



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

---

# **RESIDENTIAL ADDITION PERMIT PACKET**

# CHECKLIST

**NOTE:** Permit applications may be submitted electronically through the Customer Service Portal or in person at our office. You can submit the permit application and upload required documents to the CSS portal at: [https://css.forsythco.com/Energov\\_Prod/selfservice/](https://css.forsythco.com/Energov_Prod/selfservice/)

Please complete the entire application package, including:

- **Permit Details Form**
- **Required Contractor Documents:** Forms/Affidavits must be signed and Notarized. Do not provide copies of Driver's License.
  - **Authorized Agent Form:** General Contractor. Include current Business License and copy of State License.
  - **Sub-Contractor Affidavits:** Electrical, Mechanical, Plumbing (as needed). Include current Business License and copy of State License.
- **Owner/Contractor Exemption:** Required documents if owner will be obtaining permit as the Owner/Contractor.
  - **Self-Work Affidavit:** Required to be Notarized. Select trades to be covered by Owner/Contractor. Submit Sub-Contractor Affidavits for any trades not covered by the Owner/Contractor.
- **Site Plan:** Scale drawing 1 copy 8 1/2 x 11 (see residential site plan example - can be hand drawn).
- **Plat:** Copy of approved recorded plat
- **Environmental Health Approval:** Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to submitting permit application.
- **Temporary Toilet:** Required if no toilet facilities available on site. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to submitting permit application.
- **Fees:** Accepted forms of payment: cash, check, Visa, or MasterCard. See the Forsyth County website for the fee schedule: <https://www.forsythco.com/Departments-Offices/Building-Licensing>.

## GENERAL INFORMATION

This permit packet is to be used when adding and/or expanding from the existing structure.

Inspections are required throughout the project and at the completion. Required inspections may vary depending on permit application type. If you are unsure about required inspections, or how to schedule required inspections, please contact our Inspection Scheduling Team at: **(770-781-2114) Option 1.**

**In accordance with R314.2.2 and R315.2.2 of the 2018 IRC, smoke alarms and carbon monoxide alarms shall be required and will be inspected/tested in accordance with sections R314 and R315.**

**\*\*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 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#: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PROJECT INFORMATION

Description of work: \_\_\_\_\_

Finished Area being added? \_\_\_\_\_ Garage Area: \_\_\_\_\_ Storage Area: \_\_\_\_\_ Other Area: \_\_\_\_\_

Height: \_\_\_\_\_ feet Stories: \_\_\_1\_\_\_ 2 \_\_\_3\_\_\_ Fireplace \_\_\_\_\_

(Unified Development Code: Chapter 3 Building Height Definition)

Total #: Bedrooms: \_\_\_\_\_ Total #: Bathrooms: \_\_\_\_\_

Sewer System: Septic \_\_\_\_\_ Sewer \_\_\_\_\_ Private \_\_\_\_\_

Type of foundation: Basement \_\_\_\_\_ Crawlspace \_\_\_\_\_ Footing \_\_\_\_\_ Monoslab \_\_\_\_\_

**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 Georgia Erosion & Sediment Control Certification Card will be required at time of permit.**

Total Acreage \_\_\_\_\_

Disturbed Acreage: \_\_\_\_\_

### 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

## RESIDENTIAL SITE PLAN REQUIREMENTS

A house location plan is required for any proposed residential building or structure. 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/structures including projections such as fireplaces, bay windows, porches, patios decks, stairs.
- e. The approximate outline of all driveways, walkways, swimming pools, retaining walls, and other improvements proposed and/or existing.
- f. Outline of roof overhangs will need to be shown dimensions of overhangs must be listed. (Overhangs cannot encroach into easements or buffers).
- 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. 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.
- m. Height of structure see [\(Unified Development Code Chapter 3 Building Height Definitions; Chapter 11 Residential Districts; Chapter 15 Agriculture Districts\)](#)

Vinyl Exterior material of any kind prohibited in all major subdivisions. [\(Unified Development Chapter 11\)](#)

# SAMPLE SITE PLAN

HOUSE LOCATION PLAN FOR:

