



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

COMMERCIAL BUILDING PERMIT APPLICATION

CHECKLIST

Note: Commercial building permits must be submitted electronically through the Customer Service Portal. You can submit the permit application and upload required documents to the portal at: https://css.forsythco.com/Energov_Prod/selfservice/

Please complete the entire application package, including:

- **Permit Details Form**
- **Contractor Documents Required**
 - **Authorized Agent Form:** General Contractor. Must be Notarized. Provide current State Contractor and Business License. *Do not submit copies of Driver's License.*
 - **Sub-Contractor Affidavits:** Required for all applicable trades. Attach copies of current State Contractor and Business License. *Do not submit copies of Driver's License.*
 - Electrical Sub-Contractor Fixture List and Affidavit
 - Mechanical Sub-Contractor Fixture List and Affidavit
 - Plumbing Sub-Contractor Fixture List and Affidavit
- **Water Meter Purchase:** Provide proof of purchase at time of permitting.
- **Sewer:** Provide proof of purchase at time of permitting
 - **Sewer Affidavit:** Required if new build and must be submitted before final inspection.
- **Environmental Health Approval:** Required if on septic. Obtain from Forsyth County Environmental Health Department (770-781-6909). Required prior to issuing permit.
- **Temporary Toilet:** Must be provided if toilet facilities are not available on site. Obtain permit from Forsyth County Environmental Health Department (770-781-6909).
- **Fees:** Fee schedule can be found on Forsyth County website:
<https://www.forsythco.com/Departments-Offices/Building-Licensing>
 - **Payment Methods:** Cash, Check, Visa, or MasterCard. Checks should be made out to Forsyth County Georgia.

As-Builts must be approved prior to the issuance of the Certificate of Occupancy, if applicable.

PERMIT DETAILS FORM

New Building Tenant Finish White Box Renovation to Existing Tenant
 Addition Spec Space Shell Addition to Existing Building

Project Information

Tenant or Project Name: _____ Suite: _____
Street Address: _____ City/State/Zip: _____

Contractor Information Required

Contractor Business Name: _____
Street Address: _____ City/State/Zip: _____
Phone Number: _____ Email Address: _____

Property/Building Owner Information Required

Full Name: _____
Street Address: _____ City/State/Zip: _____
Phone Number: _____ Email Address: _____

Engineer Information

Full Name: _____
Street Address: _____ City/State/Zip: _____
Phone Number: _____ Email Address: _____

Additional Information – Please Check One

Utility Company: Sawnee EMC _____ GA Power _____
Sewer: City County Private Septic Environmental Permit # _____
Water: City County Private Meter # _____ Other: _____

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: _____

Applicant's Signature: _____

_____ Date

Property Owner's Name: _____

Property Owner's Signature: _____

_____ Date

All site plans and permit cards are to remain on-site until a Certificate of Occupancy has been obtained.



**State Licensing Board for Residential and General Contractors
Authorized Permit Agent Form**

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of License Person: _____
(Please attach a copy of Individual License or Company License)

License Number of Individual or Qualifying Agent: _____
(Please attach copy of Qualifying Agent License)

Name of Licensed Company (if applicable) _____

License Number of Company (if applicable): _____

I, _____ hereby designate
(Licensed Individual or Qualifying Agent)

_____ to apply for and obtain permits.

AUTHORIZED SIGNATURE

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirmed swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of Individual or Qualifying Agent _____

State of _____ County of _____

Subscribed and sworn to me before me this _____ day of _____, 20_____

Notary Public Signature

Seal

COMMERCIAL/RESIDENTIAL ELECTRICAL FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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.

