COBB COUNTY
COMMUNITY DEVELOPMENT AGENCY

Mailing Address:
P.O. Box 649
Marietta, GA 30061-0649

Physical Address:
1150 Powder Springs St. Suite 400
Marietta, GA 30064

Kevin Gobble, CBO
Development & Inspections Division Manager

Basement Finish Permit Application

**converting unheated/unfinished basement space to heated/livable space*

Required Documents Checklist

****Please be sure you have included all of the following required documents in your package. Incomplete packages will not be accepted or retained****

- ☐ Residential Permit Application Page 1 and 2 (Please make sure you have signed the application at the bottom)
- ☐ Project Scope of work letter (detailed description of all work being completed during project)
- ☐ Customer contract or estimate/invoice (for accurate job cost billing)
- ☐ *Septic properties only: Environmental Health red stamped project approval form
- ☐ Square footage of basement area that will be converted to finished space
- ☐ Copy of Photo ID of cardholder or authorized agent
- ☐ Copy of State license
- ☐ Copy of Business license
- ☐ Notarized Authorized Agent form if you are not the cardholder
- ☐ Signed required documents checklist

Please be sure you have listed accurate email & phone contact information for reviewers to contact you if necessary.

Questions about…
Permitting? 770-528-2060
Zoning Review? 770-528-2035
Site Plan Review? 770-528-2147

I understand that my permit will not be processed unless all the listed documents are included in my permit application submittal.

Applicant Signature _____ Date _____

Rev. 07/2023