



## **BUTTS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

625 West Third Street, Suite 3

Jackson, Georgia 30233

### **VACANT STRUCTURE PROGRAM – PERMIT APPLICATION INSTRUCTIONS**

#### **Introduction**

The County's Board of Commissioners declares and has found that within the County, there are buildings and structures that are vacant and pose a danger to the County's citizens. These buildings and structures are susceptible and highly vulnerable to criminal activity, break-ins, arson, fire, accidents, looting and other unsafe activities that are injurious to the health, safety and welfare of the citizens of the County. For all of these reasons, it is essential to public health, safety and welfare that the Community Development Department maintain an accurate registration of all vacant buildings and structures.

#### **Application Process**

The initiation of the program's registration process is achieved via the submission and completion of an application and payment of the appropriate fee to the Community Development Department. A schedule appears below, which outlines the appropriate fees. Although a property owner may own multiple properties or buildings the submission of an application for each property/structure is required.

<b>Property Type</b>	<b>Service Provided</b>	<b>Fee Amount</b>
<b>Commercial</b>	Administrative Fee (Includes Initial Inspection)	\$100.00
<b>Residential</b>	Administrative Fee (Includes Initial Inspection)	\$100.00

County inspection staff personnel will conduct a physical inspection of the property's exterior physical condition to ascertain compliance of the associated Ordinance. The items, which will be inspected, appear below:

### **Inspection Checklist Items**

1. Are all doors and windows and other openings weather-tight?
2. Are all doors and windows and other openings secured against entry by the general public as well as animals?
3. Are all roof and roof flashings sound and tight such that no rain will penetrate the structure?
4. Is the structure being maintained in good repairs?
5. Is the structure structurally sound and free from rubbish, garbage and other debris?
6. Are supporting members of the structure capable of bearing both live and dead loads?
7. Is the exterior of the structure free of loose or rotten materials as well as holes?
8. Are all balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions in good repair and appropriately anchored?
9. Are the exposed metal and wood surfaces of overhanging extensions protected from the elements against rust or decay by appropriate application of paint or similar weather coating?
10. Grass height, vegetation, limb, trees, branches and weed control are to be maintained to County Ordinance standards.

An applicant presence is not mandatory while the inspection is being conducted. If a successful inspection procedure is achieved, the applicant will be notified and the appropriate 'Permit' will be issued. However, if a successful inspection procedure is not achieved, the applicant will be notified of the failed inspection procedure, the applicant will also be required to initiate and complete the noted repairs, and pay the associated re-inspection fee of \$50.00 per inspection.

Please bear in mind, that a thirty (30) day time period has been established to complete the required repairs. Failure to complete the repairs within the specified time period will result in the commencement of the legal process, the issuance of a court summons, the requirement that the applicant attend a court hearing and if found guilty, the payment of a substantial fine.



**Information to be Completed by Registered Agent**

Full Name - Property Agent \_\_\_\_\_

Physical Address of the Owner \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SCHEDULE - TELEPHONE NUMBERS / E-MAIL ADDRESS	
Item	Telephone #
Home Number	
Work Number	
Cellular No.	
E-Mail Address	

**Official Use**

Date Permit Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_  
Code Enforcement Officer or County Designee



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Owner/Registered  
Agent Consent Form To Supply Access To The Property

I, \_\_\_\_\_, am the owner and/or the registered agent of the property located at

\_\_\_\_\_ Property Address

do hereby consent to permit officers, employees, and authorized representatives of Butts County to have continued access to this property to conduct an exterior physical inspection on the property located at the address listed above.

I fully understand that these actions taken by Butts County are undertaken pursuant to the rules and regulations contained within the County's "Buildings and Building Regulations - Vacant Structures" Ordinance.

X \_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Registered Agent

\_\_\_\_\_  
Date