

Building Permit Check List **Commercial Building Permits**

New Commercial

- ☐ Pre-Development Meeting
- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received from Superior Court Clerk)
- ☐ Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Septic Approval letter (Received from DPH)
- ☐ Water Tap and/or Sewer Tap fees paid (Received from BCWSA)
- ☐ Building Plans





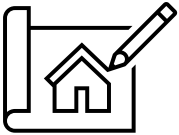
Butts County Planning & Development - 770-775-8210

Permitting Process, Butts County UDO Compliance, Zoning Plan Review, Scheduling Inspections

Brad Vaughan, Director – bvaughan@buttscounty.org

Channing Cawthon, Planner – ccawthon@buttscounty.org

Shana Corley, Office Manager – scorley@buttscounty.org



Building Department (Charles Abbott & Associates)

Permitting Process, Building Code Compliance, Building Plan Review, Completing Inspections

Jeremy Head, Building Official - jeremyhead@caa.inc

Kyle Golberg, Building Plan Reviewer - kylegolberg@caa.inc Ph. 229-376-8748



Butts County Environmental Health Dept

Septic Approval Letters

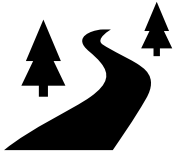
Robert Waggoner - Robert.Waggoner@dph.ga.gov Ph. 770-504-2230 ext. 3



Butts County Water & Sewer Authority

Water and Sewer Tap Receipts / Service Letters

Danielle Lackey, Manager – dlackey@buttswsa.com Ph. 770-775-0042



Butts County Public Works

Driveway Permits and Driveway Inspections

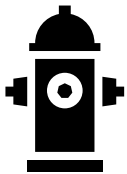
Joey Lowe, Director – jlowe@buttscounty.org



Butts County Clerk of Superior Court

Recorded Deed, Recorded Plats

Morgan Ward, Clerk of Court - Morgan.Ward@gsccca.org Ph. 770-775-8215



Butts County Fire Marshal's Office

Fire Marshal Plan Review, Code Compliance, Inspections Enforcement & Investigations

Sean Wallace, Fire Marshal – swallace@buttscounty.org Ph. 678-236-8119



Butts County Tax Commissioners Office

Proof of Taxes Paid

Nancy Washington, Tax Commissioner – Ph. 770-775-8206



BUTTS COUNTY PERMIT CENTER

<https://buttscounty.cts.city>

CREATE AN ACCOUNT



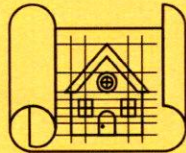
Create an account with your email address and password to manage the entire permit process.

SUBMIT APPLICATION

Fill out a permit application with all the appropriate construction data and upload plans if needed.



ELECTRONIC PLAN CHECK



Plan check will be reviewed digitally and returned back to your account in a .zip file.

PAY FEES

Pay all plan check and/or permit fees in your account with a Visa or Mastercard.



PERMIT ISSUANCE



Once the permit is digitally signed, your permit and job card will be available for download.

INSPECTION REQUEST

Revisit learning intentions and success criteria. Discuss relevance and next steps.





