

Steps to Moving or Building in Monroe County

Step 1: Address Assignment Application—Community Development Department

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. Reassignment is \$30.00

Administration Building / 2nd Floor

Monday-Friday

38 West Main Street

8:00am-5:00pm

Forsyth, Ga 31029

Email: kfortner@monroecoga.org and afuentes@monroecoga.org

478-994-7040

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.

Monday-Friday

Forsyth, Ga 31029

8:00am-4:30pm

478-993-3081

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

515 Montpelier Road

Monday-Thursday

Forsyth, Ga 31029

7:30am-5:00pm & Friday 7:30am-11:30am

478-994-7029

Step 4: Building and Zoning Application—Community Development Department

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.

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 demolition permits.

Fees will vary depending on the structure. Fee schedule is available in our office.

Administration Building/2nd Floor

Monday-Friday

©Ariyl Fuentes, Assistant Manager

38 West Main Street

8:00am-5:00pm

©Alice Anderson, Building Permit Coordinator

Forsyth, Ga 31029

kfortner@monroecoga.org or afuentes@monroecoga.org

(Z) 478-994-7040 (B) 478-994-7618

aanderson@monroecoga.org

Kelsey Fortner, Community Development Manager

Please contact these offices individually for setbacks and regulation questions.

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

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