


## STEP 1:

To start the Occupational Tax Certificate process, you will need to register for a new account with SAGES.

**Create a new account at <https://sagesgov.com/fayettecounty-ga>**

Click on “Create New Account”.

SAGESNETWORKS FAYETTE COUNTY

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**Log in**

**Email / Username**

**Password**

[Forgot your password?](#)

**LOG IN**

[Create new account](#)



Select Company/Firm

### Create New Account



**Company/Firm**

For Companies, Businesses  
and Employees

Enter the required information then click on Submit.

## Create New Company Account

### COMPANY DETAILS

Company Name:

Address:

Phone:

Address (Continued):

Fax:

City:

Timezone:

 -- Select -- 

State:

Url:

Zipcode:

### ADMINISTRATOR ACCOUNT DETAILS

First Name:

Password

Last Name:

Confirm Password:

Phone:

Email:

#### Password requirements

- Password must be at least 6 characters long.

 I'm not a robot reCAPTCHA  
Privacy - Terms  

You may get a message that says, "Your Company May Already Be Registered". Check to confirm the company is not currently active and then click Submit again.

### YOUR COMPANY MAY ALREADY BE REGISTERED

Below is a list of companies in our system with names similar to your company.

If you are sure that your company is not in the list below, click Submit to proceed with registering your company.

Otherwise please request your company administrator to add you as a user to your company's account.

Company Name	Address	Registered On	Admin Users
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You will be redirected back to the Login page. Enter your login credentials. You must then accept the Company Terms and Conditions and then the Company User Terms and Conditions.

The system will then ask you to verify your email address following instructions sent to you in an email.

## Email Verification

**Fayette County** requires users to verify their email address. Please follow the verification instruction sent to you at

Click [here](#) if you would like us to re-send the email verification message to this email address.

Click [here](#) if you would like to change your email address.

Once your registration has been approved, you will receive an email stating that you can now login and access online services provided at Fayette County.

\* Please note registration approvals can take up to 24 hours as staff is available during regular business hours Monday- Friday.

## STEP 2:

After you have received approval and your account is active, you will log in again and see the below screen, to begin the OTC process, you will select "Occupational Tax"

The screenshot shows the SageGov website interface. At the top, it says "Welcome to Fayette County, Lee Ann Bartlett [ Log Out ] Try the new SageGov". Below this is the SageGov logo and the text "Cloud based Plan Review, Permitting and Inspections". On the right, there is a logo for "ALS Solutions" and a "Log Out" button. A message in the center says "You are already authenticated with a valid account." Below this, there are two main sections: "SUBMIT NEW PROJECT / CASE" and "ANNOUNCEMENTS". In the "SUBMIT NEW PROJECT / CASE" section, there is a table with the following items:

SUBMIT NEW PROJECT / CASE	
<b>OTC</b> Occupational Tax	<b>Residential Permits</b> RES Application
	RES Stand Alone Application
	RES E-Permits

In the "ANNOUNCEMENTS" section, there are three items:

- Submittal Guidelines** 5/29/2019  
**User Submittal Guidelines**  
**Dept. of Building Safety Blank Downloadable Files**
- E-PERMITS !!!** 5/29/2019  
**\* E-Permits are now Available for Customer Use**
- IVR PIN** 5/29/2019  
**IVR users must request an IVR security PIN through their user profile.**

A red box highlights the "OTC" option in the "SUBMIT NEW PROJECT / CASE" section, and a red arrow points from the text above to this box.

