BOARD OF COMMISSIONERS

Mike Wilson
District 1 Commissioner

Jerimiah 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

Kameryn Powell
Permit Technician

Shana Corley
Office Manager

Jeremy Head
Building Official

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

SPECIAL EVENTS PERMIT APPLICATION & APPROVAL

Date: _____ Permit #: _____

Applicant / Organization Information

Organization/Sponsor Name:
_____

Primary Contact Name:
_____
Phone Number: _____Email:_____
Mailing Address:_____

Event Information

Event Name:
_____
Purpose/Description of
Event:_____
_____

Event Location (Address or Parcel):
_____
Event Date(s): _____ to _____
Event Time: (Start and End) _____ Attendance:_____ person(s)

Event Details & Requirements

Will alcohol be served? ☐ Yes ☐ No
If yes, provide permit/license information:
_____
Will food be served? ☐ Yes ☐ No
If yes, list vendors or attach documentation:
_____
Will amplified sound/music be used? ☐ Yes ☐ No
Will the event require road closures? ☐ Yes ☐ No
If yes, provide details and attach traffic control plan:
_____
Will security be provided? ☐ Yes ☐ No
If yes, list provider and number of personnel:
_____
Will emergency services (EMS/Fire) be on-site? ☐ Yes ☐ No
Will temporary structures (tents, stages, etc.) be used? ☐ Yes ☐ No
If yes, describe:
_____

Event Details & Requirements Continued:

Will sanitation facilities (restrooms/trash) be provided? ☐ Yes ☐ No
Details:
_____
Parking Plan / Location: Provide simple sketch of parking and/or traffic plan for the event location below:

Acknowledgment & Agreement

The organization and/or sponsor agrees to comply with all applicable federal, state, and county laws, ordinances, and regulations. The applicant also agrees to obtain any additional permits required by other agencies.

It is further understood that if Butts County receives verified complaints of nuisance or disturbances from event attendees or adjacent property owners, or if any conditions of this permit are violated, this permit may be immediately revoked by the County Administrator.

The applicant assumes responsibility for maintaining order, safety, and cleanliness before, during, and after the event.

Signatures

Organization Representative: _____
Date: _____

Witness: _____
Date: _____

County Manager Approval: _____
Date: _____

Office Use Only

Application Received By: _____
Date: _____

Reviewed By: _____
Date: _____
Conditions of Approval (if any):
_____
_____
_____
_____
_____

Final Determination: ☐ Approved ☐ Denied
Permit Issued Date: _____