



COBB COUNTY
COMMUNITY DEVELOPMENT AGENCY

Mailing Address:
P.O. Box 649
Marietta, GA 30061-0649
Phone: (770) 528-2160

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)
- *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 _____

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