



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

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# **RESIDENTIAL TOWNHOME AND CONDOMINIUM PERMIT PACKET**

# CHECKLIST

**Note:** Applications for new residential attached town houses and/or condominiums **must** be submitted electronically through the Customer Service Portal. 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 (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.
- **Site Plan:** Scaled drawing. See Residential Site Plan Requirements below.
- **Plat:** Copy of an approved, recorded plat.
- **Floor Plan:** Provide one page for each floor, including basement. Label all rooms.
- **Environmental Health Approval:** Required if on septic. Provide septic permit. Obtain from Environmental Health (770)781-6909.
- **Sewer:** Provide proof of purchase if not on septic.
- **Water:** Provide proof of purchase (water meter). If water is provided by a well provide Well Affidavit (available upon request from Permit Technician).
- **Lot Grading Plan (LGP):** If applicable. Must be approved and stamped by Engineering Dept.
- **Temporary Toilet:** Required if not toilet facilities on site. Obtain from Environmental Health: (770)781-6909. Include permit with application documents.
- **Fees:** Building Permit Fees are calculated using Forsyth County Building Fee Schedule (link below).
  - **Impact Fees:** Impact Fees are required on all new residential dwellings. Information on Impact Fees and Impact Fee Schedule can be found on the Finance website:  
<https://www.forsythco.com/Departments-Offices/Finance>
  - **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

- Provide Elevation drawings. Include or list all siding materials intended to be used. Vinyl exterior material of any kind is prohibited in all major subdivisions. (UDC Chapter 11)
- No structures of any type shall be constructed or installed within any easement.
- 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.

## RESIDENTIAL SITE PLAN REQUIREMENTS

A house location 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. Provide Parcel Number.
- c. Location and names of all abutting streets and rights of way.
- d. Minimum required front, side, and rear building setback lines with dimensions.
- e. Note any Zoning Conditions, Amendments or Variances. Note any Character Areas, Overlays and/or Boundaries.
- f. Provide the approximate outline of all proposed and existing buildings/structures including projections such as fireplaces, bay windows, porches, patios decks, stairs. Will decks/porches/patios be covered or uncovered? Provide square footage for decks/porches/patios.
- g. Provide an approximate outline of all driveways, walkways, swimming pools, retaining walls, and other improvements proposed and/or existing.
- h. Outline of roof overhangs will need to be shown dimensions of overhangs must be listed. (Overhangs cannot encroach into easements or buffers).
- i. 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.
- j. Location and dimension of all floodplain limits, buffer requirements, and all drainage or any other easements.
- k. Subdivision name, lot number, street address and zoning.
- l. 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.
- m. All other zoning requirements of the zoning approval, square footage requirements, garage single double etc.
- n. Finished Area of home, unfinished area such as basements, porches, decks, patios, etc.
- o. Height of structure see: **(Unified Development Code Chapter 3 Building Height**

**Definitions; Chapter 11 Residential Districts; Chapter 15 Agriculture Districts)**

**\*\*If LDP is listed on the Final Plat or Minor Plat it must be noted on the HLP\*\***

# SAMPLE SITE PLAN

HOUSE LOCATION PLAN FOR:

