Building Permit Check List
Commercial Building Permits

New Commercial

- ☐ Pre-Development Meeting
- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received from Superior Court Clerk)
- ☐ Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Septic Approval Letter (Received from DPH)
- ☐ Water Tap and/or Sewer Tap fees paid (Received from BCWSA)
- ☐ Building Plans

Tenant Improvement / Tenant Buildout

- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received from Superior Court Clerk)
- ☐ Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Water Service Letter (Received from BCWSA)
- ☐ Building Plans

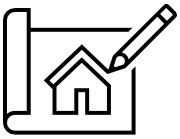
Sign Permit

- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received from Superior Court Clerk)
- ☐ Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Site Plan, showing proposed location with dimensions from all property lines and dimensions from building.
- ☐ Building Plans; Footing Detail, Elevations, and Sign Face Mock Up with sign square footage listed .

Butts County & Applicable Contacts



Butts County Planning & Development - 770-775-8210
Permitting Process, Butts County UDO Compliance, Zoning Plan Review, Scheduling Permit Inspections
Brad Vaughan, Director – bvaughan@buttscounty.org
Doug Attaway, Deputy Director – dattaway@buttscounty.org Office Direct: 470-718-3612
Kameryn Powell, Permit Technician – kpowell@buttscounty.org Office Direct: 770-775-8210 Ext. 4
Shana Corley, Front Desk / Office Manager – scorley@buttscounty.org



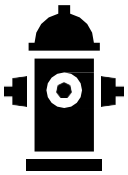
Building Department (Charles Abbott & Associates)
Permitting Process, Building Code Compliance, Building Plan Review, Completing Inspections
Jeremy Head, Building Official - jeremyhead@caa.inc
Kyle Golberg, Building Plan Reviewer & Inspector - kylegolberg@caa.inc Ph. 229-376-8748
Monty Hill, Inspector - montyhill@caa.inc Ph. 470-813-6890
Brittany Witt, Environmental Specialist & Inspector – bittanywitt@caa.inc Ph. 404-990-6066



Butts County Water & Sewer Authority
Water and Sewer Inspections, Water Tap Receipts, Service Letters
Danielle Lackey, Manager – dhopson@buttswsa.com Ph. 770-775-0042
Travis Clay, Water Authority Superintendent tclay@buttswsa.com Ph. 770-616-9473



Butts County Public Works
Driveway Permits and Driveway Inspections
Joey Lowe, Director – jlowe@buttscounty.org



Butts County Fire Marshal's Office
Fire Department Plan Review, Code Compliance
Sean Wallace, Fire Marshal – swallace@buttscounty.org Ph. 678-236-8119



Butts County Environmental Health Dept
Septic Approval Letters
Robert Waggoner - Robert.Waggoner@dph.ga.gov Ph. 770-504-2230 ext. 3



Butts County Tax Commissioners' Office
Proof of Taxes Paid
Nancy Washington, Tax Commissioner – Ph. 770-775-8206



Butts County Clerk of Superior Court
Recorded Deed, Recorded Plats
Morgan Ward, Clerk of Court - Morgan.Ward@gsccca.org Ph. 770-775-8215

BUTTS COUNTY PERMIT CENTER

https://buttscounty.cts.city

CREATE AN ACCOUNT



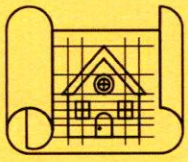
Create an account with your email address and password to manage the entire permit process.

SUBMIT APPLICATION

Fill out a permit application with all the appropriate construction data and upload plans if needed.



ELECTRONIC PLAN CHECK



Plan check will be reviewed digitally and returned back to your account in a .zip file.

PAY FEES

Pay all plan check and/or permit fees in your account with a Visa or Mastercard.





PERMIT ISSUANCE

Once the permit is digitally signed, your permit and job card will be available for download.

INSPECTION REQUEST

Revisit learrning intentions and success criteria. Discuss relevance and next steps.



