

Code Enforcement

BY PHONE

To make a complaint, call our office at
(404) 366-4720

ONLINE

To file a complaint online, go to our website
and there is a link to report a violation at
forestparkga.gov

IN-PERSON

To file a complaint in person visit us at
785 Forest Parkway Forest Park, GA 30297
Monday through Friday, 8 a.m. to 5 p.m.

When making a complaint please have the
exact address where the complaint is located.
Complaints can be made anonymously.

Code Enforcement Officers are assigned
specific areas, please allow 24 hours after a
complaint is received.



CITY OF FOREST PARK

Planning & Community Development Department

785 Forest Parkway
Forest Park, GA 30297

(404) 366-4720

(press option 4 on the main menu)

www.forestparkga.gov/planning



CITY OF
FORESTPARK

Planning & Community Development Department



INFORMATION GUIDE

Mission and Goals

The City of Forest Park's Planning & Community Development Department provides citizens with the highest quality development and the creation of a safe and healthy environment by enforcing development regulations found in the city's Zoning Ordinance and Comprehensive Plan. The department is guided by the principles of human scale development and equitable growth.

Our goal is to assist in the positive development and redevelopment of the city with a commitment to enhancing the quality of life of Forest Park residents through three divisions: Code Enforcement, Building Permits and Inspections, and Planning and Zoning.

Planning and Zoning Services

- Conditional Use
- Rezoning
- Variance
- Site Plan Review
- Zoning Ordinance
- Sign Ordinance
- Zoning Verification
- Annexation
- Land Use and Development
- Future Land Use
- Land Modification
- Architectural Design Review



Planning Boards and Commission

The department is affiliated with two appointed boards, whose members are appointed by city council:

Planning Commission Board: serves as a recommending body for mayor and council, and forwards recommended approvals or denials regarding comprehensive plan amendments, zoning maps, land regulations and more. The board meets every third Thursday of each month at 6 p.m. in the Environmental Court Room, located at 785 Forest Pkwy.

Architectural Design Review Board: reviews all proposed development in the Main Street Overlay District on an individual basis to ensure guidelines for site configuration, landscaping, streetscape, pedestrian and vehicle access, sidewalks, street trees, building facade, color scheme, etc. are met. The board meets on an as-needed basis.

Residential Rental Dwelling Unit Inspection & Maintenance Program

To protect the health and safety of residents living in single and multi-family rental housing, the city has adopted its Residential Rental Dwelling Unit Inspection and Maintenance Program. Effective October 1, 2022, all residential rental property owners must obtain an annual business license from the city for each individual non-owner-occupied rental property unit, except for short-term rentals.

The cost for an annual business license is \$150 per property. An additional \$25 will be charged for each dwelling unit on the property. Once the self-evaluation inspection is completed and all violations are cleared, a business license will be issued between one and 30 business days.

Building Permits & Inspections

The city requires permits and inspections to ensure safe building, coordinated development, effective land use, and high-quality site planning. The following permits are issued by the city:

- Trade Permits (*includes plumbing, mechanical/HVAC and electrical*)
- Building Permit
- Building Plan Review
- Fire Marshall Plan Review
- Sign and Temporary Sign Permits
- Land Disturbance Permit
- Tree Removal Permit
- Demolition Permit
- Fence Permit
- Mobile Food Truck Permit
- Sidewalk Permit
- Telecommunication Towers and Antennas
- Fire Ruling Permit

How Do I Apply For A Permit?

Applications can be submitted online or in-person and are typically processed within 48 to 72 hours; plan reviews can take up to two weeks. Costs vary for each permit. To obtain a permit, applicants must successfully submit the following:

- A completed permit application
- Site drawings/specifications that detail the scope of work
- Site drawings/survey to scale that show locations of buildings, setbacks, proposed infrastructure, and other land uses on lot.
- Building floor plan, if applicable
- Additional information requested by the department director

To submit a permit application, visit www.forestparkga.gov/planning.