

Steps to Moving or Building in Monroe County

Step 1: Address Assignment

The Planning and Zoning Office will need to assign an address before the process begins. Please call ahead. If you already have an address—Start with Step 2.

No Fee for addresses

Administration Building / 2 nd Floor	Monday-Friday
38 West Main Street	8:00am-5:00pm
Forsyth, Ga 31029	kfortner@monroecoga.org
478-994-7040	

Step 2: Septic Permit and Well

The Environmental Health Office will assist for septic tank permits, well permits and if you need a soil study. This is a state office; but are in Monroe County.

Fees may vary

106 Martin Luther King, Jr.	Monday-Friday
Forsyth, Ga 31029	8:00am-4:30pm
478-993-3081	

Step 3: Driveway Permit

The Road Department will assist with your driveway permit and once their process is 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	Monday-Thursday
Forsyth, Ga 31029	7:30am-5:00pm
478-994-7029	Friday 7:30am-11:30am

Step 4: Zoning Compliance Certificate

The Planning and Zoning Office will need to issue you a zoning compliance certificate once you have completed steps 1–3. Please plan and call or email for an appointment.

Fees may vary depending on the structure

Administration Building/2 nd Floor	Monday-Friday
38 West Main Street	8:00am-5:00pm
Forsyth, Ga 31029	kfortner@monroecoga.org
478-994-7040	

Step 5: Building Permits

The Building Department will assist with building permits, certificate of occupancy, electric, HVAC and plumbing permits and other various permits.

Fees may vary depending on the structure

Administration Building/2 nd Floor	Monday-Friday
38 West Main Street	8:00am-5:00pm
Forsyth, Ga 31029	
478-994-7618	

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.