Quantity	Code	Fee	Size	Addl.	Description
	EAO	\$2.00			Appliance less than 1 KW
	EA1	\$3.25			Appliance 1 to 3.5 KW
	EA2	\$6.25			Appliance 4 to 9.5 KW
	EA3	\$12.50			Appliance 10 to 24.5 KW
	EA4	\$12.50		+.25KW	Appliance 25 KW and above
	EAC	\$5.00			Air Conditioner
	EAF	\$2.00			Attic Fan / Ceiling Fan
	ECD	\$5.00			Clothes Dryer
	ECO	\$0.50			120 Volt Outlet, Switch, Receptacle - Commercial
	ECOL	\$0.50			120 Volt Light Outlet - Commercial
	ED	\$2.00			Dishwasher
	EDP	\$2.00			Disposal
	EEF	\$2.00			Bath Fan / Attic Ventilator, Exhaust Fan
	EER	\$5.00			Range
	EF	\$5.00			Furnace Gas
	EFO	\$2.00			Electric Furnace less than 1 KW
	EF1	\$3.25			Electric Furnace 1 to 3.5 KW
	EF2	\$6.25			Electric Furnace 4 to 9.5 KW
	EF3	\$12.50			Electric Furnace 10 KW to 24.5 KW
	EF4	\$12.50		+.25KW	Electric Furnace 25 KW and Above
	EFF	\$0.50			Fluorescent Fixture / Electrical Discharge
	EFL1	\$0.50			Floodlight – less than 300 watts
	EFL2	\$0.75			Floodlight – 301 watts and above
	EGP	\$6.25			Gasoline Pump - Electrical
	EHO	\$2.00			Electric Heater – Less than 1 KW
	EH1	\$3.25			Electric Heater – 1 – 3.5 KW
	EH2	\$6.25			Electric Heater – 4-9.5 KW
	EH3	\$12.50			Electric Heater less than 10 to 24.5 KW
	EH4	\$12.50		+.25KW	Electric Heater 25 KW and above
	EHP	\$5.00			Heat Pump - Electrical

	EMO	\$3.25			Electrical Motor – less than 1 HP
	EM1	\$5.00			Electrical Motor – 1-5 HP
	EM2	\$7.50			Electrical Motor – 5.5 – 10 HP
	EM3	\$10.00			Electrical Motor – 10.5 – 20 HP
	EM4	\$15.00			Electrical Motor – 20.5 – 50 HP
	EM5	\$17.50		+\$0.25hp	Electrical Motor – 50.5 HP & Above
	EO	\$5.00			Electric Oven
	ERO	\$0.25			120 Volt Outlet, Switch, Receptacle - Residential
	EROL	\$0.25			120 Volt Light Outlet - Residential
	ESO	\$5.00			Electrical Service less than 100
	ES1	\$7.50			Electrical Service 100 to 199 amp
	ES2	\$10.00			Electrical Service 200 to 299 amp
	ES3	\$12.50			Electrical Service 300 to 399 amp
	ES4	\$15.00			Electrical Service 400 to 499 amp
	ES5	\$17.50		+\$0.05amp	Electrical Service 500 amp and above
	ESD	\$0.50			Smoke Detector / Carbon Monoxide
	ESP	\$31.25			Swimming Pool
	ESP0	\$5.00			Subpanel less than 100 amp
	ESP1	\$7.50			Subpanel 100 to 199 amp
	ESP2	\$10.00			Subpanel 200 to 299 amp
	ESP3	\$12.50			Subpanel 300 to 399 amp
	ESP4	\$15.00			Subpanel 400 to 499 amp
	ESP5	\$17.50		+\$0.05 KW	Subpanel 500 amp and above
	EVHR	\$2.00			Vent Hood - Residential
	EWH	\$5.00			Water Heater Electrical
	ETO	\$2.00			Transformer less than 1 KW
	ET1	\$3.25			Transformer/Generator 1 to 3.5 KW
	ET2	\$6.25			Transformer/Generator 4 to 9.5 KW
	ET3	\$12.50			Transformer Less than 10 KW to 24.5 KW
	ET4	\$12.50		+\$0.25 KW	Transformer/Generator 25 KW and above
	EVHC	\$31.25			Vent Hood - Commercial
	E_Misc	\$5.00			Electrical Misc

*** Minimum for Commercial \$50.00 ***

Minimum for Residential \$37.50

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

Do you have a restricted license? Yes No

if yes, Is the scope of this work within the license restriction (Residential, Single Phase, maximum 400amps)?

Yes No

Licensed Electrical Contractor Signature

Date

COMMERCIAL/RESIDENTIAL MECHANICAL FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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.

Quantity	Code	Fee	Description
	MAC1	\$18.75	Air Conditioner 1 to 10 hp or tons
	MAC2	\$25.00	Air Conditioner 11 to 30 hp or tons
	MAC3	\$31.25	Air Conditioner 31 to 100 hp or tons
	MAC4	\$37.50	Air Conditioner 101 hp or tons and above
	MAHU1	\$12.50	Air Handling Unit with Strip Heat – 5 KW
	MAHU2	\$25.00	Air Handling Unit with Strip Heat – 10 KW
	MAHU3	\$37.50	Air Handling Unit with Strip Heat – 15 KW
	MAHU4	\$50.00	Air Handling Unit with Strip Heat – 20 KW
	MAHU5	\$62.50	Air Handling Unit with Strip Heat – 25 KW
	MEF	\$4.50	Exhaust Fan
	MF1	\$18.75	Furnace- 0 to 150,000 BTU
	MF2	\$31.25	Furnace- 151,000 to 300,000 BTU
	MF3	\$50.00	Furnace- 301,000 to 1,000,000 BTU
	MF4	\$75.00	Furnace- above 1,000,000 BTU
	MGH	\$31.25	Grease Hood
	MGP	\$4.50	Gas Piping
	MHP1	\$31.25	Heat Pump – 1-10 hp or tons
	MHP2	\$50.00	Heat Pump – 11-30 hp or tons
	MHP3	\$75.00	Heat Pump – 31 hp or tons and above
	MR1	\$18.75	Refrigeration- 1-10 hp
	MR2	\$25.00	Refrigeration- 11-30 hp
	MR3	\$31.25	Refrigeration- 31-100 hp
	MR4	\$43.75	Refrigeration- 101 hp and above
	MSA	\$18.75	Mechanical System Addition
	MV1	\$18.75	Ventilation System - 0-1.5 motor hp
	MV2	\$25.00	Ventilation System- 1.75-10 motor hp
	MV3	\$31.25	Ventilation System- 10.5-20 motor hp
	MV4	\$43.75	Ventilation System- 20.5 motor hp and above
	M_Misc	\$4.50	Mechanical Misc
TOTAL:			

*****Minimum for Commercial \$50.00 *****

*****Minimum for Residential 37.50*****

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

Do you have a restricted license? Yes ____ No ____

If yes, is the scope of this work within the license restriction (Maximum 175,000 BTU heating, maximum 60,000 BTU cooling)?

Yes ____ No ____

Licensed Mechanical Contractor Signature

Date

COMMERCIAL/RESIDENTIAL PLUMBING FIXTURE LIST

Contractor/Company Name _____

GA State License # _____

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.

Quantity	Code	Fee	Description
	PBFP	\$4.50	Backflow Preventer
	PBT	\$4.50	Bathtub
	PD	\$4.50	Dishwasher
	PDF	\$4.50	Drinking Fountain
	PFD	\$4.50	Floor Drain/ Roof Drain
	PGD	\$4.50	Garbage Disposal (not allowed on septic without written approval)
	PGP	\$4.50	Gas Piping
	PGT	\$12.50	Grease Trap
	PIM	\$4.50	Ice Machine
	PL	\$4.50	Lavatory
	PLT	\$4.50	Laundry Tub
	PPRV	\$4.50	Pressure Reducing Valve
	PRD	\$4.50	Roof Drain
	PS	\$4.50	Sink
	PIS	\$62.50	Irrigation System
	PSEP	\$12.50	Sewer Ejection Pump
	PSH	\$4.50	Shower
	PSI	\$12.50	Sewer/ Septic Interior Line (only item to permit for shell permit)
	PSP	\$12.50	Sump Pump
	PSS	\$62.50	Sprinkler System
	PTE	\$4.50	Thermal Expansion Device
	PTP	\$4.50	Temperature and Pressure Valve
	PU	\$4.50	Urinal
	PWC	\$4.50	Water Closet
	PWH	\$4.50	Water Heater
	PWM	\$4.50	Washing Machine
	P_Misc	\$4.50	Plumbing Misc
TOTAL:			

*****Minimum for Commercial \$50.00 *****

*****Minimum for Residential 37.50*****

*** Sewer Affidavit required for new building must be submitted before final inspection***

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

Do you have a restricted license? Yes ___ No ___

If yes, is the scope of work within the license restriction (Single-family dwellings, one-level dwellings designed for no more than 2 families and commercial structures not exceeding 10,000 sq ft)? Yes ___ No ___

Licensed Plumber Contractor Signature

Date

When installing an irrigation system if connecting to an existing water supply line backflow protection and rain sensor will be verified at time of Final Plumbing inspection.