



## BOARD OF COMMISSIONERS

**Ken Rivers**  
District 1 Commissioner

**Robert L. Henderson, Sr.**  
District 2 Commissioner

**Joe Brown**  
District 3 Commissioner

**J. Keith Douglas**  
District 4 Commissioner

**Russ Crumbley**  
District 5 Commissioner

## ADMINISTRATION

**Brad Johnson**  
County Manager

**Brad Vaughan**  
Planning & Development  
Director

**Channing Ferguson**  
Planning Technician

**Shana Hall**  
Office Manager

**Jeremy Head**  
Building Official

**Christopher Sears**  
Code Enforcement Officer

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

625 West Third Street, Suite 3 - Jackson, Georgia 30233

Office 770-775-8200 - Fax 770-775-8225

[www.buttscounty.com](http://www.buttscounty.com)

## ZONING PRE-CLEARANCE APPLICATION

All business wishing to operate within Butts County, including the City of Jackson and City of Jenkinsburg, must be examined for zoning designation compliance by the Community Development Department. The "Zoning Compliance" letter will be forwarded to the "Occupational Tax-Business License Division", upon approval of allowed use of property. A successful completion of this step will allow an applicant to acquire an "Occupational Tax - Business License" application.

**Please Note:** The imposition of court fines and the revocation of the "Occupational Tax Permit - Business License" will occur at any time in the event that any information contained with the application is false, fraudulent and unlawful.

**\*PROOF FROM LOCAL TAX COMMISSIONER'S OFFICE OF ALL TAXES MUST BE ATTACHED SHOWING PAID OR CURRENT BEFORE ISSUANCE OF THIS CLEARANCE\***

APPLICANT: \_\_\_\_\_

APPLICANT'S PHYSICAL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## BUSINESS INFORMATION

BUSINESS NAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ BUSINESS EMAIL: \_\_\_\_\_

DESIGNATED BUSINESS ADDRESS & PARCEL NUMBER: \_\_\_\_\_

PLEASE SPECIFY IN WHICH PROPERTY WILL BE USED:

HOME OFFICE USE ONLY \_\_\_\_ COMMERCIAL USE \_\_\_\_

BUSINESS TYPE: \_\_\_\_\_ TYPES OF PRODUCT(S) AND OR SERVICE OFFERED: \_\_\_\_\_

DAYS/ HOURS OF OPERATION: \_\_\_\_\_

ESTIMATED # OF EMPLOYEES: \_\_\_\_\_ #FULL TIME EMPLOYEES \_\_\_\_\_ #PART-TIME \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear, subject to criminal penalties, that the information in this document is true and no false or fraudulent information is used herein.

X \_\_\_\_\_  
Applicant Signature Date

**Office Use:** \_\_\_\_ Butts County \_\_\_\_ Flovilla \_\_\_\_ City of Jackson \_\_\_\_ Jenkinsburg  
Zoning \_\_\_\_\_ Classified Business Type: \_\_\_\_\_



## COMMUNITY DEVELOPMENT DEPARTMENT

### PLANNING & DEVELOPMENT DIVISION

625 West Third Street, Suite 3 - Jackson, Georgia 30233

Office 770-775-8200 - Fax 770-775-8211

[www.buttscountyga.com](http://www.buttscountyga.com)

### PROPERTY OWNER AFFIDAVIT

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I, \_\_\_\_\_ (Property Owner), property owner of  
\_\_\_\_\_(street), \_\_\_\_\_(city),  
\_\_\_\_\_(state).

I **GIVE / DO NOT GIVE** (circle one),

\_\_\_\_\_(tenant's name) permission to operate  
\_\_\_\_\_(Business Name) at above stated  
property address.

Executed on \_\_\_\_\_(month), \_\_\_\_\_(day), 20\_\_\_\_(year), in  
\_\_\_\_\_(city), \_\_\_\_\_(state).

X \_\_\_\_\_  
Signature of Property Owner

X \_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS,  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_