

Building Permit Check List
MEPs “Trade” Permits

Stand-Alone Trade Permits

- ☐ Recorded Deed (Received from Superior Court Clerk) -or- Property Owner Affidavit/Proof of Ownership
- ☐ Homeowner's Affidavit -or- Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Detailed description of the scope of work





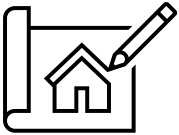
Butts County Planning & Development - 770-775-8210

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

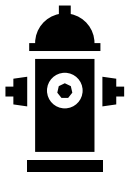
Joey Lowe, Director – jlowe@buttscounty.org



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>

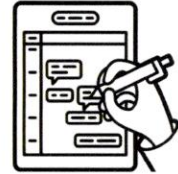
CREATE AN ACCOUNT



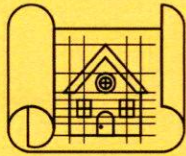
Create an account with your email address and password to manage the entire permit process.

SUBMIT APPLICATION

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



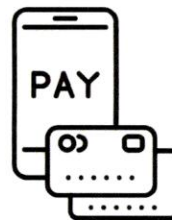
ELECTRONIC PLAN CHECK



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

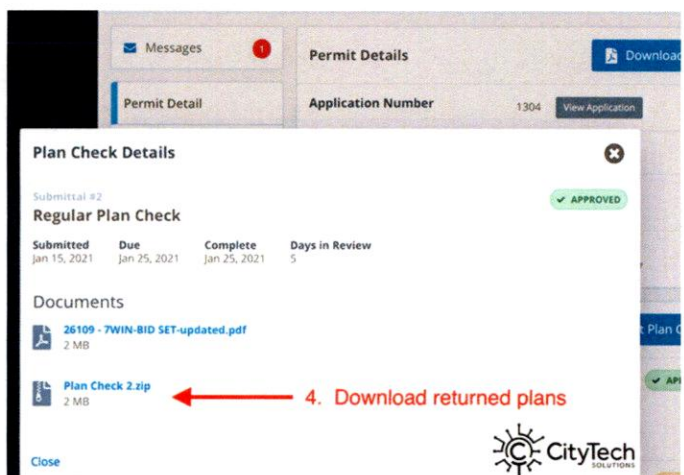
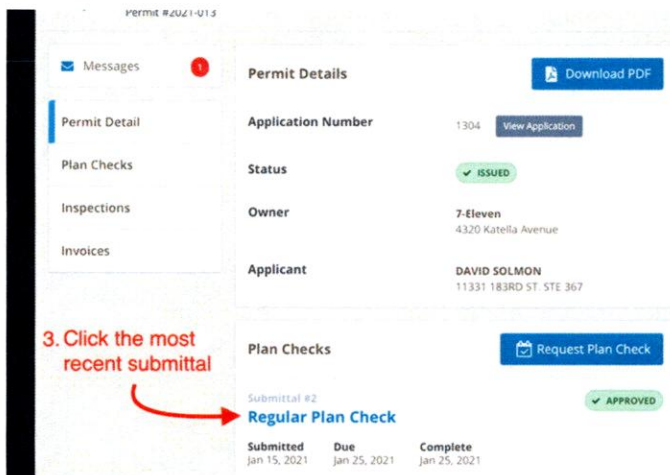
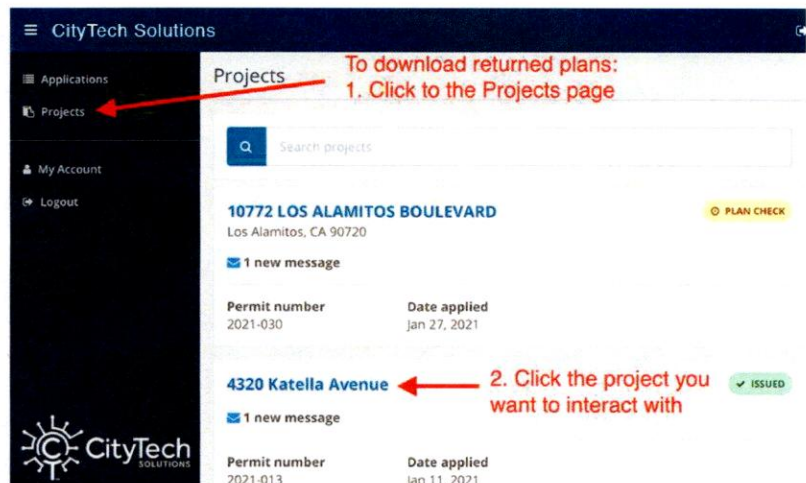
Option 1

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

CityTech Solutions

Projects To upload revised plans:
1. Click on the Projects pages

10852 Pine Street PLAN CHECK

Permit number: 2020-362 Date applied: Nov 20, 2020

2. Click on the project you want to interact with

CityTech Solutions

Projects 10852 Pine Street Permit #2020-123

Messages

Permit Detail

Plan Checks

Inspections

Invoices

Permit Details

Application Number: 1205 View Application

Status: PLAN CHECK

Owner: CHARLES ABBOTT 790 STATE RTE 3

Applicant: ABC CONSTRUCTION 1234 HAMMER RD

Download PDF

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

Plan Checks

Request Plan Check

Submittal #1

Regular Plan Check

Submitted: Nov 20, 2020 Due: Dec 07, 2020 Complete: Dec 30, 2020

RESUBMIT



**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

Trade Permit Application

☐ **Electrical**

☐ **Mechanical**

☐ **Plumbing / Gas**

PERMIT _____

ESTIMATED VALUE (Labor and Materials): \$ _____

PERMIT FOR POWER RESTORATION Y ☐ N ☐

MASTER BUILDING PERMIT(if applicable) _____

JOB SITE ADDRESS:

SUBDIVISION/PROJECT NAME:

LOT/SUITE #:

STAND ALONE? ☐ Y ☐ N

IF NO – GC COMPANY NAME:

Job Description:

Property Owner

Name:

Address:

Phone:

**Trade
Contractor**

Business Name:

Email:

License:

Address:

Phone:

of Plumbing Fixtures: _____

of HVAC Units: _____

of Service Amps: _____

CONTACT PERSON

If permit is for power restoration

NOTES FOR INSPECTOR

*Example: Lock box code, hidden
key, etc.*

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 Licensed Cardholder: _____ Date: _____

FOR OFFICE USE ONLY

Application Accepted by:

Notes:

Administrative Fee:

\$ _____

Permit Fee:

\$ _____

Total Fee:

\$ _____

DATE OF SUBMITTAL

____ / ____ / ____



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
COMMISSIONERS**

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District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
District 3 Commissioner

J. Keith Douglas
District 4 Commissioner

Russ Crumbley
District 5 Commissioner

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County Manager

Brad Vaughan
Planning & Development
Director

Channing Cawthon
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: _____