



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

RESIDENTIAL

FENCE/ RETAINING WALL

PERMIT PACKET

CHECKLIST

NOTE: Building permits must be submitted electronically through the Customer Service Portal. You can apply and submit the permit application and required documents into the portal at: https://css.forsythco.com/Energov_Prod/Selfservice/

Please complete the entire application package, including:

Permit Details Form

Required if using a licensed contractor (must be original with copies of current business license and state contractor's license attached) Please do not include copies of driver's license.

Affidavits: (if applicable)

- Self Work Affidavit** (if applicable) can be found on forsythco.com website. This form is used when the homeowner is taking responsibility of the permit and the work that is being done. It must be Notarized

- Temporary Toilet**– (if no toilet facility available) Required by Forsyth County Environmental Health Department (770-781-6909)

- Septic Tank Permit** – Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to applying for building permit.

- Site Plan** – Required- show location of structures on property.

- Plat** – Copy of approved recorded plat

- Fees** – See Forsyth County Website for fee schedule under Planning and Community Development Department. Accepted forms of payment Visa/MasterCard, check, or cash.

GENERAL INFORMATION

Fences and Walls: Refer to the **United Development Code: UDC Section 16-4.12 Fences and Walls.**

Retaining Walls and Non-Integral Wing Walls over six (6) feet in height (measured from the bottom of the footing to the top of the wall) require a permit and must be engineered. The plan will need to be approved by the Department of Engineering before issuance of a building permit.

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): _____ Lot # _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____ GA State License: _____

Email: _____ Phone # _____

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____ Phone # _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

PROJECT INFORMATION

Description of work: _____

Fence Height: _____ Retaining Wall Height: _____

Sewer System: Septic _____ Sewer _____ Private _____

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 Completion has been issued by Forsyth County.

Applicant's Name (if applicable): _____

Applicant's Signature (if applicable): _____

_____ 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

Forsyth County Fence/ Retaining Wall Permit Application