



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

RESIDENTIAL SWIMMING POOL

PERMIT PACKET

Revised 1/1/2025

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/

Please complete the entire application package, including:

- **Permit Details Form**
- **Required Contractor Documents:** Forms/Affidavits must be signed and Notarized (where required). Do not provide copies of Driver's License.
 - **Authorized Agent Form:** General Contractor. Include copies of current State and Business licenses. Do not provide copies of driver's license.
 - **Sub-Contractor Affidavits:** Electrical, Mechanical, Plumbing. Include copies of current State and Business licenses. Do not provide copies of Driver's License.
- **Owner/Contractor Exemption:** Required document if owner will be obtaining the 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 Owner/ Contractor.
- **Pool Drain Discharge Location Affidavit:** Required to be signed by homeowner.
- **Site Plan:** Scaled drawing (8 1/2x 11 - 1 copy). See Residential Site Plan Requirements.
- **Plat:** Copy of approved. recorded plat.
- **Lot Grading Plan (LGP):** If applicable, provide a copy.
- **Environmental Health Approval:** Required if on septic. Provide septic permit. Obtain from Environmental Health (770)781-6909.
- **Temporary Toilet:** Required if no toilet facilities available on site. Obtain from Environmental Health (770-781-6909).
- **Fees:** Building Permit Fees are calculated using Forsyth County Building Fee Schedule (link below).
 - **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>

****All site plans and permit cards are to remain onsite until a Certificate of Completion is 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. Minimum required front, side, and rear building setback lines.
- c. The approximate outline of proposed and existing buildings and structures including projections such as fireplaces, bay windows, porches, patios, and decks.
- d. Pool Fence needs to be shown on the site plan.
- e. Pool Equipment needs to be shown on the site plan.
- f. Location and dimension of all floodplain limits, buffer requirements, and all drainage or any other easements.

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: _____

Sewer System: Septic: Sewer: _____ Pool: Width: _____ Length: _____

Spa Sq Ft: _____

Will the pool be heated? Yes No

Will electric underground be needed? Yes No

Will underground gas line inspection be needed? Yes No

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: _____

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: _____

Applicant's Signature: _____

Date

Property Owner's Name: _____

Property Owner's Signature: _____

Date

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

SWIMMING POOL/SPA DRAIN DISCHARGE LOCATION AFFIDAVIT

FORSYTH COUNTY SEPARATE WATER/SEWER SYSTEM

Article III, Section 82-63

No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, swimming pool backwash or drain, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer, and wastewaters shall not be discharged to a sanitary sewer, except in accordance with all applicable laws, regulations, and permits (including without limitation, NPDES permits requiring treatment prior to discharge.

The penalty for violation: Section: 82-98 civil penalties.

- (a) Any user or person who has violated, or continues to violate, any provision of this ordinance, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the county for a maximum civil penalty of \$1,000.00 per violation per day. In the case of monthly or other long-term average discharge limit violations, penalties shall accrue for each day during the period of the violation. Notwithstanding the foregoing, civil penalties may be in addition to, but shall not be duplicative of, administrative fines assessed under section 82-91, and the county is authorized to bring an action for civil penalties regardless of whether such administrative fines have been assessed.

FORSYTH COUNTY SEPARATE STORM SEWER SYSTEM

Article V Chapter 34 Section 188 Illicit Connections

It is unlawful for any person, company, corporation, and/or entity to connect any pipe, open channel, any other conveyance system that discharges anything except storm water runoff to the Forsyth County Separate Storm Sewer System MS4.

Article V Chapter 34 Section 195 Penalties

Failure to comply shall constitute a misdemeanor and Forsyth County may impose a penalty not to exceed \$1000.00 for each day the violation remains unremedied after the receipt of the notice of violation. Each day the noncompliance or violation is not corrected constitutes a separate violation.

By signing this affidavit, I state that my swimming pool/spa is not connected in any way to Forsyth County's Sanitary Sewer System. Additionally, there will be no connection to the Separate Storm Sewer System.

Property Owner Signature

Property Address

Notary Signature and Stamp

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)

**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. **

NOTE: A color photo or plan drawing of the accessory structure and a color photo of the home will be required at the time of permitting except for properties located in A1 (Agriculture) zoning.

