

Steps to Moving or Building in Monroe County

Step 1: Address Assignment Application—Planning and Zoning

An application can be obtained from the Planning and Zoning Office before the process begins. Applications can be picked up at our office or retrieved online. If you already have an address—Start with Step 2.

No Fee for addresses

Administration Building / 2nd Floor
38 West Main Street
Forsyth, Ga 31029
478-994-7040

Monday-Friday
8:00am-5:00pm
kfortner@monroecoga.org

Step 2: Septic Permit and Well—Environmental Health

Septic tank permits, well permits, soil studies and simply locating the septic tank are handled with the GA State Office of Environmental Health located within Monroe County.

Fees may vary

106 Martin Luther King, Jr.
Forsyth, Ga 31029
478-993-3081

Monday-Friday
8:00am-4:30pm
Gina.Smith@dph.ga.gov or Leighanne.Mitchell1@dph.ga.gov

Step 3: Driveway Permit Application—Road Department

Driveway applications must be retrieved from the Road Department, once complete, it will be emailed to the Planning and Zoning Office.

Fee: \$100.00; will be paid at the Planning and Zoning upon pick-up

521 Montpelier Road
Forsyth, Ga 31029
478-994-7029

Monday-Thursday
7:30am-5:00pm & Friday 7:30am-11:30am
Cwatts@monroecoga.org

Step 4: Building and Zoning Application—Building and Zoning Office

Applications can be retrieved online, emailed, or picked up at our office. Instructions are provided for completion, and will require house plans, septic permit, driveway permit (where applicable) estimated cost and square footage.

Fees will vary depending on the structure

Administration Building/2nd Floor
38 West Main Street
Forsyth, Ga 31029
(Z) 478-994-7040 (B) 478-994-7618

Monday-Friday
8:00am-5:00pm
kfortner@monroecoga.org
snorton@monroecoga.org

Step 5: Building Permit and Zoning Compliance—Building and Zoning Office

Applications are submitted to the Building and Zoning Office, after Building and Zoning approval, permit is issued from our office with the inspection sheet pertaining to your project. Building Department also assist with certificate of occupancy, major trade (electric, HVAC, plumbing) permits, and d permits.

Fees will vary depending on the structure

Administration Building/2nd Floor
38 West Main Street
Forsyth, Ga 31029
(Z) 478-994-7040 (B) 478-994-7618

Monday-Friday
8:00am-5:00pm
kfortner@monroecoga.org
snorton@monroecoga.org

Please contact these offices individually for setbacks and regulation questions.

Environmental Health is a state office—we do not know their regulations.

Plats and boundary surveys can be found at the courthouse in Superior Court.