Land Disturbance Permit Check List & Application

Submission Checklist: ___ New Permit ___ Re-Permit

____ Recorded Deed to Property

____ **Two** (2) sets of an "Erosion & Sediment Control Plan and Construction Site Plan sent by applicant to GSWCC

____ **One** (1) set of a Hydrology Study sent by applicant to GSWCC

____ Digital Plan Set and Hydrology Study uploaded to permitting portal for local review

____ "Notice of Intent" form submitted to the Georgia Environment Protection Division (EPD)

____ Copy of the EPD GEOS submittal receipt – this serves as evidence that the payment of ***Forty Dollars*** ($40.00) per acre was paid to the Georgia Environment Protection Division (EPD)

- ***Local Reviews take 10 business days per submittal***
- ***Applicant is responsible to send plans to GSWCC – GSWCC will send all comments/approvals to Butts County as LI***
- ***Butts County will verify that all Real and Personal Property Taxes are current***

Application Information:

Applicant's Name _____

Applicant's Tel. # _____ Applicant's E-Mail Address _____

Applicant's Address _____ City _____ State _____ Zip Code _____

Applicant Status: ___Owner ____Agent ____Contractor

_____

Project Site Address or Map & Parcel City State Zip Code

_____

Property Parcel ID Number(s)

Lot #'s:_____ Zoning Designation:_____

Description of Work:

_____

_____

_____

Project Dimensions: Jobsite Total Acreage: _____ Disturbed Acreage: _____

Property Owner Authorization

_____

Property Owner Name E-Mail Address

_____

Address City State Zip Code

___ I hereby authorize the person named as the Authorized Agent to obtain the Land Disturbance Permit on behalf of the Owner.

___ I hereby authorize the person named as the Contractor to obtain the Land Disturbance Permit on behalf of the Owner.

X_____

Property Owner Signature Date

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

_____

NOTARY PUBLIC
MY COMMISSION EXPIRES:_____

Authorized Agent

_____ Tel: #_____

Authorized Agent Name

_____

Address City State Zip Code

E-Mail Address:_____

Authorized Contractor

Name & Company:_____

_____

Address City State Zip Code

Tel: #_____ E-Mail Address:_____

Certification:

As Property Owner of_____, I _____, hereby certify that all the above information is true and correct.

X_____

Applicant Signature Date

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

_____

NOTARY PUBLIC
MY COMMISSION EXPIRES:_____

Land Disturbance Permit Check List & Application
Tertiary Permittee

Submission Checklist: ___ New Permit ___ Re-Permit

____ Proof that all of the County's taxes are current (Butts County Tax Commissioner Office)

____ **Two** (2) sets of an "Erosion & Sediment Control Plan and Construction Site Plan

____ **One** (1) set of a Hydrology Study

____ Digital Plan Set and Hydrology Study uploaded to permitting portal

____ "Notice of Intent" form submitted to the Georgia Environment Protection Division (EPD)

____ Copy of the EPD GEOS submittal receipt

_____

Applicant's Name

_____

Applicant's Tel. # Applicant's E-Mail Address

_____

Applicant's Address City State Zip Code

Applicant Status: ___Owner ____Agent ____Contractor

Name of Common Development:_____

_____

Project Site Address or Map & Parcel City State Zip Code

Lot #'s:_____ Zoning Designation:_____

_____

Project Site Address or Map & Parcel City State Zip Code

Description of Work:

_____

_____

_____

Project Dimensions: Jobsite Total Acreage: _____ Disturbed Acreage: _____

Property Owner Authorization

Property Owner Name E-Mail Address

Address City State Zip Code

Property Parcel ID Number(s)

___ I hereby authorize the person named as the Authorized Agent to obtain the Land Disturbance Permit on behalf of the Owner.

___ I hereby authorize the person named as the Contractor to obtain the Land Disturbance Permit on behalf of the Owner.

X_____
Property Owner Signature Date

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

_____
NOTARY PUBLIC
MY COMMISSION EXPIRES:_____

Authorized Agent

_____ _____
Property Owner Name E-Mail Address

Address City State Zip Code

Authorized Contractor

Name & Company:_____

Address City State Zip Code

Tel: #_____ E-Mail Address:_____

Certification:
As Property Owner of_____, I _____, hereby certify that all the above information is true and correct.