GENERAL INFORMATION

This permit packet should be used when adding one of the following:

- Residential Detached Garage
- Carport
- Storage Building
- Shed

SAMPLE SITE PLAN

HOUSE LOCATION PLAN FOR:

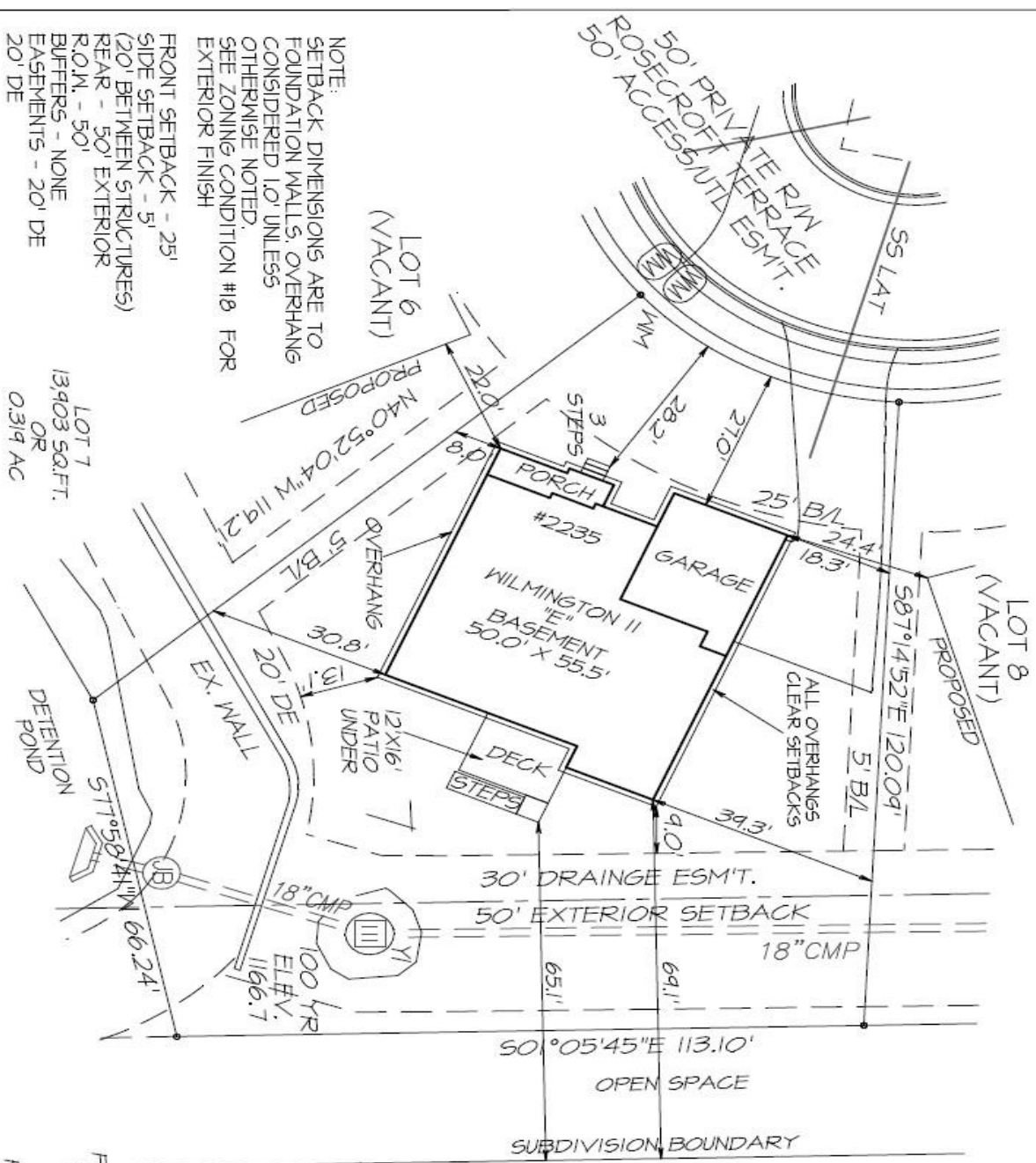
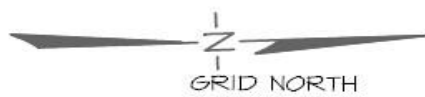
LOT 7

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

OWNER/DEVELOPER

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'



ZONED - RES 3

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

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

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.