Building and Safety – Permit Center *Downloading Returned Documents*

Process for Downloading Returned Document in the .Zip File

The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

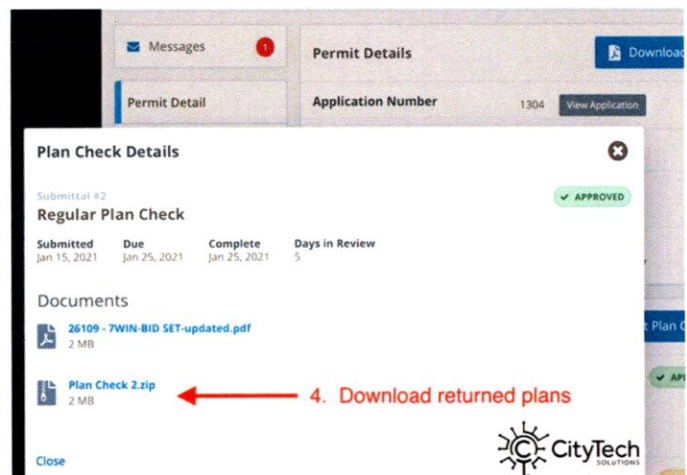
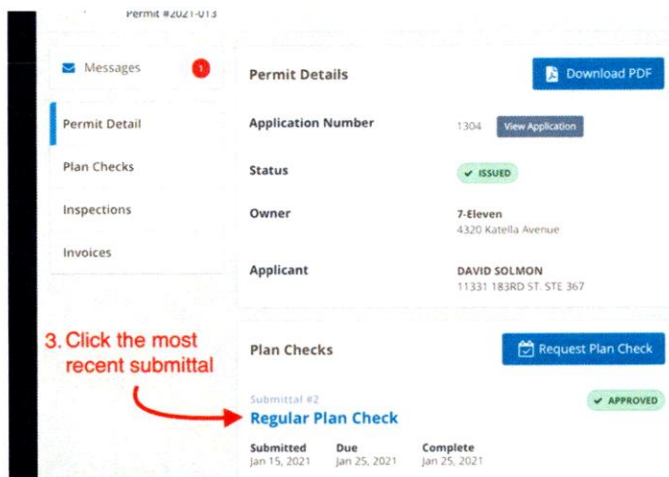
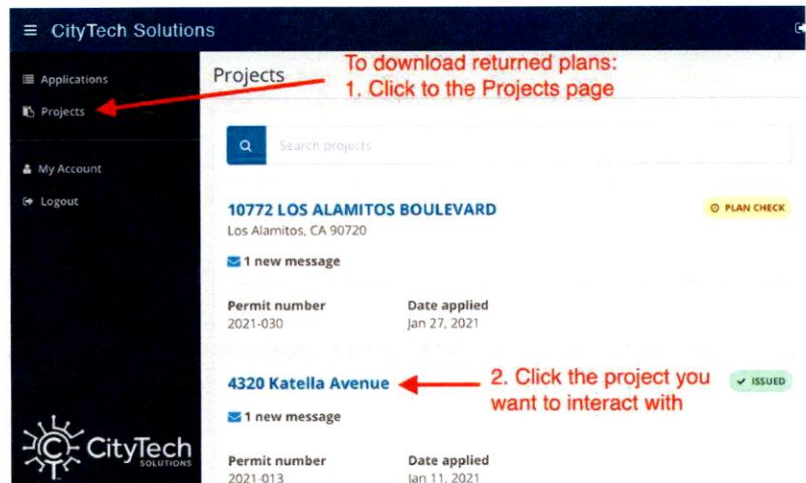
Option 1

Download your .zip file by clicking on the download link in the email you receive.

Option 2

After logging into your customer account at <https://buttscounty.cts.city/>, there are 4 steps for downloading the .zip file from your account.

1. Click the Projects link on the left side of the web page.
2. Click on the appropriate address for the project you would like to resubmit plans for.
3. In the Plan Checks area, click on the blue Regular Plan Check button for the any of submittal.
4. Click on the Plan Check.zip to download your documents.





Building and Safety – Permit Center *Inspection Request*

Process for Scheduling an Inspection

The Permit Center is where all inspections requests can be scheduled for a construction project.

Please Note:

1. Only Projects that are in an Issued status ✓ ISSUED can request inspections. If your permit is displaying any other status, you will not see the Request Inspection button.
2. Only people associated with a permit, whose name and email address have been approved and entered into our Permit System for that project, can request an inspection.



Request Inspection

After logging into your customer account at <https://buttscounty.cts.city>, there are 7 easy steps for requesting an inspection:

1. Click the Projects link on the left side of the web page.
2. Click on the appropriate address for the project you would like to resubmit plans for.
3. Click on Request Inspection.
4. Read Scheduling Instructions.
5. Fill in the inspection information.
6. Add any comments.
7. Click Submit.



Building and Safety – Permit Center *Resubmitting PDF Documents For Plan Check*

Process for Resubmitting Documents

The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the steps for how to resubmit PDFs after the 1st plan check or after the initial application has been accepted.

After logging into your customer account at <https://buttscounty.cts.city>, there are 3 steps for resubmitting PDF documents to your project in your account.

1. Click the Projects link on the left side of the web page.
2. Click on the appropriate address for the project you would like to resubmit plans for.
3. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans cannot be uploaded to your account:

1. When the overall Permit Status is set to: HOLD FINALED EXPIRED
2. When the individual Plan Check status for a submittal is set to: IN PROGRESS

The screenshot displays the CityTech Solutions web application interface. The top navigation bar includes a hamburger menu and the text "CityTech Solutions". The left sidebar contains links for "Applications", "Projects", "My Account", and "Logout". The main content area is titled "Projects" and lists a project named "10852 Pine Street" with a "PLAN CHECK" status. A red arrow points to the "Projects" link in the sidebar, and another red arrow points to the "10852 Pine Street" project name. Below the project name, the "Permit number" is "2020-362" and the "Date applied" is "Nov 20, 2020". A red arrow points to the "10852 Pine Street" project name, and another red arrow points to the "PLAN CHECK" status. Below the project details, there is a "Download PDF" button. The bottom section of the screenshot shows the "Plan Checks" area for the project. It includes a "Request Plan Check" button and a "RESUBMIT" button. A red arrow points to the "Request Plan Check" button. The "Plan Checks" section also displays the "Submitted" date (Nov 20, 2020), the "Due" date (Dec 07, 2020), and the "Complete" date (Dec 30, 2020).

To upload revised plans:

1. Click on the Projects pages
2. Click on the project you want to interact with
3. Click Request Plan Check to upload files and resubmit.



