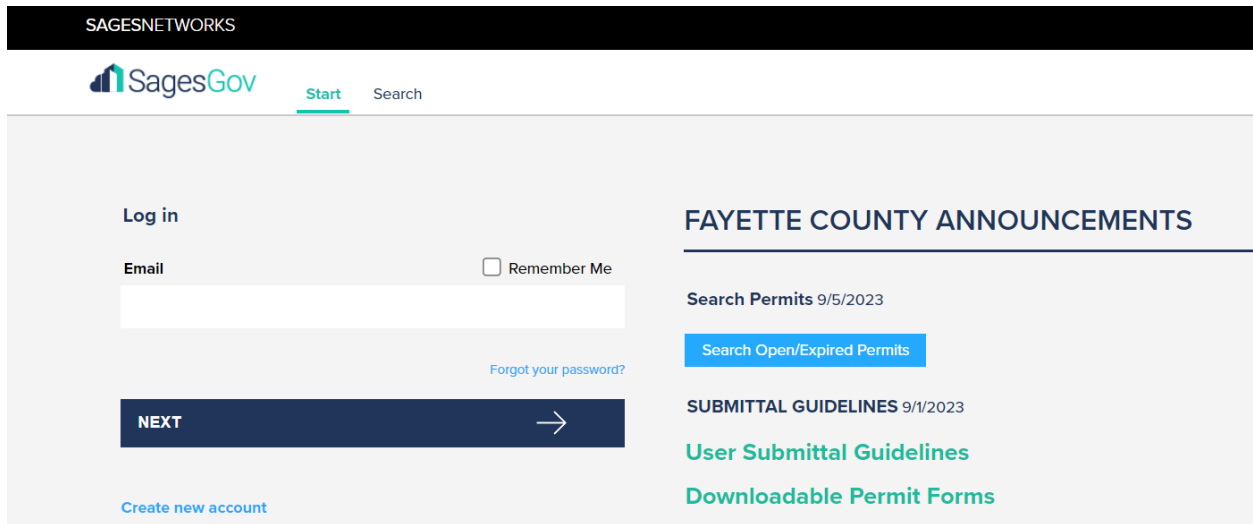


Personal Care Home Permit- Renewal User Guide

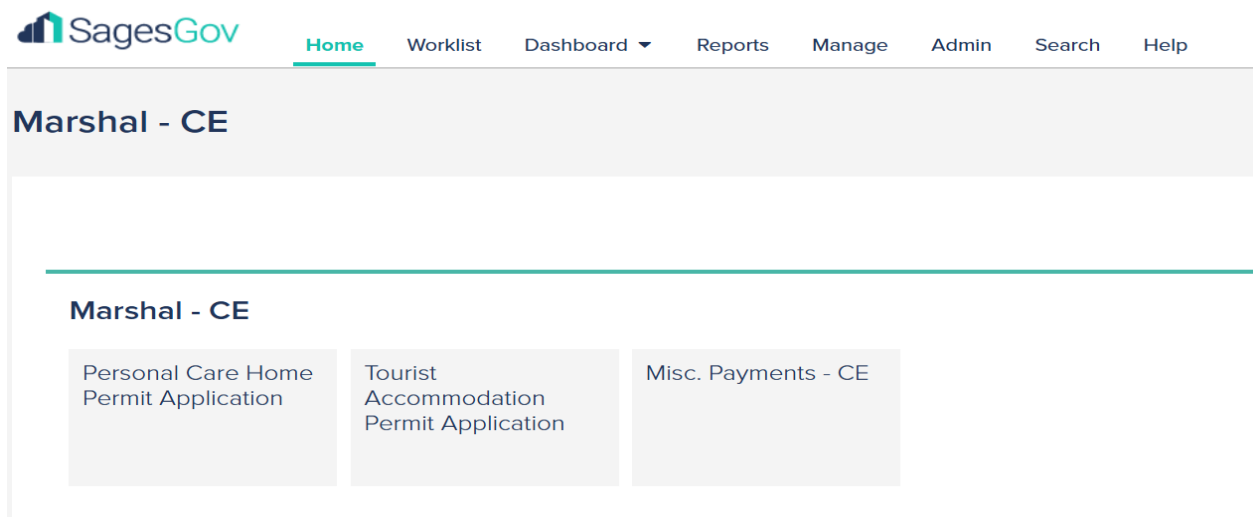
*You must have an **APPROVED or COMPLETED** Occupational Tax Certificate to apply for your Personal Care Home Permit. If you have not applied for your OTC, you must do so first on Sages.