**Step 1-** To start the process, you will need to enter your business address. When you click in the below address field a pop-up box will appear to enter your address:

SagesGov  
ALS Solutions

Cloud based Plan Review, Permitting and Inspections

Occupational Tax

**Step 1** Location  
Step 2 Application Forms  
Step 3 Upload files  
Step 4 Confirm & Submit

Address:  
[Click here to provide address details](#)

Location Details:  
Ex. Corner of 5th and Main

Cancel Save & Continue

Enter your address using the below fields and select “Search”

PROJECT / CASE ADDRESS

Street # \* 120 Street Prefix -- Select Street Name \* Alford Street Type DRIVE Street Suffix -- Select

Unit Type -- Select Unit # City \* Fayetteville State \* Georgia County Fayette

Zip \* 30215 Zip Extn

Cancel Search

If the address is not in Unincorporated Fayette County, you will receive the below error message. Fayette County only issues Occupational Tax Certificates for business that operate within Unincorporated Fayette County



If your business is in the city limits of Fayetteville, Peachtree City, or Tyrone, please contact their municipality for information on how to obtain a business license.

City of Fayetteville: 770-461-6029

City of Peachtree City: 770-487-7657

City of Tyrone: 770-487-4038

If your address is accepted, you will need to confirm the address to move to the next screen:

**PROJECT / CASE ADDRESS**

Use the address as entered - 120 Alford DR, Fayetteville Georgia 30215  
120 ALFORD DR, Fayetteville Georgia 30215

**Cancel** **Back** **Confirm**

If you need to add additional details for your business address, please enter this information in the "Location Details" field. Once complete, select "Save & Continue"

Occupational Tax


**Step 1** Location      Step 2 Application Forms      Step 3 Upload files      Step 4 Confirm & Submit

Address:  
120 ALFORD DR, Fayetteville Georgia 30215

Location Details:  
Ex. Corner of 5th and Main

**Cancel** **Save & Continue**

**Step 2-Complete the below fields; all fields will need to be completed prior to selecting "Save & Continue"**

 **FAYETTE COUNTY**  
OCCUPATIONAL TAX CERTIFICATE

**BUSINESS INFORMATION**

BUSINESS NAME:  BUSINESS ADDRESS:

**OWNER INFORMATION**

Business Owner - First Name:  Business Owner - Last Name:

Business Owner - Phone #:  Business Owner - Email:

**ADDITIONAL INFORMATION**

Comments:

Fayette County Use Only:  
FEE:  OCCUPATIONAL TAX CERTIFICATE NUMBER:

**Back** **Cancel** **Save & Continue**

## Step 3- Upload Required Forms

Occupational Tax

✓ Step 1

Location

✓ Step 2

Application Forms

Step 3

Upload files

Step 4

Confirm & Submit

### Additional Files may be required

Fayette County cannot predict the type or complexity of project being submitted for review / approval. Because of this we can only prompt for certain documents to be uploaded. To expedite processing of your submittal, Please upload documents required for your project whether prompted for them or not.

Click **Cancel** to upload additional files or **OK** to continue your submission.

#### Upload New Files

SELECT NEW FILE

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

#### Mandatory files required for this submission:

- OTC - Occupational Tax - Application
- OTC - OCGA - Affidavit

#### Optional files: [hide](#)

- OTC - Priv. Emp. Exemption Aff. - 10 or Less Emp.
- OTC - Private Emp. Aff. - 11 or more Emp.
- OTC - Cond. Use - Home Occupation
- OTC - Certificate of Organization

Back

Cancel

Save & Continue

- \*The OTC Application & OCGA Affidavit are required and will need to be uploaded.
- For businesses that are registered with the state of Georgia as a Limited Liability Company or Corporation, please provide the Articles of Organization documentation that is provided to you from the state. To obtain that documentation, you can search <https://ecorp.sos.ga.gov/BusinessSearch>
- If your business is a Non Profit 501c3 or you are a Disabled Veteran, please provide the correct documentation so the fee for the license can be waived.
- For the NAICS code, please visit <https://www.naics.com/> and select a six digit number that categorizes your business.
- If the business has 10 or less employees, the Private Employer **Exemption** form must be completed and notarized.
- If the business has 11 or more employees, the Private Employer **Affidavit** form must be completed and notarized.
- If the business is home based, the Conditional Use Permit for Home Occupation must also be completed

These forms can be found at [https://fayettecountyga.gov/finance/occupational\\_tax.htm](https://fayettecountyga.gov/finance/occupational_tax.htm)

# FAYETTE COUNTY OCCUPATIONAL TAX

The Fayette County Occupation Tax Application packet is available for download in PDF\* format for viewing and printing. The packet contains the occupation tax application, as well as instructions and helpful information for completing the application.

