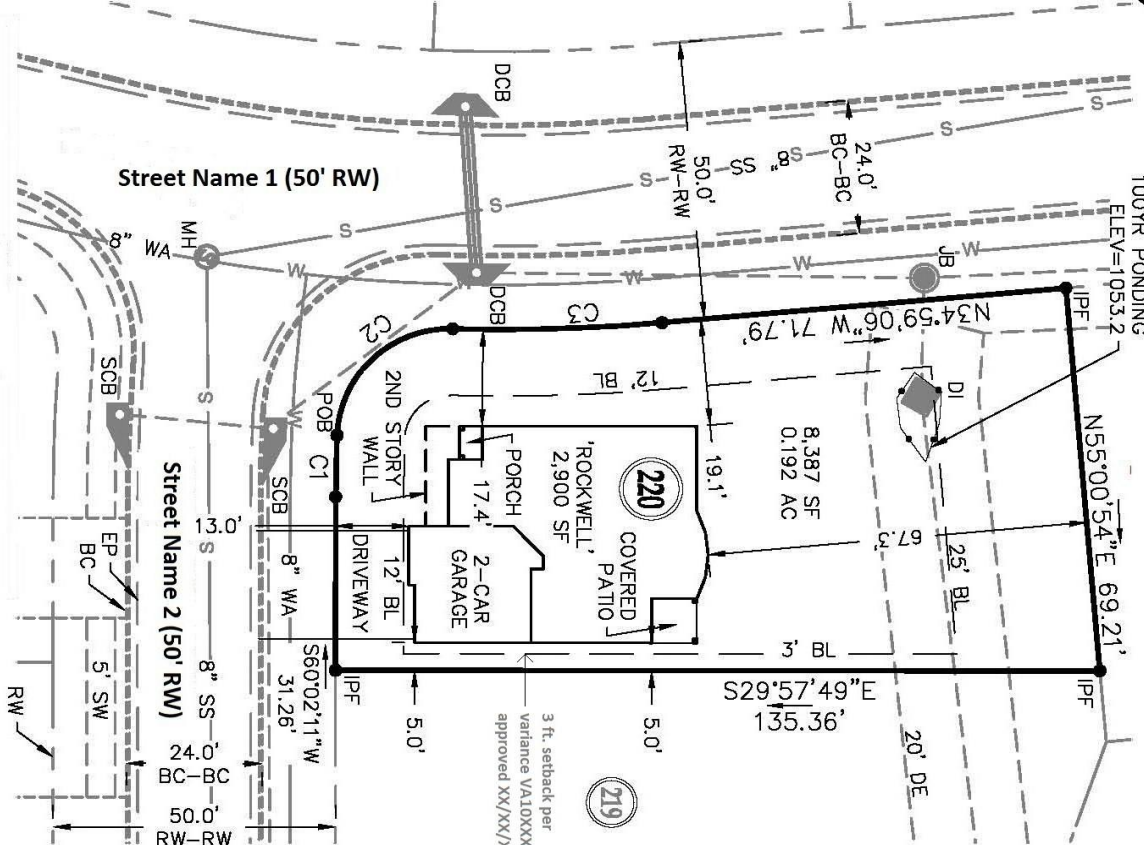
Self Work Affidavit (if applicable – will be signed at building permit submittal)

- Site Plan** – Scale drawing 2 copies 8 ½ x 11 (see residential site plan requirements).
- Plat** – Copy of approved recorded plat
- 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 by Forsyth County Environmental Health Department (770-781-6909).
- Sewer-** proof of purchase if not on septic
- Water Meter Purchase** – proof of purchase required (if water supplied by well clerk to provide affidavit).
- Lot Grading Plan (LGP)** – if applicable
- Fees** – See Forsyth County Department of Planning and Development [Fee Schedule](#). Impact fees are required for all new homes

SAMPLE SITE PLAN

CURVE	CHORD	CHORD DIRECTION	LENGTH	RADIUS
C1	11.08'	S73°03'04"E	31.14'	275.20'
C2	28.08'	S73°03'04"E	31.14'	275.20'
C3	37.06'	N31°42'58"W	37.08'	332.00'

Applicable zoning conditions (24400)
 [2] Dwellings that do not have a total area of more than 2,000 square feet of heated floor area.
 [11] Dwellings that do not have a total area of more than 2,000 square feet of heated floor area, but not limited to, hardwood.
 [15] Homes shall have a minimum two-car garage.



