Building Permit Check Lists
Residential Permits

New Single-Family Residence / Residential Addition / Residential Alteration

- ☐ Recorded Deed (Received form Superior Court Clerk)
- ☐ Recorded Plat (Received form Superior Court Clerk)
- ☐ Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Sub-Contractor Affidavits for each trade
- ☐ Septic Approval Letter / Sewer Tap Fees Receipt
- ☐ Water Tap Receipt / Well Permit
- ☐ Driveway Permit
- ☐ Site Location plan with dimensions to property lines and any existing structures on property
- ☐ Building plans including footings, elevations, floor plan, M.E.P.s

Manufactured Homes

See Manufactured Home Building Guide Enclosed

- ☐ Recorded Deed (Received form Superior Court Clerk)
- ☐ Recorded Plat(Received form Superior Court Clerk)
- ☐ Bill of Sale or Copy of Title
- ☐ Installation instructions if new / Floor plan if used.
- ☐ Site Location plan with dimensions to property lines
- ☐ Septic Approval Letter / Sewer Tap Fees Receipt (Received form DPH)
- ☐ Water Tap Receipt / Well Permit (Received from BCWSA)
- ☐ Driveway Permit (Received from Public Works)
- ☐ Roof Pitch Certification (4:12 minimum requirement)
- ☐ Front Porch Details

Accessory Structure

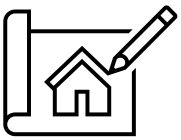
- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received form Superior Court Clerk)
- ☐ Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Septic Approval Letter (Received from DPH)
- ☐ Site Location plan with dimensions to property lines and existing structures
- ☐ Building plans including footings, elevations, floor plan, M.E.P.s

Demolition

- ☐ Recorded Deed (Received from Superior Court Clerk)
- ☐ Recorded Plat (Received from Superior Court Clerk)
- ☐ Homeowner's Affidavit -**or-** Contractor's Business and State Contractor's Licenses
- ☐ Authorized Permit Agent Form (If applicable)
- ☐ Site Location plan denoting which building(s) are to be demolished.
- ☐ Rodent Control Plan
- ☐ Asbestos Survey



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 Ph. 770-775-8210 Ext 3
Kameryn Powell, Permit Technician – kpowell@buttscounty.org Ph. 770-775-8210 Ext 4
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



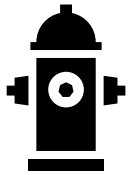
Butts County Water & Sewer Authority
Water and Sewer Tap Receipts / Service Letters
Danielle Lackey, Manager – dlackey@buttswsa.com Ph. 770-775-0042



Butts County Public Works
Driveway Permits, Driveway Inspections, ROW Inquiries
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

MANUFACTURED HOMES

DESIGN CRITERIA

- Must be placed on a permanent foundation with masonry skirting enclosing the base
- Exterior siding must be wood, hardboard, or vinyl
- Roof must have a minimum 4:12 pitch and use approved materials (shingle, metal, tile, or wood shake)
- Must include at least 6-inch roof eaves
- Window shutters are required
- Must include at least one additional architectural feature (e.g., dormer, bay window, etc.)
- A front porch or deck is required (minimum 5 ft deep × 8 ft long)
- A rear or side deck is required (minimum 10 ft deep × 20 ft long)
- Must meet minimum square footage requirements for the zoning district
- Must have a minimum 5,000 sq. ft. yard

FOUNDATIONS

- Anchorage in accordance with manufacturer's instructions, or engineered system
- Pier footings of 2 ft. x 2 ft. - 6 in. thick 8 ft. on center
- Wheels, axles, and hitch must be removed
- 12 in. wide x 4 in. thick continuous perimeter footing

INSTALLATION REQUIREMENTS

- New Manufactured Homes: Installation shall comply with the manufacturer's approved installation instructions.
- Existing Manufactured Homes: Installation shall comply with the manufacturer's installation instructions when available. Where such instructions are unavailable, installation shall conform to the Georgia Rules and Regulations for Manufactured Homes, Chapter 120-3-7-.18.