## Occupational Tax Certificate Forms

- [Private Emp. Exemption 10 or less Emp.](#)
  - [Private Emp. Affidavit - 11 or more Emp.](#)
  - [Cond. Use for Home Occ.](#)
  - \* [Occupation Tax Application](#)
  - [OCGA Affidavit](#)
- Required Forms**

**The OCGA Affidavit & Private Employer Exemption/ Affidavit MUST be notarized prior to submitting a new application.**

When uploading the documents, you MUST assign a file type. Sages will not allow you to proceed to Step 4 until the two required forms are uploaded.

Occupational Tax

✓ Step 1  
Location

✓ Step 2  
Application Forms

Step 3  
Upload files

Step 4  
Confirm & Submit

Additional Files may be required

Fayette County cannot predict the type or complexity of project being submitted for review / approval. Because of this we can only prompt for certain documents to be uploaded. To expedite processing of your submittal, Please upload documents required for your project whether prompted for them or not.

Click **Cancel** to upload additional files or **OK** to continue your submission.

Upload New Files

FILE NAME	SIZE	FILE TYPE	COMMENT	
<input checked="" type="checkbox"/> Typographic Guidelines - Color.PDF	375.4 KB	-- Select --		DELETE

SELECT NEW FILE

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

Once the files have been uploaded, select "Save & Continue" to proceed.

Occupational Tax

✓ Step 1  
Location

✓ Step 2  
Application Forms

Step 3  
Upload files

Step 4  
Confirm & Submit

Additional Files may be required

Fayette County cannot predict the type or complexity of project being submitted for review / approval. Because of this we can only prompt for certain documents to be uploaded. To expedite processing of your submittal, Please upload documents required for your project whether prompted for them or not.

Click **Cancel** to upload additional files or **OK** to continue your submission.

Uploaded Files

FILE TYPE	FILE NAME	FILE SIZE	COMMENT	UPLOADED BY/ON	
OTC - Occupational Tax - Application	Typographic Guidelines - Color.PDF	375.4 KB		Amanda Schoonover Jun 22, 2020 @ 12:10 PM	DELETE
OTC - OCGA - Affidavit	signature.pdf	61.77 KB		Amanda Schoonover Jun 22, 2020 @ 12:10 PM	DELETE

Upload New Files

SELECT NEW FILE

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

Mandatory files required for this submission:

- OTC - Occupational Tax - Application
- OTC - OCGA - Affidavit

Optional files: [view](#)

Back Cancel Save & Continue

**Step 4-** Please click on each category to verify all information is correct, select “Submit” when

Occupational Tax

✓ Step 1

Location

✓ Step 2

Application Forms

✓ Step 3

Upload files

Step 4

Confirm & Submit

Location

Application Form

Uploaded Files

Back Cancel Submit

You have successfully filed for your OTC Fayette County. Your application will be reviewed and processed. You can check the status of your application anytime by logging into your SAGES account and selecting “Worklist”. You will then see your application in the table below:

SAGESNETWORKS Welcome Amanda Schoonover [ Log Out ] Try the new SagesGov

SagesGov Fayette County

Cloud based Plan Review, Permitting and Inspections

HOME WORKLIST DASHBOARD REPORTS ADMIN SEARCH HELP

Worklist Tools Alerts

View OTC

PROJECT/CASE #	SUBMITTED BY	PROCESS	STATUS	ADDRESS	SUBMITTED ON	DAYS IN STATUS
FCOTC-06-20-071021	Two Brothers Entertainment - Dylan Miller (Company Admin)	Occupational Tax	In Progress	100 STARRS MILL DR, Senoia Georgia 30276	Jun 26, 2020	1

To view the status, click on the project/case #, this will open your application. You will see a series of departments in graphical overview at the top the screen, pending departments will show in dark blue.