Building and Safety – Permit Center

Downloading Returned Documents

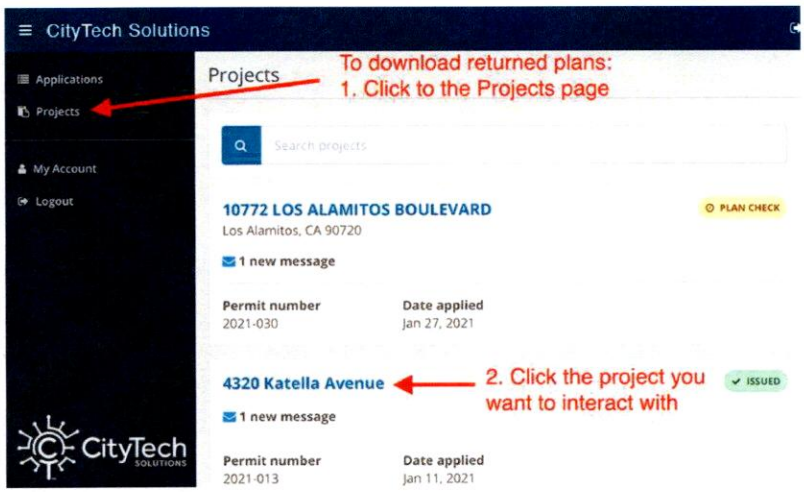
Process for Downloading Returned Document in the .Zip File

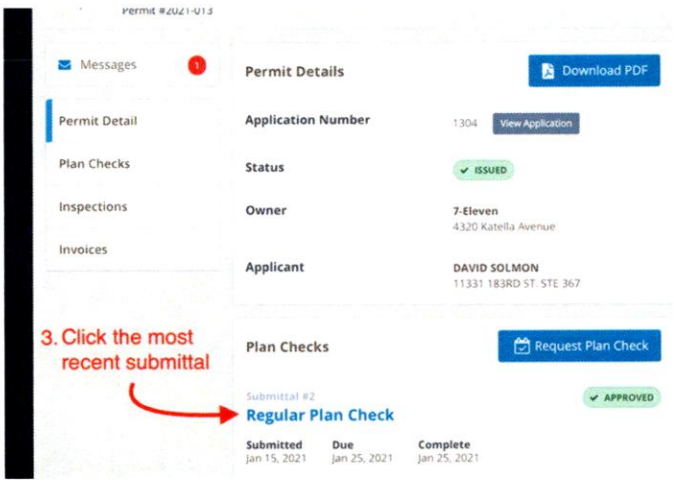
The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

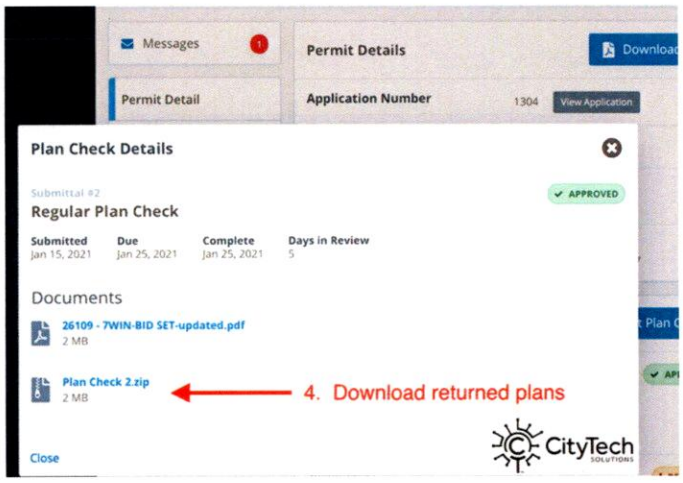
Option 1
Download your .zip file by clicking on the download link in the email you receive.

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.







Building and Safety – Permit Center

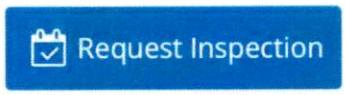
Inspection Request

Process for Scheduling an Inspection

The Permit Center is where all inspections requests can be scheduled for a construction project.

Please Note:

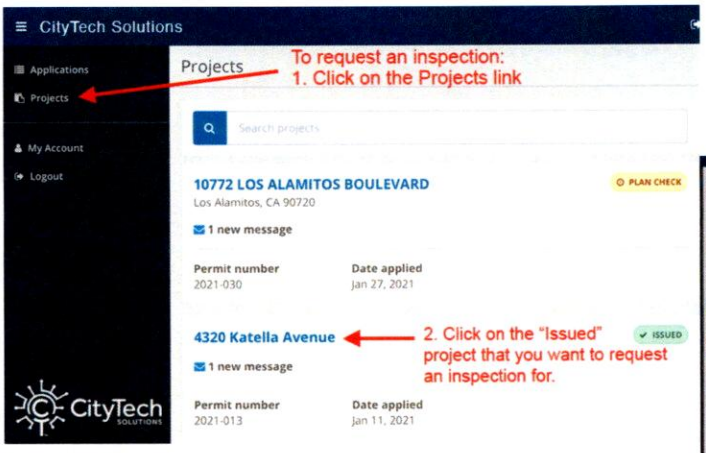
1. Only Projects that are in an Issued status ✔ ISSUED can request inspections. If your permit is displaying any other status, you will not see the Request Inspection button.

