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

Addition Permit Application

**All attached structures that add to footprint of home: decks, patios, porches, sunrooms, rooms, garages, carports, etc.*

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)
- ☐ Recorded survey/plat of property (must draw a box to indicate where you are placing addition) or site plan showing proposed build
- ☐ 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
- ☐ Basic drawing of structure with what you are proposing to build listed
- ☐ 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

Once all documents have been received and processed additional approvals from zoning and site plan review will be necessary prior to permit issuance. Should zoning or site plan review need additional information you will be contacted by a reviewer from one of those departments.

Please allow up to 10 business days for all approvals and final payment and issuance of permit.

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

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