SAGESNETWORKS Welcome Amanda Schoonover [ Log Out ] Try the new SagesGov

SagesGov Fayette County

Cloud based Plan Review, Permitting and Inspections

HOME WORKLIST DASHBOARD REPORTS ADMIN SEARCH HELP

OVERVIEW LOCATION FILES HISTORY EXPLORER FORMS TASK

Project/Case: FCOTC-06-20-071021 Address: 100 STARRS MILL DR, Senoia Georgia 30276

Process Type: Occupational Tax Review Cycle #: 1

Status: In Progress Submitted By: Two Brothers Entertainment - Dylan Miller (Company Admin)

Application Form: Download

PROJECT / CASE ACTIONS GRAPHICAL OVERVIEW

View Details View Application

Tasks FIN - Send Lic. FIN - Send Fee Fire DBS DBS Front Office Envir. Hlth Code Enf. P & Z

The Finance Department is the last step of the OTC process, you will receive an email for payment once the application is approved. After payment has been submitted, another email will be sent with a copy of your business license.



To access the OTC, log into your account

Select the "Files" tab, once in the tab move to the center of the screen

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HOME WORKLIST DASHBOARD REPORTS ADMIN SEARCH HELP

OVERVIEW LOCATION FILES HISTORY EXPLORER FORMS TASK

Under "File Browser", Select "Project"

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Cloud based Plan Review, Permitting and Inspections  
HOME WORKLIST DASHBOARD REPORTS ADMIN SEARCH HELP

OVERVIEW LOCATION FILES HISTORY EXPLORER FORMS TASK

Project/Case: FCOTC-06-20-071021  
Address: 100 STARRS MILL DR, Senoia Georgia 30276  
Process Type: Occupational Tax  
Review Cycle #: 1  
Status: In Progress  
Submitted By: Two Brothers Entertainment - Dylan Miller (Company Admin)  
Application Form: [Download](#)

PROJECT / CASE ACTIONS  
View Details  
View Application

File Browser  
Project  
Review Package  
Cycle - 1

FILE TYPE	FILE NAME	DOWNLOAD	FILE SIZE	COMMENT	UPLOADED BY/ON

You will then see a new file added "Occupational Tax Certificate-Finance ONLY". Click on "ORIGINAL" to download the Certificate. This will need to be displayed in your place of business.

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Cloud based Plan Review, Permitting and Inspections  
HOME WORKLIST DASHBOARD REPORTS ADMIN SEARCH HELP

OVERVIEW LOCATION FILES HISTORY EXPLORER FORMS TASK

Project/Case: FCOTC-06-20-071021  
Address: 100 STARRS MILL DR, Senoia Georgia 30276  
Process Type: Occupational Tax  
Review Cycle #: 1  
Status: In Progress  
Submitted By: Two Brothers Entertainment - Dylan Miller (Company Admin)  
Application Form: [Download](#)

PROJECT / CASE ACTIONS  
View Details  
View Application  
Edit Application  
Abandon Project / Case

Data Forms  
Documents / Letters

File Browser  
Project  
Review Package  
Cycle - 1

FILE TYPE	FILE NAME	DOWNLOAD	FILE SIZE	COMMENT	UPLOADED BY/ON
Application Form	Application Form-FCOTC-06-20-071021.pdf	ORIGINAL	24.30 KB		Steven P Tafoya Jun 26, 2020 @ 03:33 PM
Application Form	Application Form-FCOTC-06-20-071021.pdf	ORIGINAL	24.28 KB		Dylan Miller Jun 26, 2020 @ 03:26 PM
Occupational Tax Certificate - Finance ONLY	12-98.pdf	ORIGINAL	1.1 MB		Steven P Tafoya Jun 26, 2020 @ 03:40 PM