GRID NORTH
GA WEST ZONE

OWNER:
 Owner Name & Address

24 HOUR CONTACT:
 Contact Name & Phone #

LEGEND

- AC = Acres
- BC = Back Of Curb
- BCOMP = Bituminous Corrugated Metal Pipe
- BL = Building Line
- DE = Drainage Easement
- EP = Edge of Pavement
- MH = Manhole
- RW = Right-Of-Way
- SF = Square Feet
- SS = Sanitary Sewer
- SW = Sidewalk
- WA = Water

Note: The issuance of a building permit does not assure that the building setbacks have been met or that the structure does not encroach on an 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.

All Setbacks shown from closest point

Zoning: PUD
 Front Set Back-12'
 Side Setback- 0' / 6' between Foundations
 Rear Setback-25'
 Corner Setback- N/A
 Right of Way-50'
 Buffers-None
 Projections-One 4'x 4' Porch
 One 8'x8' Covered Patio
 12" Eaves
 Easements-20' Drainage Easement



ISSUE	DATE	DESCRIPTION
A	4/5/10	SUBMITTAL TO FORSYTH COUNTY

DESIGNED: OTHERS
 DRAWN: JCH
 PROJ NO.: 08017

FILE: 08017-HLP PLOTTED: 4/8/2010

HOUSE LOCATION PLAN
FOR
Subdivision Name & Phase
LOT #

LAND LOT: # _____ DIST.: # _____
 Street Address _____
 City, State, Zip _____

Company Name
Address
Contact Information

GENERAL INFORMATION

[Inspection process for homes on a monolithic slab foundation](#)
[Inspection process for homes on a basement foundation](#)

Included in this permit packet is a sample site plan with the requirements to be met.

NEW REQUIREMENT

When installing an irrigation system you are required to have a licensed plumbing contractor if connecting to an existing water supply line. Backflow protection and rain sensor will be verified at time of Final Plumbing inspection.

All site plans and permit cards are to remain onsite until a Certificate of Occupancy has been 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. 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 and deck's.
- 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.
- 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.

****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: _____

Directions to job site: _____

Subdivision Name (if applicable): _____ Lot # (if applicable): _____

CONTRACTOR INFORMATION (if applicable)

Forsyth County Business License / Registration # _____ GA State License # _____

Business Name: _____

Email: _____ Phone#: _____

OWNER INFORMATION

Last Name: _____ First Name: _____ Phone# _____

Address: _____ City/State/Zip: _____

PROJECT INFORMATION

Description of work: _____

Utility Company: Sawnee EMC _____ GA Power _____

FLOOR AREA: (please use square footage)

Finished Floor Area (floors 1-3): _____ Garage: _____ Porch: _____ Deck: _____ Patio: _____

Finished Basement: _____ Unfinished Basement: _____ Storage: _____ Other: _____

Total # of Rooms: (including baths): _____ # of Bedrooms: _____ # of Bathrooms: _____

Stories: ___ 1 ___ 2 ___ 3 Height : _____ Number of Buildings/Units: _____

Will Irrigation be installed: ___ Yes ___ No

Sewer System: Septic: (Health Dept. Permit # _____) ___ County ___ City ___ Private

Water System: County: (Water Meter # _____) ___ City ___ Well ___ Private

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: _____

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

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 has been obtained

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

Forsyth County License or Registration #

Licensed Electrical Contractor Signature

State License #

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

Forsyth County License or Registration #

Licensed Mechanical Contractor Signature

State License #

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 insure 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

Forsyth County License or Registration #

Licensed Plumber Signature

State License #

Utility Contractor Signature (if applicable)

Notary Public Signature and Stamp

Date

When installing an irrigation system you are required to have a licensed plumbing contractor if connecting to an existing water supply line. Backflow protection and rain sensor will be verified at time of Final Plumbing inspection.