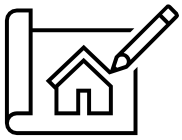
X_____
Applicant Signature Date

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

_____
NOTARY PUBLIC
MY COMMISSION EXPIRES:_____



Butts County Planning & Development - 770-775-8210
Permitting Process, Butts County UDO Compliance, Zoning Plan Review, Scheduling Inspections
Brad Vaughan, Director – bvaughan@buttscounty.org
Doug Attaway, Deputy Director dattaway@buttscounty.org
Kameryn Powell, Permit Technician kpowell@buttscounty.org
Shana Corley, 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 - kylegolberg@caa.inc Ph. 229-376-8748



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



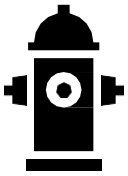
Butts County Water & Sewer Authority
Water and Sewer Tap Receipts / Service Letters
Danielle Lackey, Manager – dlackey@buttswsa.com Ph. 770-775-0042



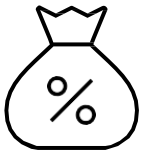
Butts County Public Works
Driveway Permits and Driveway Inspections
Joey Lowe, Director – jlowe@buttscounty.org



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 Fire Marshal's Office
Fire Marshal Plan Review, Code Compliance, Inspections Enforcement & Investigations
Sean Wallace, Fire Marshal – swallace@buttscounty.org Ph. 678-236-8119



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

BUTTS COUNTY PERMIT CENTER

https://buttscounty.cts.city

CREATE AN ACCOUNT



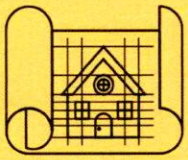
Create an account with your email address and password to manage the entire permit process.

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

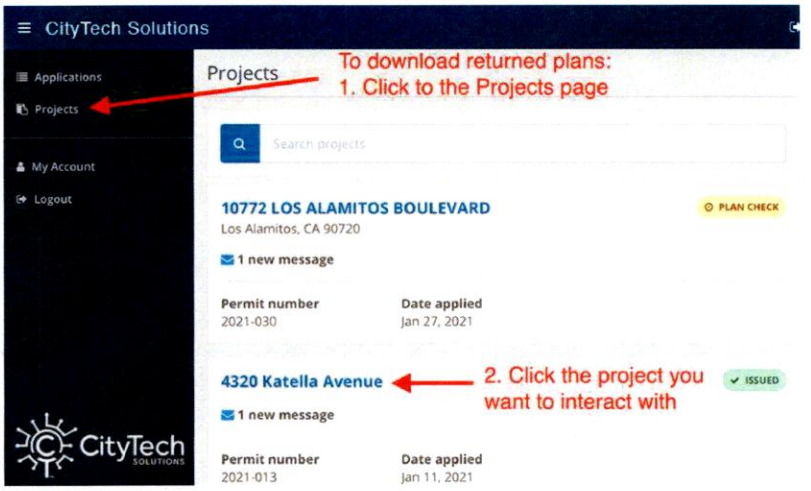
Process for Downloading Returned Document in the .Zip File

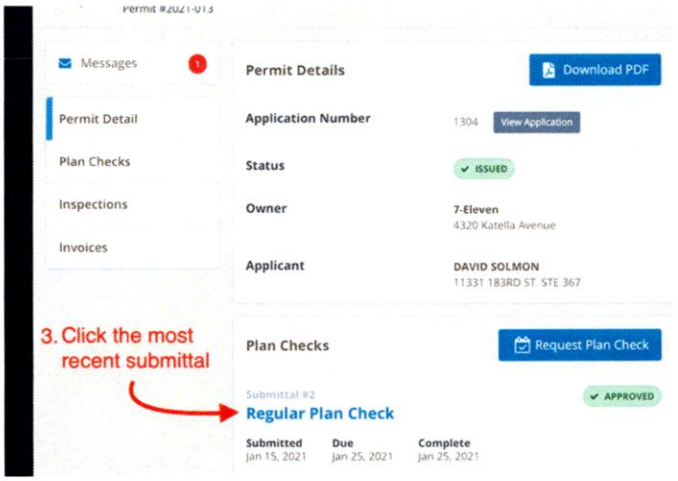
The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