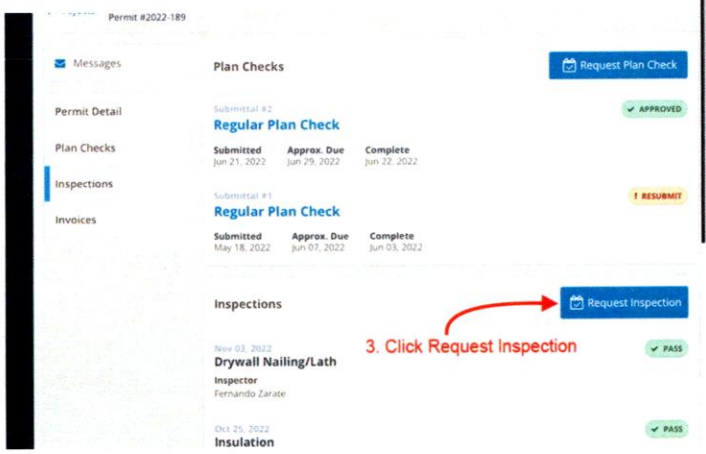


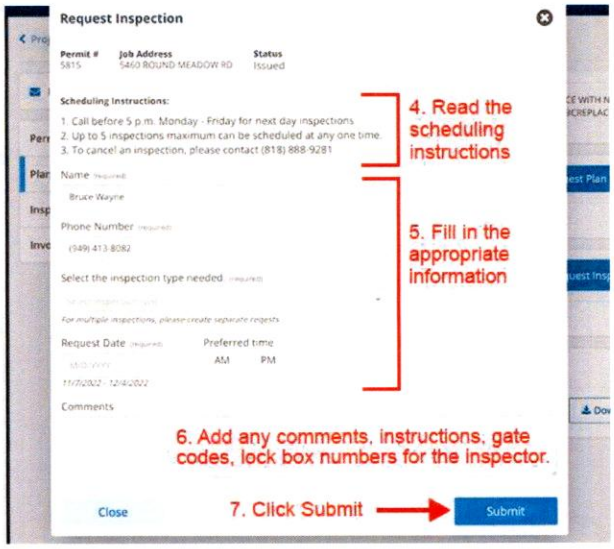
2. Only people associated with a permit, whose name and email address have been approved and entered into our Permit System for that project, can request an inspection.

After logging into your customer account at https://buttscounty.cts.city, there are 7 easy steps for requesting an inspection:

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. Click on Request Inspection.
4. Read Scheduling Instructions.
5. Fill in the inspection information.
6. Add any comments.
7. Click Submit.







