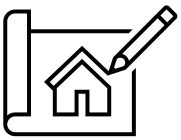
Building Permit Check List
Swimming Pool Permits

Swimming Pool

- ☐ 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)
- ☐ Septic Approval Letter (Received from DPH)
- ☐ Pool Location plan with dimensions to property lines and home
- ☐ Pool layout dimensions with construction type
- ☐ Pool Barrier Affidavit *Signed and notarized by Homeowner*
- ☐ Administrative Variance Approval if on Jackson Lake or Double Front Yard Lot



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



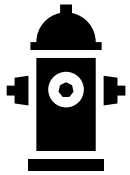
Butts County Water & Sewer Authority
Water and Sewer Tap Receipts / Service Letters
Danielle Lackey, Manager – dlackey@buttswsa.com Ph. 770-775-0042



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 PERMIT CENTER

https://buttscounty.cts.city

CREATE AN ACCOUNT



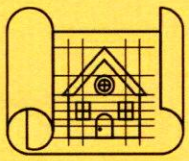
Create an account with your email address and password to manage the entire permit process.

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

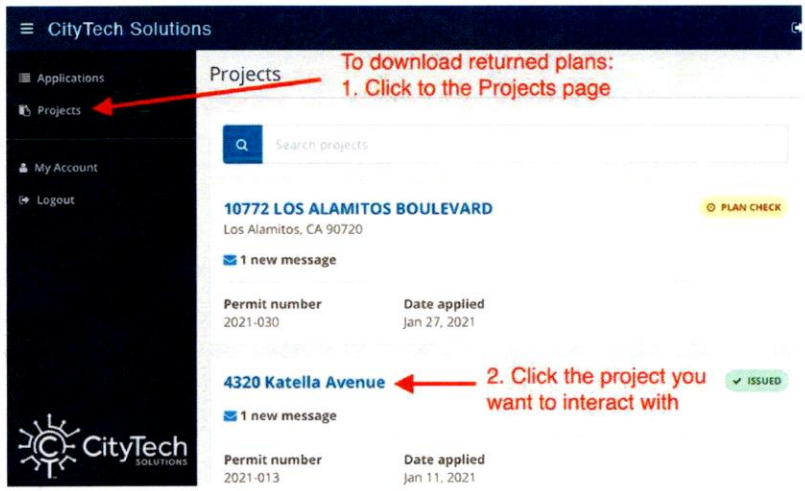
Process for Downloading Returned Document in the .Zip File

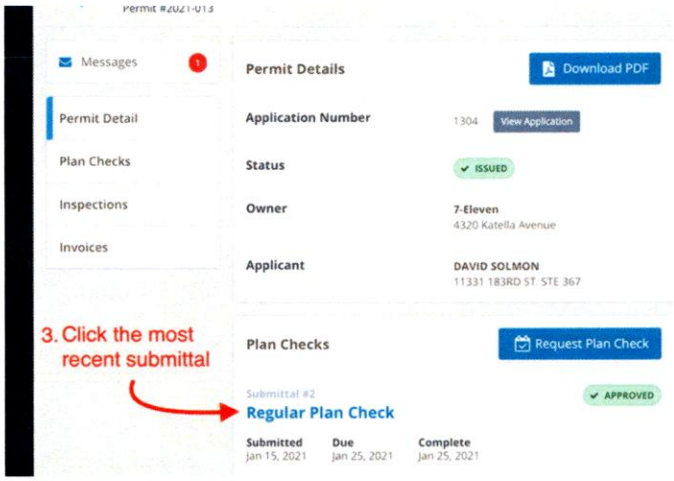
The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

