

Bureau of Inspections and Fees Forsyth – Monroe County

**HOW TO GET
GENERAL CONTRACTOR
BUILDING PERMIT**

1. Obtain **Health Department Compliance** (Septic Tank) (478) 993-3081
2. Obtain **Driveway Permit** from Road Department (If Applicable) (478) 994-7029
3. Obtain **Zoning Compliance** from Planning and Zoning. (478) 994-7040
4. For Commercial Projects **ONLY** – **Submit and Obtain Approval of Construction Documents.** Documents must have been prepared by Architect or Engineer registered in the State of Georgia.
5. For Residential Projects – **Submit sets of drawings** –One full size set and 2 reduced sets for file. A sketch may be sufficient for small additions and remodeling jobs (Check with Building Dept.)
6. Submit **Subcontractor Affidavits** for approval.

Note: In order for Affidavits to be approved, General Contractors and Subcontractors must register with the Building Department by providing the following information:

- a. Current Copy of Occupation Tax License issued within the State of Georgia.
- b. Subcontractors Only - performing electrical, plumbing, low voltage, fire protection and utility work shall file current copy of their **State Cards** issued by the appropriate Agency.
- c. Fill out Affidavits and fax, mail or turn in to:

Forsyth/Monroe County Building Department
52 West Chambers St.
Forsyth, GA 31029
Fax: (478) 994-7620

A SINGLE TRADE PERMIT Will be required when a General Contractor is NOT involved with a project and a General Contractor's Building Permit is NOT issued for the structure.