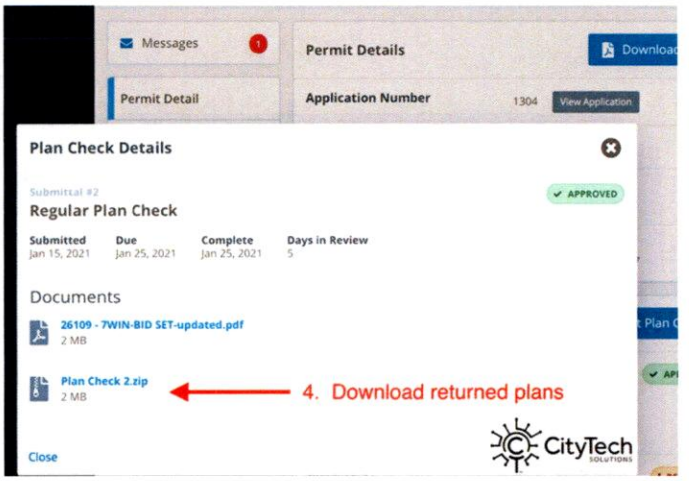
Option 1
Download your .zip file by clicking on the download link in the email you receive.

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:

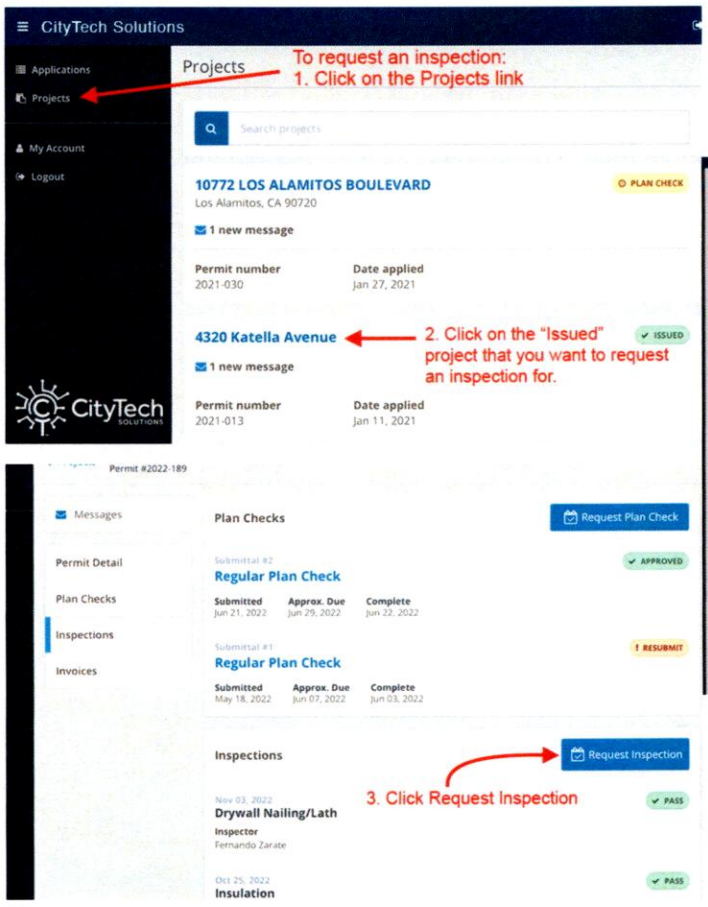
1. Only Projects that are in an Issued status ✔ ISSUED can request inspections. If your permit is displaying any other status, you will not see the Request Inspection button.

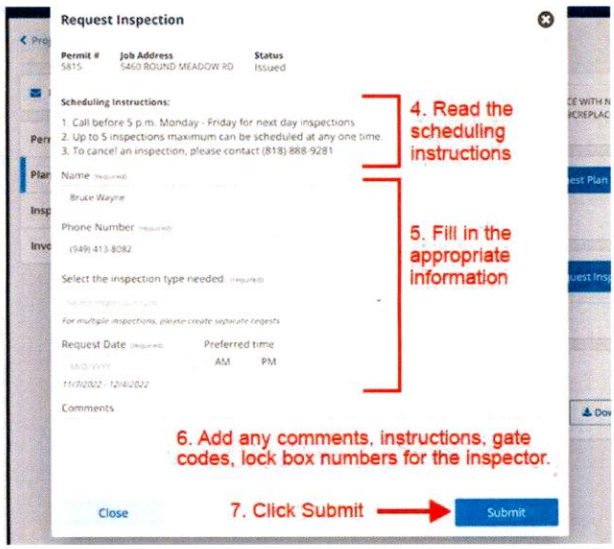


2. Only people associated with a permit, whose name and email address have been approved and entered into our Permit System for that project, can request an inspection.