Building and Safety – Permit Center

Resubmitting PDF Documents For Plan Check

Process for Resubmitting Documents

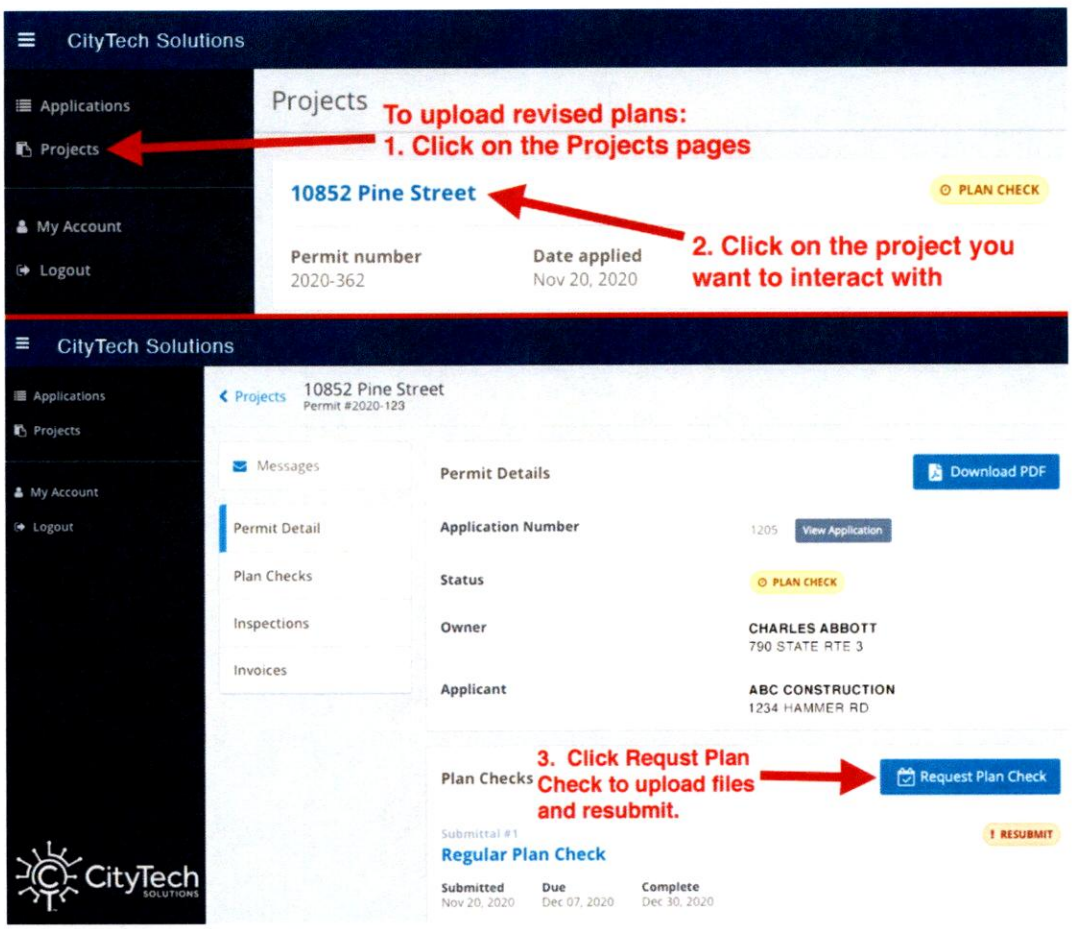
The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the steps for how to resubmit PDFs after the 1st plan check or after the initial application has been accepted.

After logging into your customer account at https://buttscounty.cts.city, there are 3 steps for resubmitting PDF documents to your project in 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. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans cannot be uploaded to your account:

1. When the overall Permit Status is set to: HOLD FINALED EXPIRED
2. When the individual Plan Check status for a submittal is set to: IN PROGRESS



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

☐ **RESIDENTIAL**
☐ **COMMERCIAL**

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

☐ Proof of Ownership
☐ Proof of Taxes Paid

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

☐ 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 Permitee 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:	**Recieved On:**
$_____	$_____	$_____	$_____	_____ /_____ /_____

BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3 - Jackson, Georgia 30233
Office 770-775-8200 - Fax 770-775-8211
www.buttscountyga.com

PROPERTY OWNER AFFIDAVIT

I, _____ (Property Owner), property owner of_____(Street, City, State, Zip Code).

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

_____(Contractor) permission to apply for and obtain a permit to operate and/or complete work as authorized by such permit on the above stated property. I affirm that I am the owner of the property, a person having more than 50% ownership in the property, or the agent of a corporation which owns or has more than 50% ownership in the property and I am duly authorized to sign on behalf of such corporation with respect to this application for the property.

X_____
Signature of Property Owner

_____
Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____.

_____
Notary Public
My Commission Expires: _____

BOARD OF COMMISSIONERS

Mike Wilson
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

BUILDING PERMIT
SUBCONTRACTOR AFFIDAVIT

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

Office Use Only: **Building Permit Number** _____

Date _____ **Received By** _____

REQUIREMENTS

This form must be completed, signed, and submitted to the Department of Planning and Development prior to construction.
No inspections will be made until the Subcontractor Affidavit form has been submitted.

Jobsite Address

General Contractor

Name of License Holder **Phone**

Email

Company Name

State License Number **Expiration Date**

Select scope of work license holder is responsible for:

☐ **Electrical** ☐ **Plumbing** ☐ **Mechanical** ☐ **Low Voltage**

☐ **Other** _____