ZONING REQUIREMENTS

Located on lots with the following zoning classifications:
A-R zoning with a minimum of 1,500 square feet of heated space
R-3 zoning with a minimum of 1,400 square feet of heated space

BUTTS COUNTY PERMIT CENTER

https://buttscounty.cts.city

CREATE AN ACCOUNT



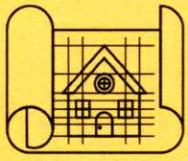
Create an account with your email address and password to manage the entire permit process.

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

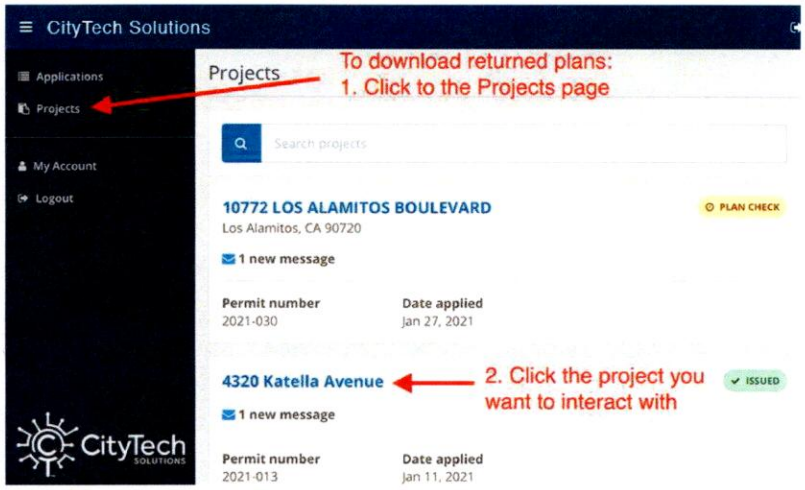
Process for Downloading Returned Document in the .Zip File

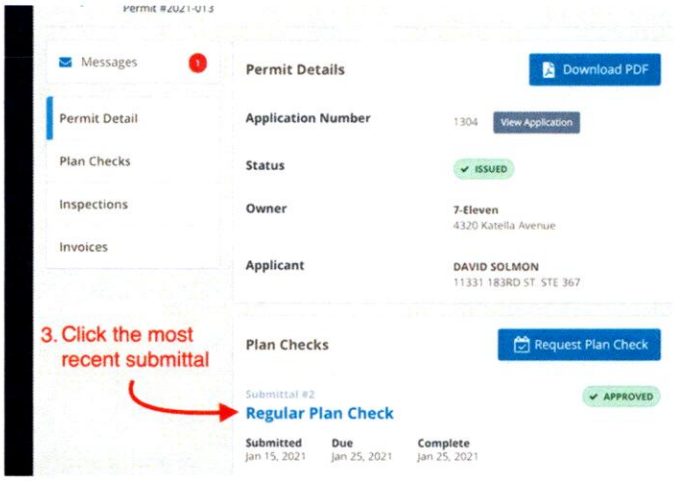
The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

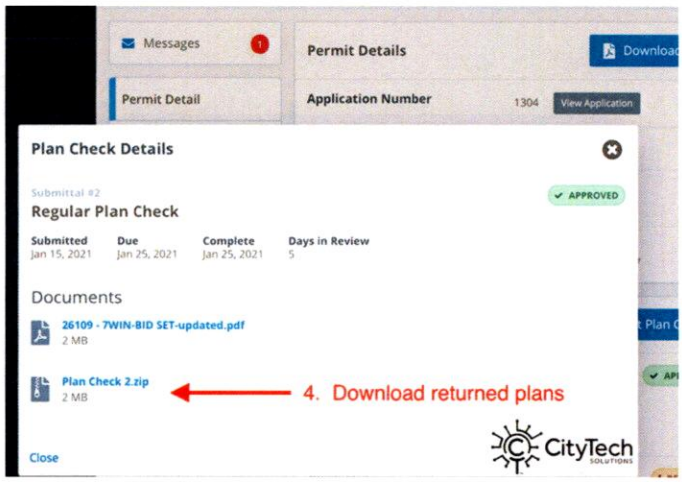
Option 1
Download your .zip file by clicking on the download link in the email you receive.