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

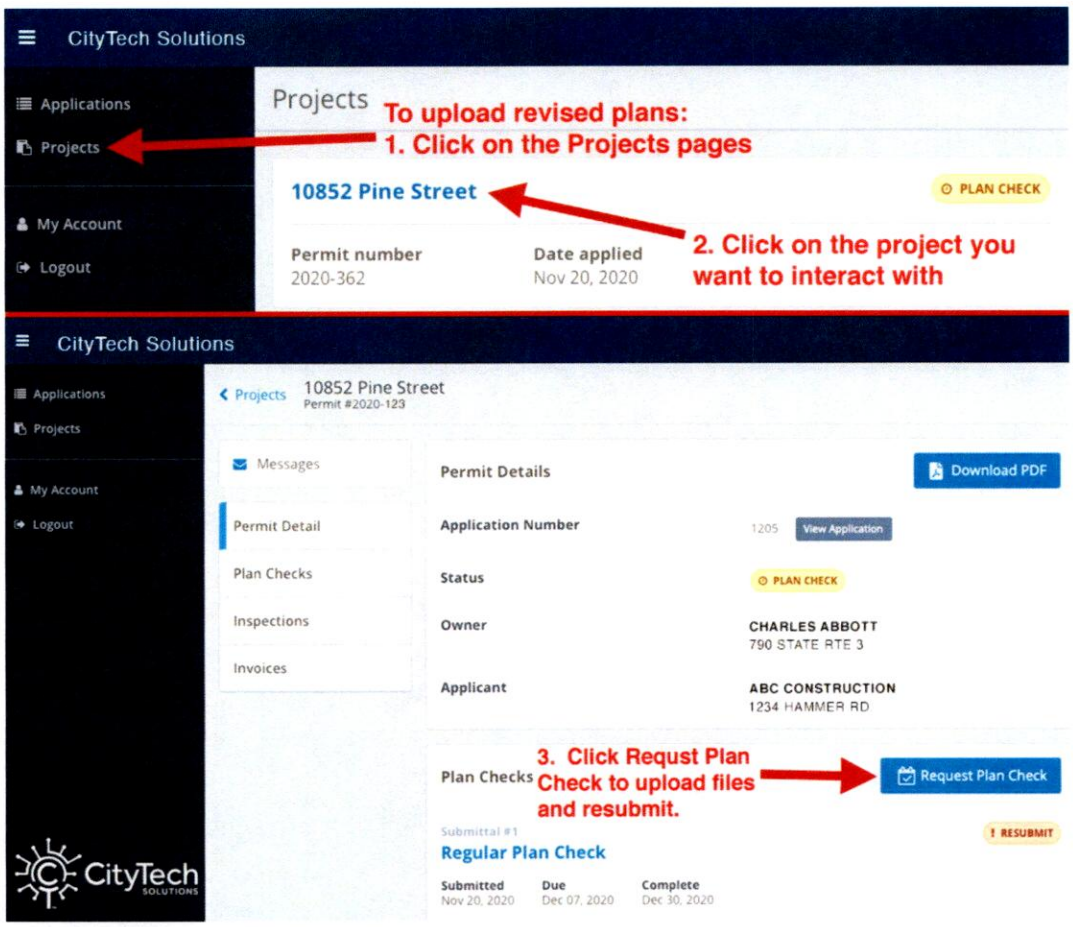
The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the 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



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

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

BUTTS COUNTY PROOF OF TAX PAYMENT

This form is to verify that all taxes are current and have been paid. This serves as "Proof of Taxes Paid" for both the real property and the personal property for the below referenced owner and address.

Property Owner Name:

_____

Property Address/Description:

_____

Parcel Number:

_____

For Tax Office Use Only:

Please List and Check all accounts that apply to both owner and property address listed above:

Real Property Account Number(s):

_____

_____

Personal Property Account Number(s):

_____

_____

Check all that apply:

- ☐ Real Property Taxes Paid
- ☐ Personal Property Taxes Paid
- ☐ Account(s) are delinquent, and taxes are owed for Owner or Property Address listed above.

Tax Official:

_____

Signature Date

Please affix Tax Office Seal Below: