Forsyth County Department of Building and Licensing
2435 Freedom Parkway, Suite 1100 | Cumming, Georgia 30041 | (770) 781-2114 | forsythco.com

FENCE/ RETAINING WALL

PERMIT PACKET

Revised 1/1/2025

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. Do not provide copies of Driver's License.
    - **Authorized Agent Form:** General Contractor. Include current Business License and copy of State License.
    - **Sub-Contractor Affidavits:** If needed, submit current State and Business License.
- **Owner/Contractor Exemption:** Required documents if owner will be obtaining 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 the Owner/ Contractor.
- **Temporary Toilet:** Required if no toilet facility available on site. Required by Forsyth County Environmental Health Department (770-781-6909)
- **Environmental Health Approval:** Required if on septic. Obtain at Forsyth County Environmental Health Department (770-781-6909) prior to submitting permit application.
- **Site Plan**: Required. Show location of structures, fences, walls on property.
- **Plat**: Copy of approved recorded plat
- **Fees:** Accepted forms of payment: cash, check, Visa, or MasterCard. See the Forsyth County website for the fee schedule: **https://www.forsythco.com/Departments-Offices/Building-Licensing**

GENERAL INFORMATION

Fences and Walls: Refer to the **United Development Code: UDC Chapter 16 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: _____

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