



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

TEMPORARY TRAILER

PERMIT PACKET

CHECKLIST

NOTE: Application for sales trailer permits must be submitted electronically through the Customer Service Portal: http://css.forsythco.com/EnerGov_Prod/SelfService. Construction trailer permit applications may be submitted electronically or in-person at our office.

Please complete the entire application package including:

- **Permit Details Form**
- **Contractor Documents Required.** Forms must be signed and submitted with permit application along with copies of current business licenses and state contractor license. **No driver's licenses.**
 - Authorized Agent Form; Sub-Contractor Affidavit(s) as applicable.
- **Temporary Toilet** – Required if no toilet facility available **or** using a holding tank. Obtain at the Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- **Environmental Health Approval** – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.
- **Sewer** - Trailer being connected to County or City Sewer must provide proof of paid receipt.
- **Site Plan** – Scale drawing 1 copy 8 1/2 x11. Must show location of structure and distance to property line including ramps, stairs, porches, and decks.
- **Plat** – copy of approved recorded plat
- **Individual lot permit** – if applicable
- **Fees** – Cost for this permit is \$93.75 Accepted forms of payment of Visa or Mastercard, check or cash.

GENERAL INFORMATION

This application is for temporary construction offices used on both residential and commercial sites. Construction offices must be removed when the neighborhood is completed or becomes inactive. Offices on commercial projects must be removed when the LDP expires.

Inspection requirements for construction trailers are as follows:

Site Location

Final Electric

Final Plumbing (if connected to water and sewer/septic/holding tank)

TRAILERS USED AS SALES OFFICES

Pre-manufactured buildings used as sales trailers shall bear a current DCA Insignia (issued within 24 months) Indicating compliance with industrialized Building Act. Also, ADA requirements must be met for sales offices. Offices must have landscaping in place to enhance the appearance of the site.

****TEMPORARY SALES TRAILERS NOT ALLOWED IN RESIDENTIAL SUBDIVISIONS****

Inspection requirements for sales trailers are as follows: Site Location, Final Plumbing, Final Electric, Final Building, Fire Marshal (Must call Fire Marshal for inspection at 770-781-2180, this inspection must be completed before Certificate of Occupancy can be issued.

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.

PERMIT DETAILS FORM

PROPERTY ADDRESS INFORMATION

Site Address: _____ City/State/Zip: _____

Subdivision Name and Lot # (if applicable): _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ Phone# _____

Email: _____

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____ Phone # _____

Address: _____ City/State/Zip: _____

PROJECT INFORMATION

Temporary Construction Trailer

Model : _____ Width: _____ Length: _____

Sewer System: Septic _____ Sewer _____

Total disturbed acreage associated with this permit and the disturbed acreage for any adjacent permits that will be disturbed at the same time if amount of disturbed acreage requires individual lot permit the land disturbance permit must be approved prior to securing building permit.

Disturbed Acreage: _____

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

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/ Completion 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 Completion has been obtained.

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

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.