



**BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT**

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www.buttscountyga.com

Permit Document Reference

BOARD OF COMMISSIONERS

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District 3 Commissioner

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Vice-Chairmen
District 4 Commissioner

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District 5 Commissioner

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Brad Vaughan
Planning & Development
Director

Channing Ferguson
Planning Technician

Shana Hall
Office Manager

Jeremy Head
Building Official

Christopher Sears
Code Enforcement Officer

New Single Family Residence

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Sub-Contractor Affidavits for each trade
5. Proof of property taxes paid
6. Septic approval letter
7. Water tap and/or sewer tap fees paid
8. Driveway permit
9. House Location plan with dimensions to property lines
10. Building plans including footings, elevations, floor plan, M.E.P.s

New Commercial

1. Warranty Deed **and** Recorded Plat
2. Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Septic approval letter
6. Water tap and/or sewer tap fees paid
7. Building Plans

Demolition

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Site Plan denoting which building(s) are to be demolished
6. Asbestos survey
7. Rodent control plan

Manufactured Homes

1. Warranty Deed **and** Recorded Plat
2. Bill of Sale if new, Copy of Title and paid tax receipt if used
3. Installation instructions if new. Floor plan if used.
4. House Location plan with dimensions to property lines
5. Septic approval letter
6. Driveway permit

Residential Alterations (Interior/Exterior Alterations)

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid

5. Floor plan if changing
6. Detailed description of the scope of work

Residential Addition

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. House Location plan with dimensions to property lines
6. Building plans including footings, elevations, floor plan, M.E.P.s

Swimming Pool

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Septic approval letter
6. House Location plan with dimensions to property lines
7. Pool layout dimensions and construction type

Accessory Structure

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Septic approval letter
6. House Location plan with dimensions to property lines
7. Building plans including footings, elevations, floor plan, M.E.P.s

Solar Panels

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Building plans
6. Make sure that "Work Authorized" is listed as "Building" and "Electrical", and that the "Type of Project" is listed as "Solar Panels" and not "Electrical"
7. If ground-mounted:
 1. Site plan showing dimensions to property lines
 2. Septic Approval Letter

Stand-Alone Trade Permits

1. Warranty Deed **and** Recorded Plat
2. Homeowner's Affidavit **-or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of property taxes paid
5. Detailed description of the scope of work