

Land Disturbance Permit Check List & Application

Submission Checklist: ☐ New Permit ☐ Re-Permit

- ☐ Proof that all of the County's taxes are current (Butts County Tax Commissioner Office)
- ☐ **Two (2)** sets of an "Erosion & Sediment Control Plan and Construction Site Plan"
- ☐ **One (1)** set of a Hydrology Study
- ☐ Digital Plan Set and Hydrology Study uploaded to permitting portal
- ☐ "Notice of Intent" form submitted to the Georgia Environment Protection Division (EPD)
- ☐ Copy of the EPD GEOS submittal receipt
- ☐ Payment of **Seven-Hundred Twenty Dollars** (\$720.00) – Civil Plan Review Fee- Land Disturbance
- ☐ Payment of **Forty Dollars** (\$40.00) per acre - Payable to the Butts County
- ☐ Evidence that the payment of **Forty Dollars** (\$40.00) per acre was paid to the Georgia Environment Protection Division (EPD)

Applicant's Name

Applicant's Tel. #

Applicant's E-Mail Address

Applicant's Address

City

State

Zip Code

Applicant Status: ☐ Owner ☐ Agent ☐ Contractor

Project Site Address or Map & Parcel

City

State

Zip Code

Property Parcel ID Number(s)

Lot #'s: _____

Zoning Designation: _____

Description of Work:

Project Dimensions: Jobsite Total Acreage: _____ **Disturbed Acreage:** _____

Property Owner Authorization

Property Owner Name

E-Mail Address

Address

City

State

Zip Code

____ I hereby authorize the person named as the Authorized Agent to obtain the Land Disturbance Permit on behalf of the Owner.

____ I hereby authorize the person named as the Contractor to obtain the Land Disturbance Permit on behalf of the Owner.

X

Property Owner Signature

Date

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

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

Authorized Agent

Authorized Agent Name

Tel: # _____

Address

City

State

Zip Code

E-Mail Address:

Authorized Contractor

Name & Company:

Address

City

State

Zip Code

Tel: # _____

E-Mail Address:

Certification:

As Property Owner of _____, I _____, hereby certify that all the above information is true and correct.

X

Applicant Signature

Date

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

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

Land Disturbance Permit Check List & Application
Tertiary Permittee

Submission Checklist: ___ New Permit ___ Re-Permit

- ___ Proof that all of the County's taxes are current (Butts County Tax Commissioner Office)
- ___ **Two (2)** sets of an "Erosion & Sediment Control Plan and Construction Site Plan
- ___ **One (1)** set of a Hydrology Study
- ___ Digital Plan Set and Hydrology Study uploaded to permitting portal
- ___ "Notice of Intent" form submitted to the Georgia Environment Protection Division (EPD)
- ___ Copy of the EPD GEOS submittal receipt

Applicant's Name

Applicant's Tel. #

Applicant's E-Mail Address

Applicant's Address

City

State

Zip Code

Applicant Status: ___ Owner ___ Agent ___ Contractor

Name of Common Development: _____

Project Site Address or Map & Parcel

City

State

Zip Code

Lot #'s: _____

Zoning Designation: _____

Project Site Address or Map & Parcel

City

State

Zip Code

Description of Work:

Project Dimensions: Jobsite Total Acreage: _____ **Disturbed Acreage:** _____

Property Owner Authorization

Property Owner Name

E-Mail Address

Address

City

State

Zip Code

Property Parcel ID Number(s)

____ I hereby authorize the person named as the Authorized Agent to obtain the Land Disturbance Permit on behalf of the Owner.

____ I hereby authorize the person named as the Contractor to obtain the Land Disturbance Permit on behalf of the Owner.

X

Property Owner Signature

Date

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

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

Authorized Agent

Property Owner Name

E-Mail Address

Address

City

State

Zip Code

Authorized Contractor

Name & Company:

Address

City

State

Zip Code

Tel: # _____

E-Mail Address: _____

Certification:

As Property Owner of _____, I _____, hereby certify that all the above information is true and correct.

X

Applicant Signature

Date

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

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



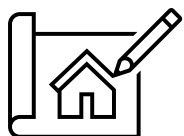
Butts County Planning & Development - 770-775-8210

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

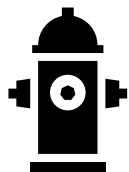
Joey Lowe, Director – jlowe@buttscounty.org



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



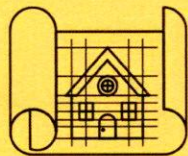
Create an account with your email address and password to manage the entire permit process.

