



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

COMMERCIAL/ RESIDENTIAL MECHANICAL ONLY

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/

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.
 - **Sub-Contractor Affidavits:** Mechanical Sub-Contractor Affidavit. Include copies of current State and Business licenses. Do not provide copies of Driver's License.
 - **Fixture List**
- **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.
- **Fees:** See fixture list for fee information.

****All site plans and 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 (if applicable): _____ Lot #: _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ Georgia State License #: _____

Email: _____ Phone #: _____

PROPERTY OWNER INFORMATION

Last Name: _____ First: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone #: _____

PROJECT INFORMATION

Commercial: _____ Residential: _____

Replace Heating Unit _____ Replace HVAC Unit _____ Replace Coil and Condenser _____

Description of work: _____

Is this work intended for or will it include the installation of any of the following on the exterior of the building or site: vending or ice machines(s), lock boxes, fuel dispensing units, dispensing equipment, electrical charging station(s), or other similar equipment? Yes ___ or No ___ or Residential ___

If yes, please provide a color photo or plan of the equipment that is proposed. The purpose of this is to confirm compliance with color requirements of the Unified Development Code. Should you have any questions, please contact the Planning and Community Development Department at 770-781-2115.

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.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Property Owner's Name: _____

Property Owner's 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

COMMERCIAL/ RESIDENTIAL MECHANICAL FIXTURE LIST

Business Name Mechanical Contractor: _____

(Attach copy of State Contractors License and Business License)

Georgia State License#: _____

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 or loss of property or improper installation.

Quantity	Code	Fee	Description
	MAC1	\$18.75	Air Conditioner 1 to 10 hp or tons
	MAC2	\$25.00	Air Conditioner 11 to 30 hp or tons
	MAC3	\$31.25	Air Conditioner 31 to 100 hp or tons
	MAC4	\$37.50	Air Conditioner 101 hp or tons and above
	MAHU1	\$12.50	Air Handling Unit with Strip Heat – 5 KW
	MAHU2	\$25.00	Air Handling Unit with Strip Heat – 10 KW
	MAHU3	\$37.50	Air Handling Unit with Strip Heat – 15 KW
	MAHU4	\$50.00	Air Handling Unit with Strip Heat – 20 KW
	MAHU5	\$62.50	Air Handling Unit with Strip Heat – 5 KW
	MEF	\$4.50	Exhaust Fan
	MF1	\$18.75	Furnace- 0 to 150,000 BTU
	MF2	\$31.25	Furnace- 151,000 to 300,000 BTU
	MF3	\$50.00	Furnace- 301,000 to 1,000,000 BTU
	MF4	\$75.00	Furnace- above 1,000,000 BTU
	MGH	\$31.25	Grease Hood
	MGP	\$4.50	Gas Piping
	MHP1	\$31.25	Heat Pump – 1-10 hp or tons
	MHP2	\$50.00	Heat Pump – 11-30 hp or tons
	MHP3	\$75.00	Heat Pump – 31 hp or tons and above
	MR1	\$18.75	Refrigeration- 1-10 hp
	MR2	\$25.00	Refrigeration- 11-30 hp
	MR3	\$31.25	Refrigeration- 31-100 hp
	MR4	\$43.75	Refrigeration- 101 hp and above
	MSA	\$18.75	Mechanical System Addition
	MV1	\$18.75	Ventilation System - 0-1.5 motor hp
	MV2	\$25.00	Ventilation System- 1.75-10 motor hp
	MV3	\$31.25	Ventilation System- 10.5-20 motor hp
	MV4	\$43.75	Ventilation System- 20.5 motor hp and above
	M_MISC	\$4.50	Mechanical Misc – Anything not listed above
TOTAL:			

*** Minimum for Commercial \$50.00 ***

Minimum for Residential \$37.50*