Step 1. Go to **Fayettecountyga.gov** and select Marshal's Office on the left-hand side. Select **Personal Care Home Process**. Select **Apply for a Personal Care Home Permit**.

Step 2. Login to your Sages account.



Step 3. You will be brought to the Sages' homepage. Select **Marshal- CE** and then select **Personal Care Home Permit Application**.



Step 4. Enter the property address Ex: Street Number, Name, and City. Click **Search**.

Personal Care Home Permit Application

1

2

3

4

5

Occupational Tax Project/Case Number

Location

Application Forms

Upload files

Confirm & Submit

Occupational Tax Project/Case Number or
(An exact match search occurs on this field)

Address

Search

Step 5. The system will populate a list with Occupational Tax Certificates below. Select the CORRECT and **COMPLETED PERSONAL CARE HOME PERMIT** from the list. Select Save & Continue.

*The system is designed to be linked to a completed Personal Care Home Permit.

Occupational Tax Project/Case Number

PCHA-2025.08.0274
(An exact match search occurs on this field)

Address

Search

	#	Project/Case Name	Status
☒	PCHA-2025.08.0274 - Personal Care Home Permit Application		Permit Issued

Step 6. Confirm the address is correct on the next screen and select Save & Continue. The applicant information should auto-populate with your information from the previous Personal Care Home Permit. Double-check that the data is correct. There will be a drop-down box that says Personal Care Home Permit Application Type- Ensure that Renewal is selected. There will be a question- Has the applicant's information changed from the initial application? You will select YES or NO.



Personal Care Home Permit Application

Applicant Information

Personal Care Home Permit Application Type Renewal

Has the applicant's information changed from initial application?
☐ Yes ☐ No

Company Name Cait's home

First Name Caitlin

Street Address 140 Stonewall Ave. West Suite 201

State Georgia

Phone # (770) 305-5127

Last Name Blazavich

City Fayetteville

Zip 30214

Email cblazavich@fayettecountygga.gov

Step 7. You will be required to upload **ALL** the mandatory files from the Personal Care Home Permit Application. Please select the correct file type from the dropdown box. Please do **NOT** submit this application without all **REQUIRED** documents, or it may result in a **DELAY** of your submission. Select Save & Continue.

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

Upload New Files

	File Name	Size	File Type	Comment	
✓	TYPES-OF-INSPECTIONS-RES (1).pdf	83.40 KB	-- Select --		DELETE

Select files to upload

Mandatory files required for this submission:

- ★ Copy of Current Liability Insurance for each location
- ★ Employee List with Affidavits from DCH or DHR
- ★ Personal Care Home Completed Application
- ★ Proof of Occupational Tax Certificate
- ★ State Permit Application & Approved State Permit
- ★ Three Non-Family References- Names, Addresses, Phone Numbers

Step 7. Confirm all the information is accurate and submit your application.

Personal Care Home Permit Application

1 Occupational Tax Project/Case Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Location
Application Form
Uploaded Files

Back Cancel Submit

The Renewal will follow through similarly to the Personal Care Home Permit process. See below-

Once the project has been submitted successfully, the Marshals Office will conduct their initial review of your submittal.

-If your intake has been **DISAPPROVED**: You will receive an email with some comments on things that need to be corrected. To resubmit this project, you will log in to Sages and open the project, under your WORKLIST click RESUBMIT PROJECT/CASE, and upload any missing or requested information.

Project/Case: PCHA-2025.08.0274
Process Type: Personal Care Home Permit
Status: Intake Rejected
Address: 160 CARNEGIE PL, Fayetteville, GA 30214
Review Cycle #: 1
Application Form: View Edit Download
Submitted By: Caitlin Blazavich (770) 305-5127
Application Form: View Edit Download
View Less

Overview

RESUBMIT PROJECT/CASE FORM REQUESTS FILE REQUESTS ABANDON PROJECT/CASE
MANAGE COLLABORATORS VIEW DETAILS

- If your intake gets **ACCEPTED**, you will receive an email notification to log in and pay the fees due. Personal Care Home Permit Application Fee and Background Check Fee. Once the Fees are paid, the Marshal's Office will begin their review.

DISCLAIMER: Ensure accuracy of information and documents to prevent a delay in your submission.

To Pay the FEES that are DUE for your Personal Care Home Permit

You can pay the FEES DUE with Cash or a Check in the office, or ONLINE with a CARD. The hours to pay in the office with CASH or a CHECK are Tuesday and Thursday 8 am to 11 am.