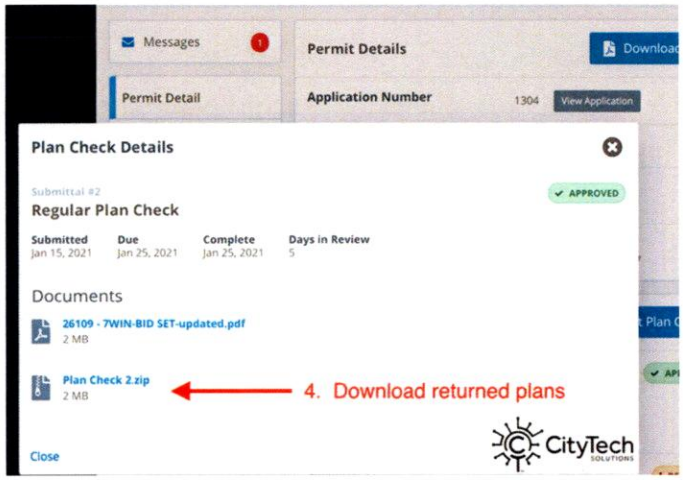
Option 1
Download your .zip file by clicking on the download link in the email you receive.

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:

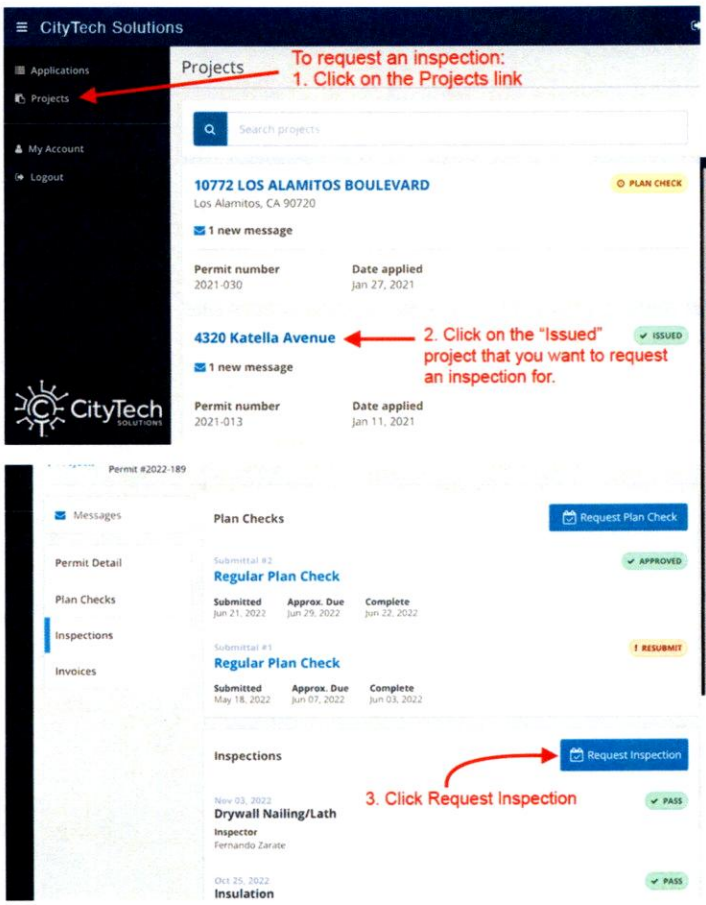
1. Only Projects that are in an Issued status ✔ ISSUED can request inspections. If your permit is displaying any other status, you will not see the Request Inspection button.

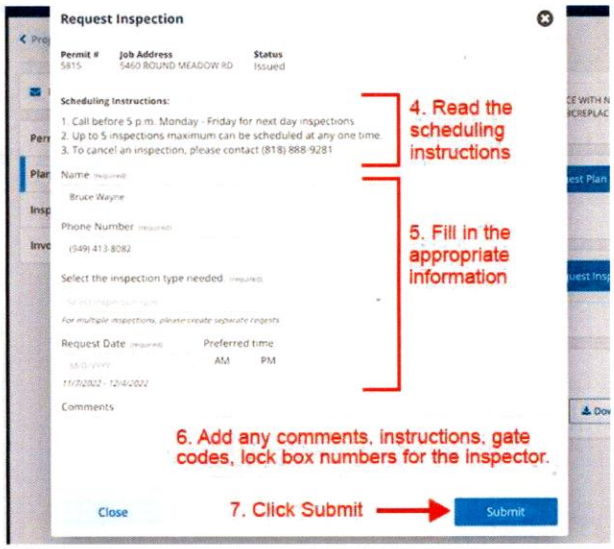


2. Only people associated with a permit, whose name and email address have been approved and entered into our Permit System for that project, can request an inspection.

