



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.

___ Homeowner's Affidavit (If homeowner acting as contractor)
Authorized Permit Agent Form (Applicant acting on behalf of licensee)
GA State Contractor's License
GA Business License

Recorded Plat (From Clerk of Court)
House Location Plan or Site Plan (Include setback dimensions)
Building Plans (Commercial - 3 sets, Residential 2 sets)

Proof of Ownership
Proof of Taxes Paid

Septic Approval Letter
Water Tap Fee Receipt
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:

____ / ____ / ____