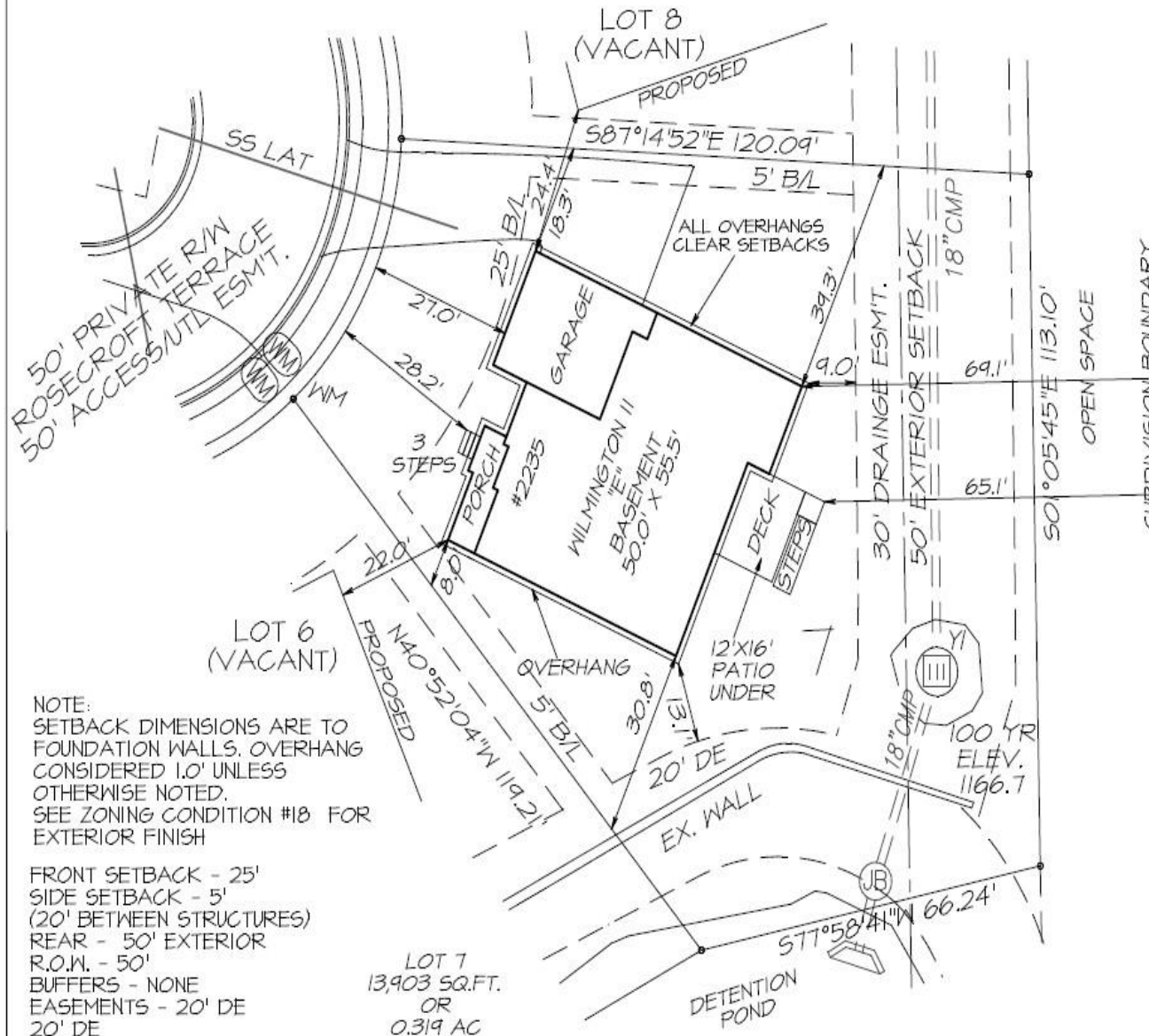
**LOT 7**

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

FORSYTH COUNTY, GEORGIA

TAX MAP #155 PARCEL #671

SCALE 1" = 20'  
JUNE 7, 2018



NOTE:  
SETBACK DIMENSIONS ARE TO FOUNDATION WALLS. OVERHANG 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.W. - 50'  
BUFFERS - NONE  
EASEMENTS - 20' DE  
20' DE

ZONED - RES 3

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

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'



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

# PERMIT DETAILS FORM

## PROPERTY ADDRESS INFORMATION

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

Subdivision Name and Lot # (if applicable): \_\_\_\_\_

## CONTRACTOR INFORMATION (if applicable)

Business Name: \_\_\_\_\_ GA State License # \_\_\_\_\_

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

## PROPERTY OWNER INFORMATION

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

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

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

## Engineer Information

Full Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 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 (if located on the front of the home): \_\_\_\_\_ Deck: \_\_\_\_\_ Patio: \_\_\_\_\_

Covered Deck/Patio(if located on rear of home): \_\_\_\_\_ Storage \_\_\_\_\_ Other \_\_\_\_\_

Finished Basement: \_\_\_\_\_ Unfinished Basement: \_\_\_\_\_

**Total #** of Bedrooms: \_\_\_\_\_ **Total #** of Bathrooms: \_\_\_\_\_ Number of Buildings/Units: \_\_\_\_\_

Height: \_\_\_\_\_ feet      Stories: \_\_\_\_\_

(Unified Development Code: Chapter 3 Building Height Definition)

Type of foundation: Basement      Crawlspace      Footing      Monoslab

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: **If you are disturbing an acre an LGP may be required.****

**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

**All site plans and permit cards are to remain onsite 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 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 designed for no more than 2 families, and commercial structures not exceeding 10,000 sq ft.) Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Licensed Plumber Contractor Signature

\_\_\_\_\_  
Date