



**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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# **CELL TOWER ANTENNA ONLY**

# **PERMIT PACKET**

Revised 1/1/2025

# CHECKLIST

**Note:** Permit applications may be submitted electronically through the Customer Self-Service Portal. You can submit the permit application and upload the required documents into the portal at: [http://css.forsythco.com/EnerGov\\_Prod/SelfService/](http://css.forsythco.com/EnerGov_Prod/SelfService/). Any permit application not requiring commercial plan review (see General Information) may be applied for in person at our office.

Please complete the entire application package, including:

- **Permit Details Form**
- **Required Contractor Documents:** Provide applicable State Contractor License and current Business License. Do not provide copies of Driver's License.
  - **Electrical Sub-Contractor Affidavit:** Required to be Notarized. Submit with application documents and include current State and business license. Do not provide copies of Drivers License.
- **Plans:** Provide one set of plans to include all specifications. If applying in person, the plan set must be 8.5"x11".
- **Temporary Toilet:** Required if no toilet facility available. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- **Fees:** Co-Locate permit fees are \$200 per application.
  - **Accepted Forms of Payment:** Cash, Check, Visa, or MasterCard.

## GENERAL INFORMATION

- **Antenna Addition/Replacement Only/Co-Locate:** Complete this permit packet, submit permit application.
- **New equipment shelter:** Complete a Commercial Building Permit application. Commercial plan review must be approved prior to the project being released to permitting.
- **Construction of a new tower:** Complete a Commercial Building Permit application. Commercial Plan review must be approved prior to project being released to permitting.
- **New generator placement:** Complete a Commercial Building Permit application. Commercial Plan review must be approved prior to project being released to permitting.
- **Generator Replacement:** Complete Commercial Electrical/Mechanical Trade-Only Permit application.

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

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

### PROJECT INFORMATION

Check one:

- Adding** additional antenna to existing tower
- Adding** additional antenna with equipment cabinet to existing tower
- Replacing** antenna on existing tower

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# 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