



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

CELL TOWER ANTENNA ONLY

PERMIT PACKET

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/. 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