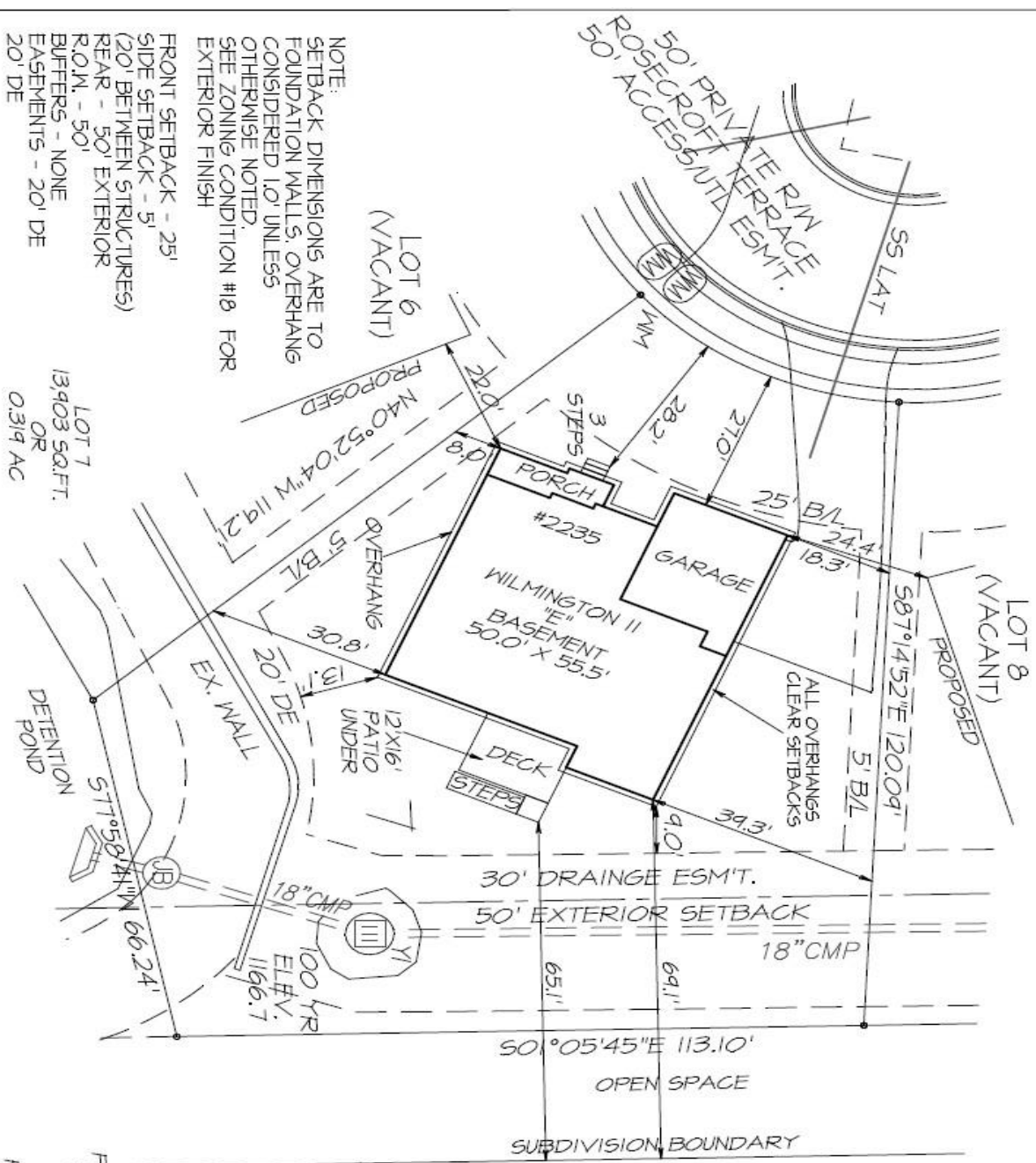
**LOT 7**

SENECA OVERLOOK  
 LL 567 - 2nd DIST. - 1ST SECT.

FORSTYTH COUNTY, GEORGIA

TAX MAP #155 PARCEL #671

SCALE 1" = 20'  
 JUNE 7, 2018



NOTE:  
 SETBACK DIMENSIONS ARE TO FOUNDATION WALLS, OVERHANGS CONSIDERED 1.0' UNLESS OTHERWISE NOTED.  
 SEE ZONING CONDITION #18 FOR EXTERIOR FINISH

FRONT SETBACK - 25'  
 SIDE SETBACK - 5'  
 (20' BETWEEN STRUCTURES)  
 REAR - 50' EXTERIOR  
 R.O.M. - 50'  
 BUFFERS - NONE  
 EASEMENTS - 20' DE  
 20' DE

LOT 7  
 13903 SQ.FT.  
 OR  
 0.319 AC

ZONED - RES 3

NOTE: INFORMATION FOR THIS PLAN TAKEN FROM FINAL PLAN OF SENECA OVERLOOK PB 170 PG 115-123

AREA TABULATION  
 FRONT PORCH 104 SF  
 FRONT STEPS 12 SF  
 GARAGE 463 SF  
 DECK 192 SF  
 PATIO UNDER 192 SF  
 DECK STEPS 60 SF  
 TOTAL HEATED 3,789 SF

GRAPHIC SCALE 1" = 20'



SCALE:	1" = 20'
DATE SURVEYED:	6-7-18
DATE DRAFTED:	6-7-18
SURVEYED BY:	LRB
DRAWN BY:	LRB
JOB NUMBER:	#2684



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

Licensed Contractor: \_\_\_\_\_ Individual \_\_\_\_\_ Qualifying Agent

Name of Licensed 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 affirm and 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

# 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 400 amps)?

Yes  No

\_\_\_\_\_  
Licensed Electrical Contractor Signature

\_\_\_\_\_  
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

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



# 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.**