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

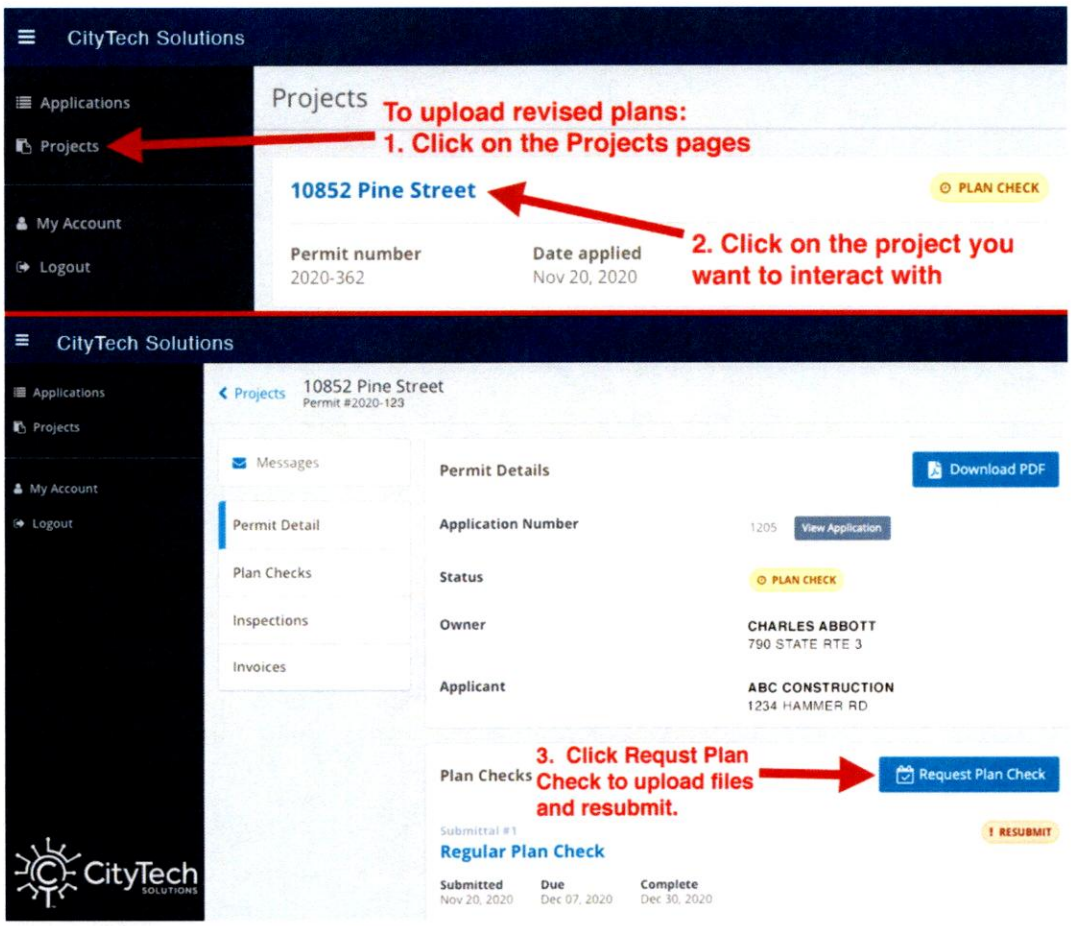
The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the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

Channing Cawthon
Planner

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** _____

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

Mike Wilson
District 1 Commissioner

Jeremiah Hosford
District 2 Commissioner

Joe Brown
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J. Keith Douglas
District 4 Commissioner

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ADMINISTRATION

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Doug Attaway
Deputy Director

Shana Corley
Office Manager

Jeremy Head
Building Official

Kyle Golberg
Building Plan Reviewer & Building Inspector

Christopher Sears
Code Enforcement Officer

POOL BARRIER AFFIDAVIT

As owner of the property located at:

_____

Street, City, State, Zip Code

_____

Email & Phone Number

I understand that as the homeowner I am responsible for the barrier requirements in accordance with Section 305 of the International Swimming Pool and Spa Code (ISPSC) titled BARRIER REQUIREMENTS, which has been adopted by Butts County, and take full responsibility as the property owner for ensuring the pool barrier is constructed in accordance with these requirements before allowing the pool or spa to be filled with water.

