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.