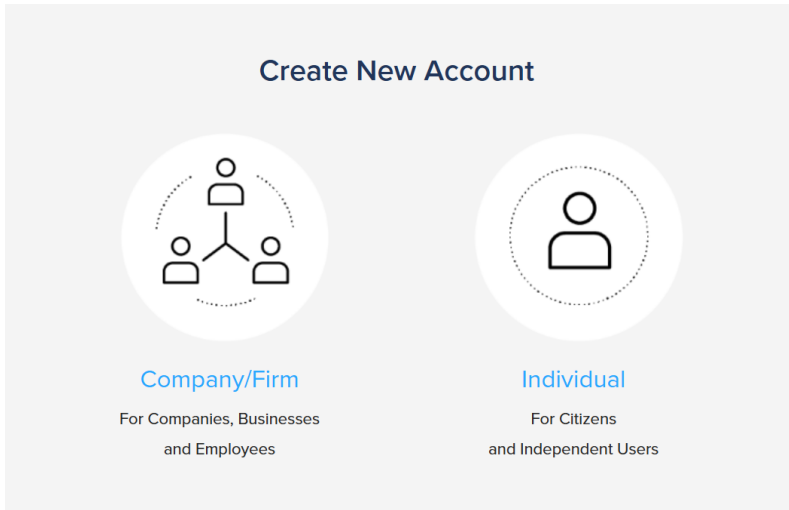


STEP 1:

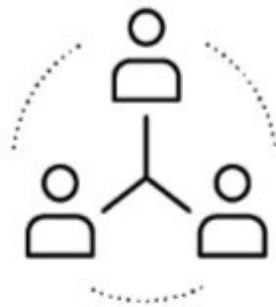
To start the Occupational Tax Certificate process, you will need to register for a new account with SAGES.

Create a new account at <https://www.sagesgov.com/fayettecounty-ga/portal/register.aspx>

Scan code for website.



Click on “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 |
|--------------|---------|---------------|-------------|
|--------------|---------|---------------|-------------|

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 SagesGov website interface. At the top, it says "Welcome to Fayette County, Lee Ann Bartlett [Log Out] Try the new SagesGov". Below this is the SagesGov logo and the tagline "Cloud based Plan Review, Permitting and Inspections". On the right, there is a logo for "ALS Solutions" and a "No Access" icon. A message in the center states "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 | |
|--------------------------------|-----------------------------|
| OTC Occupational Tax | Residential Permits |
| | 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, fill only the fields below marked with a * and select “Search”

PROJECT / CASE ADDRESS

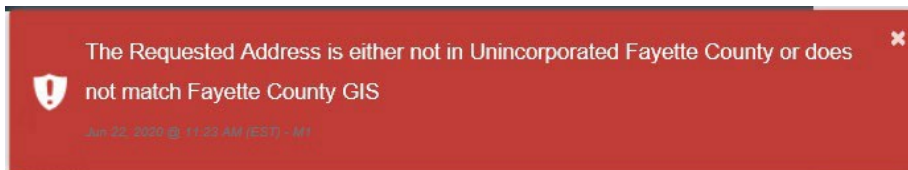
Street # * Street Prefix Street Name * Street Type Street Suffix
120 -- Select Alford DRIVE -- Select

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

Zip * Zip Extn
30215

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

CancelBackConfirm

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 1Step 2Step 3Step 4

LocationApplication FormsUpload filesConfirm & Submit

Address:


120 ALFORD DR, Fayetteville Georgia 30215

Location Details:

Ex. Corner of 5th and Main

CancelSave & Continue

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



FAYETTE COUNTY
OCCUPATIONAL TAX CERTIFICATE

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

Comments

Fayette County Use Only:

FEE: OCCUPATIONAL TAX CERTIFICATE NUMBER:

BackCancelSave & 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

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 ready.

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
View Details
View Application

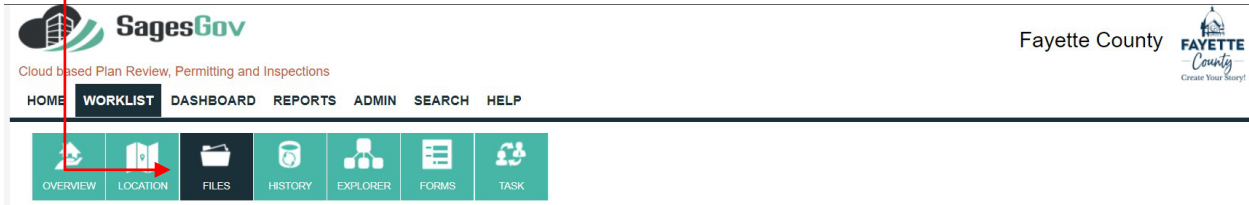
GRAPHICAL OVERVIEW

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

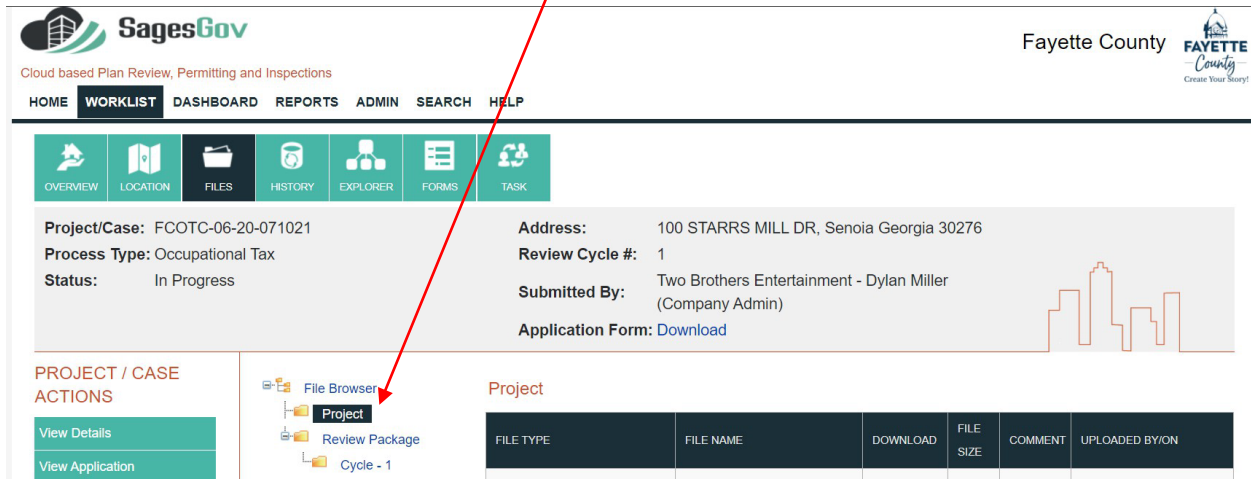
The Finance Department is the last step of the OTC process, you will receive an email for payment once the application is approved. After payment has been submitted, another email will be sent with a copy of your business license.

To access the OTC, log into your account

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



Under "File Browser", Select "Project"



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.