The pool shall not be used until Butts County has conducted and approved all applicable inspections.

The permit is in good standing for 180 days and each inspection renews for 180 days.

If no inspections are performed the permit will expire after 180 days.

By signing and acknowledging below, as the homeowner, I have received and read the requirements as stated.

_____

Printed Name & Signature of Property Owner

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

_____

Notary Public
My Commission Expires: _____

BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE
PLANNING & DEVELOPMENT DEPARTMENT
625 West Third Street, Suite 3, Jackson, Georgia 30233
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Applicable ISPSC
Code Section 305
Barrier Requirements

305.1 General.

The provisions of this section shall apply to the design of barriers for pools and spas. These design controls are intended to provide protection against the potential drowning and near drowning by restricting to such pools or spas. These requirements provide an integrated level of protection against potential drowning through the use of physical barriers and warning devices.

Exceptions:

1. Spas and hot tubs with a lockable safety cover that complies with ASTM F 1346.
2. Swimming pools with a powered safety cover that complies with ASTM F 1346. The label will be on the fabric.

305.2 Outdoor swimming pools and spas.

Outdoor pools and spas and indoor swimming pools shall be surrounded by a barrier that complies with Section 305.2.1 through 305.7.

305.2.1 Barrier height and clearances.

Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

305.2.2 Openings.

Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

305.2.3 Solid barrier surfaces.

Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier.

Mesh fences, other than chain link fences in accordance with Section 305.2.7 , shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.

2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall be not greater than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of on ground residential pools.

305.2.5 Closely spaced horizontal members.
Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 13/ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 and 3/4 inches (44 mm) in width.

305.2.6 Widely spaced horizontal members.
Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed $1^3/4$ inches (44 mm).

305.2.7 Chain link dimensions.
The maximum opening formed by a chain link fence shall be not more than $1^3/4$ inches (44 mm). Where the fence is provided with slats fastened at the top and bottom that reduce the openings, such openings shall be not greater than 1 and 3/4 inches (44
mm).

305.2.8 Diagonal members.
Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not greater than
$1^3/4$ inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

305.2.9 Clear zone.
There shall be a clear zone of not less than 36 inches (914 mm) between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier.

305.3Gates.
Access gates shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool or spa, shall be self-closing and shall have a self- latching device.

305.3.1 Utility or Service Gates.
Gates not intended for pedestrian use, such as utility or service gates, shall remain locked when not in use.

305.3.2 Double or Multiple Gates.
device. The gate and barrier shall not have openings larger than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the latch release mechanism.
Double gates or multiple gates shall have not fewer than one leaf secured in place and the adjacent leaf

shall be secured with a self-latching The self-latching device shall comply with the requirements of Section 305.3.3.

305.3.3 Latches.

Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from grade, the release mechanism shall be located on the pool or spa side of the gate not less than 3 inches (76 mm) below the top of the gate, and the gate and barrier shall not have openings greater than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

305.4 Structure Wall as a Barrier.

Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the

1. finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
2. A safety cover that is listed and labeled in accordance with ASTM F1346 is installed for the pools and spas.
3. An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

305.5 On ground Residential Pool Structure as a Barrier

An on ground residential pool wall structure or a barrier mounted on top of an on ground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches.
   (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.
2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2
3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.
4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.
5. Barriers that are mounted on top of on ground residential pool walls are installed in accordance with the pool manufacturer's instructions.

305.6 Natural Barriers.

In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

305.7 Natural Topography.

Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.

Site Plan Example

