BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3, Jackson, Georgia 30233
Office 770-775-8210 - Fax 770-775-8211
www.buttscountyga.com

BOARD OF COMMISSIONERS

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District 1 Commissioner

Jeremiah Hosford
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

Doug Attaway
Deputy Director

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer & Building Inspector

Christopher Sears
Code Enforcement Officer

PERMIT DOCUMENT REFERENCE

New Single-Family Residence

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Sub-Contractor Affidavits for each trade
6. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
7. Septic approval letter
8. Water tap and/or sewer tap fees receipt
9. Driveway permit
10. House Location plan with dimensions to property lines
11. Building plans including footings, elevations, floor plan, M.E.P.s

New Commercial

1. Recorded Deed
2. Recorded Plat
3. Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
6. Septic approval letter
7. Water tap and/or sewer tap fees paid
8. Building Plans

Demolition

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-** Contractor's Business & State Licenses
4. Authorized Permit Agent Form (If applicable)
5. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
6. Site Plan denoting which building(s) are to be demolished.
7. Asbestos survey
8. Rodent control plan

Manufactured Homes

1. Recorded Deed
2. Recorded Plat
3. Bill of Sale or Copy of Title
4. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
5. Installation instructions if new. Floor plan if used.
6. House Location plan with dimensions to property lines
7. Septic approval letter
8. Driveway permit
9. Roof Pitch Certification (4:12 minimum requirement)

Residential Addition/Alteration

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Sub-Contractor Affidavits for each trade
6. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
7. Septic approval letter
8. Water tap and/or sewer tap fees receipt
9. Driveway permit
10. House Location plan with dimensions to property lines
11. Building plans including footings, elevations, floor plan, M.E.P.s

Swimming Pool

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-**Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
6. Septic approval letter
7. House Location plan with dimensions to property lines
8. Pool layout dimensions and construction type

Accessory Structure

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
6. Septic approval letter
7. House Location plan with dimensions to property lines
8. Building plans including footings, elevations, floor plan, M.E.P.s

Solar Panels

1. Recorded Deed
2. Recorded Plat
3. Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
4. Authorized Permit Agent Form (If applicable)
5. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
6. Building plans
7. 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."
   If ground-mounted:
8. Site plan showing dimensions to property lines
9. Septic Approval Letter

Stand-Alone Trade Permits

1. Warranty Deed or Property Owner Affidavit
2. Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
3. Authorized Permit Agent Form (If applicable)
4. Proof of Tax Payment Form - Current tax receipt(s) showing all personal and real property taxes paid. *Must be stamped by Butts County Tax Official*
5. Detailed description of the scope of work