☐ RESIDENTIAL
☐ COMMERCIAL

**BUTTS COUNTY PLANNING & DEVELOPMENT
DEPARTMENT**

625 West Third Street, Suite 3 ~ Jackson, Georgia 30233 Office
770-775-8210 ~ Fax 770-775-8225
www.buttscountyga.com

**Building Permit
Application**

SQUARE FOOTAGE - EXISTING _____ **NEW** _____ **TOTAL** _____

ESTIMATED VALUE (Labor and Materials): \$ _____

Please note that final valuation will be determined by the ICC Building Valuation Data Table, unless noted otherwise by the adopted fee schedule.

JOB SITE ADDRESS:

SUBDIVISION/PROJECT NAME:

LOT/SUITE #:

Job Description:

Property Owner

Name:

Email:

Address:

Phone:

Contractor

Business Name:

Email:

License:

Address:

Phone:

Information on Building: (✓ All That Apply)

- ☐ **New Structure** ☐ **Addition** ☐ **Alteration / Repair** ☐ **Accessory Structure** ☐ **Demolition**
- ☐ Attached Garage ☐ Detached Garage ☐ Storage Building ☐ Deck ☐ Pool ☐ Sign ☐ Fence
- ☐ Exterior Alteration ☐ Interior Alteration ☐ Finished Basement ☐ Other _____

Please note that the checklist below is only meant to be used as a guide and shall not be construed as complete submittal requirements. Additional submittal documents may be required.

- | | |
|--|---|
| <input type="checkbox"/> Homeowner's Affidavit (If homeowner acting as contractor) | <input type="checkbox"/> Proof of Ownership |
| <input type="checkbox"/> Authorized Permit Agent Form (Applicant acting on behalf of licensee) | <input type="checkbox"/> Proof of Taxes Paid |
| <input type="checkbox"/> GA State Contractor's License | |
| <input type="checkbox"/> GA Business License | |
| <input type="checkbox"/> Recorded Plat (From Clerk of Court) | <input type="checkbox"/> Septic Approval Letter |
| <input type="checkbox"/> House Location Plan or Site Plan (Include setback dimensions) | <input type="checkbox"/> Water Tap Fee Receipt |
| <input type="checkbox"/> Building Plans (Commercial - 3 sets, Residential 2 sets) | <input type="checkbox"/> Driveway Permit (If new cut) |

This permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started. Separate permits are required for electrical, plumbing, and mechanical work.

I hereby certify that I have read and examined this application and the information provided herein is true and correct. No changes shall be made from that which is stated in this application, or in attached plans and specifications. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I further certify that all construction will comply with all adopted codes, ordinances, and that there may be a fee associated with obtaining a permit.

Signature of Permittee or Designated Agent: _____ Date: _____

FOR OFFICE USE ONLY

Permit # _____ **Application Accepted by:**

Trade Permit Required: ☐ **Electrical** ☐ **Plumbing** ☐ **Mechanical**

Notes:

Administrative Fee:

\$ _____

**Plan Review
Fee:**

\$ _____

Permit Fee:

\$ _____

Total Fee:

\$ _____

Received On:

____ / ____ / ____



BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3 - Jackson, Georgia 30233
Office 770-775-8200 - Fax 770-775-8211
www.buttscountyga.com

PROPERTY OWNER AFFIDAVIT

**BOARD OF
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District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
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J. Keith Douglas
District 4 Commissioner

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Director

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Planner

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer &
Building Inspector

Christopher Sears
Code Enforcement Officer

I, _____ (Property Owner), property owner
of _____ (Street, City, State, Zip Code).

I GIVE / DO NOT GIVE (circle one),

_____ (Contractor) permission to apply for
and obtain a permit to operate and/or complete work as authorized by such permit
on the above stated property. I affirm that I am the owner of the property, a
person having more than 50% ownership in the property, or the agent of a
corporation which owns or has more than 50% ownership in the property and I am
duly authorized to sign on behalf of such corporation with respect to this
application for the property.

X _____
Signature of Property Owner

Printed Name

*SUBSCRIBED AND SWORN TO BEFORE ME ON
THIS _____ DAY OF _____,
20____.*

Notary Public
My Commission Expires: _____



BUILDING PERMIT SUBCONTRACTOR AFFIDAVIT

BUTTS COUNTY PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3 ~ Jackson, Georgia 30233 Office
770-775-8210 ~ Fax 770-775-8225
www.buttscountyga.com

Office Use Only:

Building Permit Number _____

Date _____

Received By _____

REQUIREMENTS

This form must be completed, signed, and submitted to the Department of Planning and Development prior to construction.

No inspections will be made until the Subcontractor Affidavit form has been submitted.

Jobsite Address

General Contractor

Name of License Holder

Phone

Email

Company Name

State License Number

Expiration Date

Select scope of work license holder is responsible for:

☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Low Voltage

☐ Other _____