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

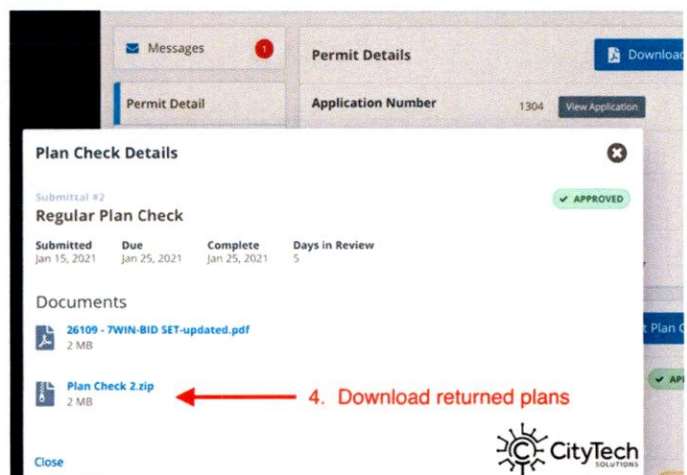
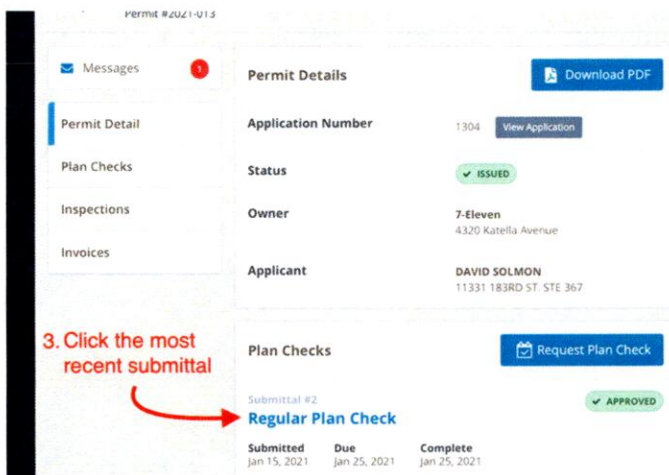
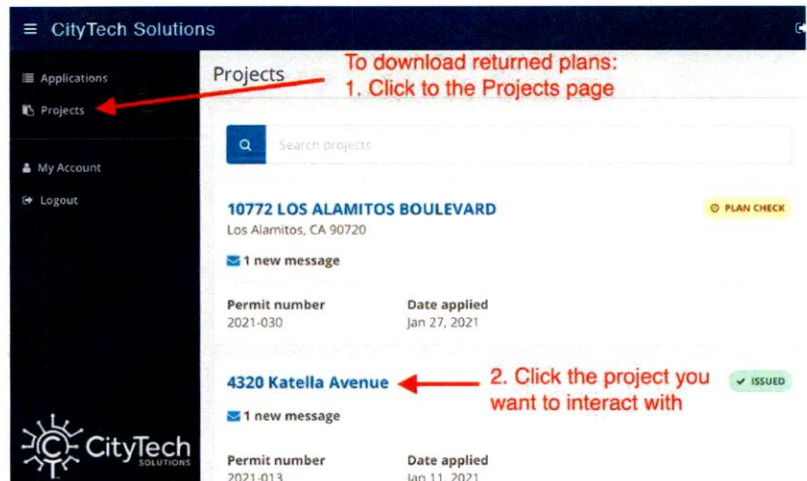
Option 1

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 for "10852 Pine Street" with a permit number of "2020-362" and a date applied of "Nov 20, 2020". A yellow status tag indicates "PLAN CHECK".

Red arrows and text provide instructions for resubmitting plans:

- 1. Click on the Projects pages**: An arrow points to the "Projects" link in the left sidebar.
- 2. Click on the project you want to interact with**: An arrow points to the "10852 Pine Street" project listing.

The second part of the screenshot shows the detailed view for the "10852 Pine Street" project (Permit #2020-123). The left sidebar now includes "Messages", "Permit Detail", "Plan Checks", "Inspections", and "Invoices". The "Permit Details" section on the right includes fields for "Application Number" (1205), "Status" (PLAN CHECK), "Owner" (CHARLES ABBOTT, 790 STATE RTE 3), and "Applicant" (ABC CONSTRUCTION, 1234 HAMMER RD). A "Download PDF" button is visible.

At the bottom, the "Plan Checks" section shows a "Regular Plan Check" submittal #1. It includes a table with columns for "Submitted", "Due", and "Complete" dates. A red arrow points to a blue "Request Plan Check" button with the text:

3. Click Request Plan Check to upload files and resubmit.

A yellow status tag indicates "1 RESUBMIT".



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Building Inspector

Christopher Sears
Code Enforcement Officer

BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE PLANNING & DEVELOPMENT DEPARTMENT

625 West Third Street, Suite 3, Jackson, Georgia 30233

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

www.buttscountyga.com

BUTTS COUNTY PROOF OF TAX PAYMENT

This form is to verify that all taxes are current and have been paid. This serves as "Proof of Taxes Paid" for both the real property and the personal property for the below referenced owner and address.

Property Owner Name:

Property Address/Description:

Parcel Number:

For Tax Office Use Only:

Please List and Check all accounts that apply to both owner and property address listed above:

Real Property Account Number(s):

Personal Property Account Number(s):

Check all that apply:

- ☐ Real Property Taxes Paid
- ☐ Personal Property Taxes Paid
- ☐ Account(s) are delinquent, and taxes are owed for Owner or Property Address listed above.

Tax Official:

Signature

Date

Please affix Tax Office Seal Below: