

## **ATTENTION:**

**Work within the City Limits of Forsyth must have Zoning Approval from the City before any application shall be accepted in this office.**

**\*(Only Exception are Single Trade Permits)\***

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**Steps 1-4 must be completed before submitting a building application.  
(First Page has steps)**

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**Building Application must be completed entirely.  
48-hour permit turn-around process; resubmittal corrections reset the 48-hour period.**

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**10-day review period for Commercial Plans;  
resubmittal corrections reset the 10-day review period.**

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**All inspections must be made through our office.  
478-994-7618. Online is an option,  
[www.monroecoga.org](http://www.monroecoga.org), Click on *Departments*, then  
Click on *Building Inspections*.**

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**Once the FINAL Inspection is passed, a certificate of occupancy is issued 48 hours from the following day.**

**Submission Date of application:** \_\_\_\_\_

**Request for Permit Information**

**Address for Permit:** \_\_\_\_\_

**Map & Parcel Number:** \_\_\_\_\_  
[Tax Assessors Website [www.monroecoga.org](http://www.monroecoga.org)]

**Subdivision:** \_\_\_\_\_  
[If applicable]

**Total Square Footage:** \_\_\_\_\_

- a. **Stories** \_\_\_\_\_
- b. **Heated Square Footage:** \_\_\_\_\_
- c. **Garage Square Footage:** \_\_\_\_\_
- d. **Other Un-heated Square Footage:** \_\_\_\_\_

**Estimated Cost:** \$ \_\_\_\_\_  
[Estimated cost to complete the work being applied for]

**Structure to be used as a dwelling after construction?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Structure being sold after construction?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Acreage Amount:** \_\_\_\_\_

**Number of structures that currently exist on the property** \_\_\_\_\_

**To process your permit correctly, we need to know what you are building.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner Information**

**Property Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contractor Information**

**Contractor Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_

**Business Email Address:** \_\_\_\_\_

**Follow the guide to ensure you have all the information before submission.**

**When Applicable:**

1. Copy of Business License
2. Copy of State License
3. Authorized Permit Agent / Homeowner Affidavit
4. Erosion, Sedimentation, Pollution Control Plans (ESPCP)

**Required:**

- A. Survey of the property demonstrating the topography of the land.
- B. Driveway Permit. Existing or new driveway. Required.
- C. Septic Approval. Existing or new septic. Required.
- D. Documentation showing proof of ownership or purchase of the property.

**Print Name Completing this application:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Finished and Ready to Submit!**

### **Ways to turn in your application:**

#### **1. In person.**

- a. 38 West Main Street, Forsyth, Ga 31029, Second Floor, Building and Zoning Department. All the items must be turned in, and the application must be completed entirely.

#### **2. By email.**

- a. If you wish to submit all the items digitally, we ask that you email [BuildingZoning@monroecoga.org](mailto:BuildingZoning@monroecoga.org)

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The application will be rejected if all required documents are not attached.

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### **Helpful Tips**

The Cam Scanner App is free app that allows you to scan your paper documents. This allows you to electronically submit your paperwork. All applications submitted electronically are approved faster.

## **Contacts:**

Kelsey Fortner—[kfortner@monroecoga.org](mailto:kfortner@monroecoga.org)  
Community Development Director

Ariyl Fuentes—[afuentes@monroecoga.org](mailto:afuentes@monroecoga.org)  
Assistant Manager

Alice Tucker—[atucker@monroecoga.org](mailto:atucker@monroecoga.org)  
Building Permit Coordinator

Andrea Lowe – [alowe@monroecoga.org](mailto:alowe@monroecoga.org)  
Administrative Assistant

Jeremy Head—[jeremyhead@caa.inc](mailto:jeremyhead@caa.inc)  
Chief Building Inspector

Kyle Golberg—[kylegolberg@caa.inc](mailto:kylegolberg@caa.inc)  
Plans Examiner/Building Inspector

