



**BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT**

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Office 770-775-8210 - Fax 770-775-8211

www.buttscountyga.com

PERMIT DOCUMENT REFERENCE

**BOARD OF
COMMISSIONERS**

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Robert L. Henderson, Sr.

District 2 Commissioner

Joe Brown

District 3 Commissioner

J. Keith Douglas

District 4 Commissioner

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Planning & Development
Director

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Planner

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Office Manager

Jeremy Head

Building Official

Kyle Golberg

Building Plan Reviewer

Scott Bowen

Building Inspector

Christopher Sears

Code Enforcement Officer

New Single-Family Residence, Recorded Deed

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Sub-Contractor Affidavits for each trade
6. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
7. Septic approval letter
8. Water tap and/or sewer tap fees receipt
9. Driveway permit
10. House Location plan with dimensions to property lines
11. Building plans including footings, elevations, floor plan, M.E.P.s

New Commercial

1. Recorded Deed
2. Recorded Plat
3. Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
6. Septic approval letter
7. Water tap and/or sewer tap fees paid
8. Building Plans

Demolition

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business & State Licenses
4. Authorized Permit Agent Form (If applicable)
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
6. Site Plan denoting which building(s) are to be demolished
7. Asbestos survey
8. Rodent control plan

Manufactured Homes

1. Recorded Deed
2. Recorded Plat
3. Bill of Sale or Copy of Title
4. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
5. Installation instructions if new. Floor plan if used.
6. House Location plan with dimensions to property lines
7. Septic approval letter
8. Driveway permit
9. Roof Pitch Certification (4:12 minimum requirement)

Residential Addition/Alteration

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Sub-Contractor Affidavits for each trade
6. Current tax receipt(s) showing all personal and real property taxes paid.
7. *Must be stamped by Butts County Tax Official*
8. Septic approval letter
9. Water tap and/or sewer tap fees receipt
10. Driveway permit
11. House Location plan with dimensions to property lines
12. Building plans including footings, elevations, floor plan, M.E.P.s

Swimming Pool

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
6. Septic approval letter
7. House Location plan with dimensions to property lines
8. Pool layout dimensions and construction type

Accessory Structure

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
6. Septic approval letter
7. House Location plan with dimensions to property lines
8. Building plans including footings, elevations, floor plan, M.E.P.s

Solar Panels

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
6. Building plans
7. Make sure that "Work Authorized" is listed as "Building" and "Electrical", and that the "Type of Project" is listed as "Solar Panels" and not "Electrical"
If ground-mounted:
8. Site plan showing dimensions to property lines
9. Septic Approval Letter

Stand-Alone Trade Permits

1. Warranty Deed
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official
5. Detailed description of the scope of work