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:

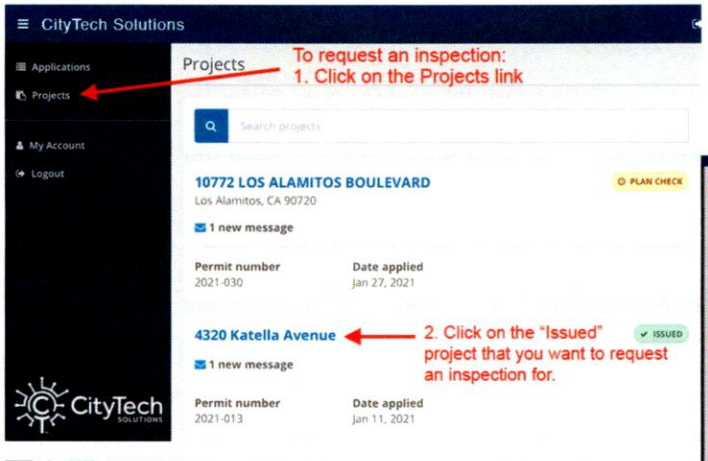
1. Only Projects that are in an Issued status ✔ ISSUED can request inspections. If your permit is displaying any other status, you will not see the Request Inspection button.

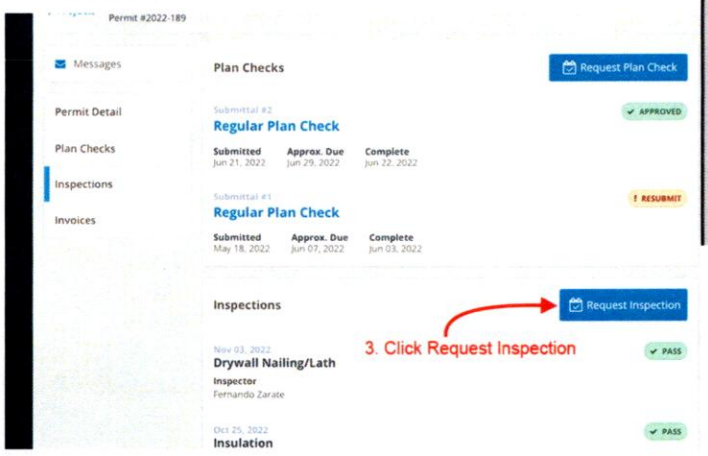


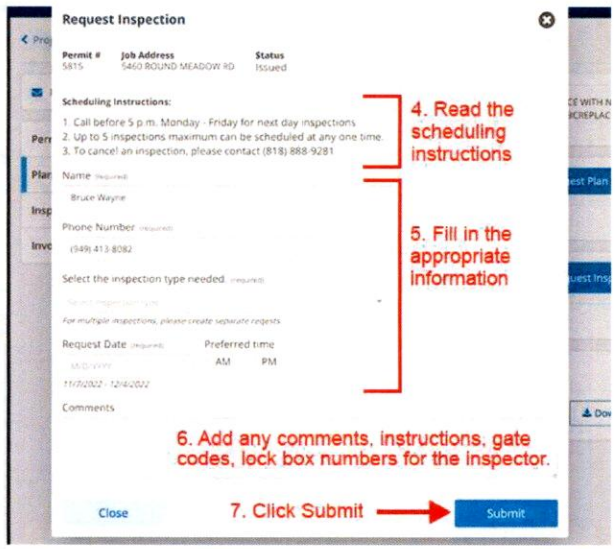
2. Only people associated with a permit, whose name and email address have been approved and entered into our Permit System for that project, can request an inspection.

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

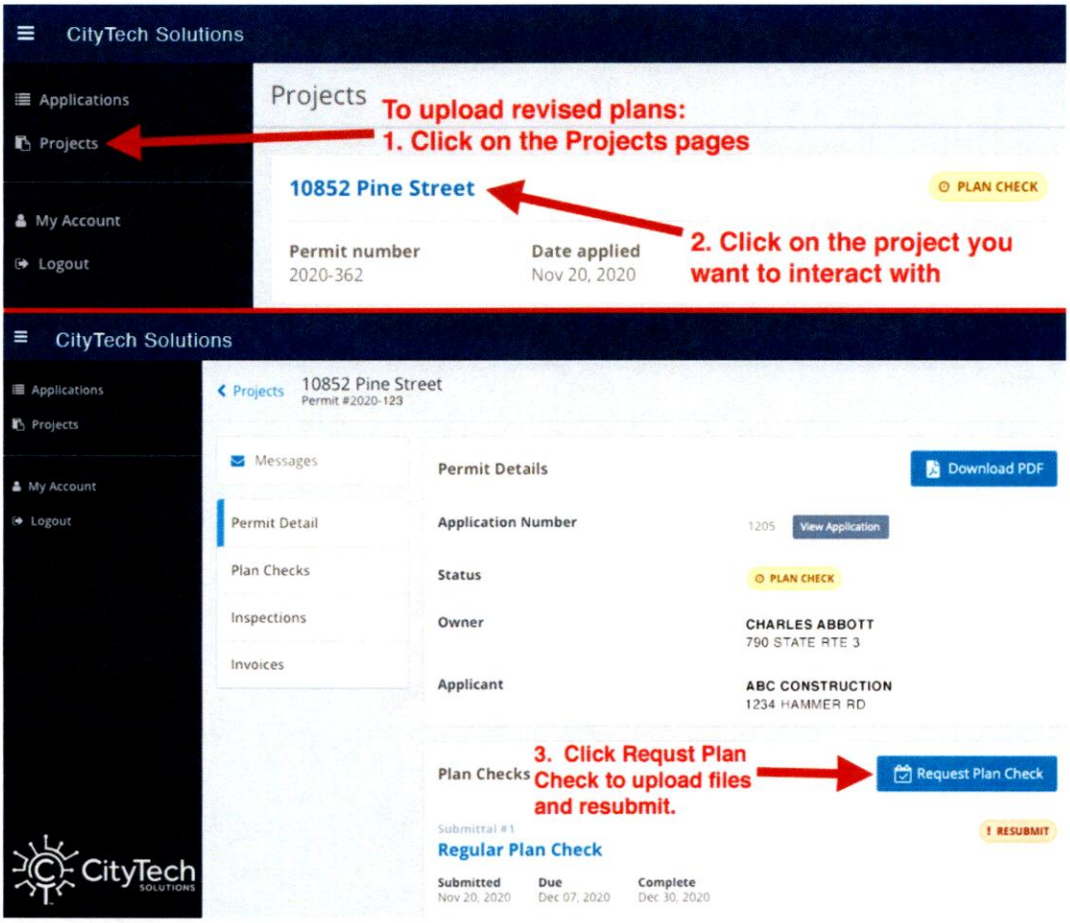
The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the 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 PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3 ~ Jackson, Georgia 30233 Office
770-775-8210 ~ Fax 770-775-8225
www.buttscountyga.com

HOMEOWNER AFFIDAVIT

NOTICE: The Building Department will only issue a permit to either a licensed contractor or to the **owner-occupant** of a residential property pursuant to OCGA 43-41-17 (c)(2)(h). This form must be completed, signed, notarized and submitted to the Building Department before a permit will be issued.

All information requested on this form is mandatory:

Jobsite Address: _____

Parcel ID: _____

Homeowner's Name: _____ **Phone:** _____

Description of Work:

_____

_____

This is to certify that I am responsible for the:

☐ **BUILDING** ☐ **MECHANICAL**
☐ **ELECTRICAL** ☐ **LOW VOLTAGE**
☐ **PLUMBING/GAS**

I certify that I have a working knowledge of all construction codes and ordinances adopted by the county relating to this project. In the event there is a change in my status on this project, I understand that I will be held responsible for all indicated work at this job until the Building Inspections Department has been notified, in writing, of any change. I understand that this permit may be revoked for false statements or misrepresentation as to the material fact in the permit application on which this permit was based. I affirm that I understand the state laws set forth by O.C.G.A. 43-41-17. I further agree to indemnify the City and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with the applicable construction codes and ordinances.

SIGNATURE / DATE: _____ / _____

State of_____ County of _____

Subscribed and sworn to before me this_____ day of_____,20_____

Signature of Notary Public _____

OFFICE USE ONLY

	CLASS	PERMIT	DATE OBTAINED
DATE SUBMITTED ____/____/____	BUILDING		
	ELECTRICAL		
	MECHANICAL		
	PLUMBING		

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** _____

Site Plan Example

