RESIDENTIAL
FENCE/RETAINING WALL
PERMIT PACKET
CHECKLIST

Please complete the entire application package, including:

- Permit Details 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: (if applicable)
  
  Self Work Affidavit (if applicable – will be signed at building permit submittal)

- Temporary Toilet– (if no toilet facility available) Required by Forsyth County Environmental Health Department (770-781-6909)

- Septic Tank Permit – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.

- Site Plan – Required- show location of structures on property.

- Plat – Copy of approved recorded plat

- 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

Fences and Walls: Refer to the United Development Code: UDC Section 16-4.12 Fences and Walls.

Retaining Walls and Non-Integral Wing Walls over six (6) feet in height (measured from the bottom of the footing to the top of the wall) require a permit and must be engineered. The plan will need to be approved by the Department of Engineering before issuance of a building permit.

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:

(Copy of map quest directions accepted leaving from 110 East Main St to destination)

Subdivision Name and Lot # (if applicable): ____________________________

CONTRACTOR INFORMATION (if applicable)

Forsyth County Business License / Registration # ____________________________ Phone# ____________________________

Business Name: ____________________________ Email: ____________________________

PROPERTY OWNER INFORMATION

Last Name: ____________________________ First Name: ____________________________ Phone #: ____________________________

Address: ____________________________ City/State/Zip: ____________________________

Email: ____________________________ Phone: ____________________________

PROJECT INFORMATION

Description of work: ____________________________

Fence Height: ______ Retaining Wall Height: ______

Sewer System: Septic ______ Sewer _______ Private_______

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 ____________________________

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

Forsyth County Fence/ Retaining Wall Permit Application