Dan Gordan- [dangordon@caa.inc](mailto:dangordon@caa.inc)  
Deputy Building Official  
770-856-7814

Tyler Adams- [tyleradams@caa.inc](mailto:tyleradams@caa.inc)  
Building Inspector  
404-290-9314

Monroe County Building Department: 478-994-7618  
Monroe County Zoning: 478-994-7040

## **REQUIREMENT PAGES**

### **Requirements for plan review**

#### **Foundation Plans Include:**

- **Location of the slab (site plans will work)**
- **Placement of rebar**
- **Footing sizes**
- **Load bearing walls**
- **Monolithic slab detail (is all in one footings and slab in one concrete pour)**
- **Crawlspace detail (if applicable)**

#### **Elevation Plans include:**

- **Side view**
- **Front view**
- **Rear view**
- **Window location**
- **Door location**
- **Material used on the exterior**

#### **Floor Plans Include:**

- **Dimensions of all the rooms and the home**
- **Window sizes**
- **Door sizes**
- **Electrical layout**
- **Plumbing layout**
- **Hvac layout**

**\*\*These items can be hand drawn but must be legible and drawn with a ruler. \*\***

## **Requirements for Steel building/prefabricated plan review:**

### **Foundation Plans Include:**

- Engineered pre-approved stamped plans \*Company providing the structure can provide these. \*
- Location of the slab (site plans will work)
- Placement of rebar
- Footing sizes
- Anchorage details \*Company providing the structure can provide these. \*

### **Elevation Plans include:**

- Side view
- Front view
- Rear view
- Window location
- Door location
- Material used on the exterior

### **Floor Plans Include:**

- Dimensions

**\*\*Stick built buildings “conventional construction” plans must include interior load bearing walls if applicable. Stick built buildings “conventional construction” can be hand drawn but must be legible and drawn with a ruler. \*\***

## **Requirements for a New Manufactured Home:**

**All the following items may be included in manufactured home plans from the dealer.**

**Consult the dealer.**

**Foundation Plans Include:**

- Foundation sizes or;
- Footing sizes
- Manufactured installation details

**Elevation Plans include:**

- Side view
- Front view
- Rear view
- Window location
- Door location

**Floor Plans Include:**

- Dimensions of all the rooms and the home
- Window sizes
- Door sizes
- Electrical layout
- Plumbing layout
- Hvac layout

## **Requirements for used Manufactured Home:**

### **Foundation Plans Include:**

- Foundation sizes or;
- Footing sizes

### **Elevation Plans include:**

- Side view
- Front view
- Rear view

### **Floor Plans Include:**

- Dimensions of all the rooms and the home

### **Pictures required for used manufactured home:**

1. The four (4) outside walls
2. HUD plate (metal plate with serial number-usually outside bottom left on manufactured homes frame)
3. Inside electrical panel
4. Inside plumbing (under sinks, behind toilets)
5. Pictures of each room

This permit is issued for an initial term of {12 months} but shall be considered abandoned if work is not commenced within the {6 months} after permit issuance; the permit may be extended for up to an additional {12 months} after a request is received accepted by the Community Development Director. Trade permits are required for electrical, plumbing, and mechanical work unless otherwise noted by the Community Development Director. Trade permits expire after {6 months}.

I hereby certify that I have read and examined this application and the information provided herein is true and correct. No changes shall be made from that which is stated in this application, or in attached plans and specifications. The granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I further certify that all construction will comply with all adopted codes, ordinances, and that there may be a fee associated with obtaining county permits.

The Authorized Permit Agent form must be used by a licensed contractor to designate an individual to obtain permit(s) on his/her behalf for a project(s). The contractor should submit an Authorized Permit Agent Form for EACH project that he/she designates an individual to pull permits for. The form is to be given to the permit office in the city or county in which the project is located.

[Office staff will give form]

If the homeowner is building the home and not using a licensed contractor, then an Affidavit for Owner Permit must be completed.

[Office staff will give form]

**Signature of Permittee  
or Authorized Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_