Step 1. To pay with a CARD, Click [HERE](#) on the Overview page- this will bring you to the FEES tab.

 Fees are due for this project/case. Please click [here](#) to pay them.

Overview

> MANAGE FILES > FILE REQUESTS > FORM REQUESTS > ABANDON PROJECT/CASE
> MANAGE COLLABORATORS



Step 2. On the FEES tab, click the box applicable to the fees you want to pay and select Pay Online. This will generate a portal for you to enter your information and the card information.

Fees

FEE STEP

search 

Add

☐	Fee #	Type	Additional Info	Source	Amount	Amount Paid	Amount Due	Status	Last Action	Performed By/On
☐	FEE-2025.08.0203	Background Checks			\$30.00	\$0.00	\$30.00	Due	Calculated	Caitlin Blazavich Aug 05, 2025 @ 02:03 PM
☐	FEE-2025.08.0204	Personal Care Home Application Fee			\$75.00	\$0.00	\$75.00	Due	Calculated	Caitlin Blazavich Aug 05, 2025 @ 02:03 PM

Total Due Payment Amount: \$105.00

DISCLAIMER: If your Personal Care Home Permit cannot be approved or processed, all fees are non-refundable.

Once the Marshal's Office performs and **APPROVES** their plan review, you will receive an email telling you to log in and pay the fees that are due: PERSONAL CARE HOME PERMIT ANNUAL FEE using the same steps on the FEES DUE INSTRUCTIONS. Once these fees are paid, they will issue the Personal Care Home Permit.

PRINTING OUT YOUR PERMIT CARD

Once the permit is **ISSUED**, you will receive an email telling you to download and print your Personal Care Home Permit. **EXAMPLE: This is what the email will look like.**

The following email was sent:

To: cblazavich@fayettecountyga.gov
Files: Personal Care Home Permit-PCH-2025.08.0026.pdf
Subject: **Congratulations - Your Permit has been issued.**

Hello

Important Information Regarding your Permit - **Download the Permit, then Print the documents.** The Permit documents must be located in a conspicuous place.

Your Permit is valid until .

Thank You,

Fayette County Marshal's Office

140 Stonewall Avenue West, Suite 205

Fayetteville GA 30214

770.305.5417

(Tuesday and Thursday 8am to 11am)

Step 1. Log in to Sages and open the project under your **WORKLIST**. This will bring you to the Overview page. Click the **Permit** tab on the navy-blue column on the left side of the page. This will open the permits section. Select the BLUE hyperlink [PCH-2025.08.0026](#).

Permits

PERMITS STEP

search

Add

Permit #	Type	Additional Info	Status	Last Action	Performed By/On
PCH-2025.08.0026	Personal Care Home Permit		Issued	Issued	Caitlin Blazavich Aug 05, 2025 @ 02:35 PM

Cancel / Void

Issue

Step 2. Select the **Green ICON** that looks like multiple pages.

< Permit List

Personal Care Home Permit

Permit Status

Issued

Issued On

Aug 05, 2025

Permit Document

[View](#)

> View More

> SET EXPIRATION DATE

> EXPIRE PERMIT

> REOPEN PERMIT

> CANCEL / VOID

> DATA FORMS

HISTORY

Action	Performed By	Performed On			
Personal Care Home Permit Issued	Caitlin Blazavich	Aug 05, 2025 @ 02:35 PM			
Personal Care Home Permit Added	Caitlin Blazavich	Aug 05, 2025 @ 02:24 PM			

Step 3. Click the BLUE hyperlink [Permit](#). This will open your Personal Care Home Permit Card. **Please place this Permit in a conspicuous place. Your permit will expire on the 31st of December every year, and you will have to renew it once it has expired using the Personal Care Home RENEWAL process.**

[< Permit List](#)

Personal Care Home Permit

Permit Status
Issued

Issued On
Aug 05, 2025

Permit Document
[View](#)

[View More](#)

[SET EXPIRATION DATE](#) [EXPIRE PERMIT](#) [REOPEN PERMIT](#) [CANCEL / VOID](#) [DATA FORMS](#)

HISTORY

Action	Performed By	Performed On		
Personal Care Home Permit Issued	Caitlin Blazavich	Aug 05, 2025 @ 02:35 PM		
Personal Care Home Permit Added	Caitlin Blazavich	Aug 05, 2025 @ 02:24 PM		

File	Size	Type	Comment
Permit	28 KB	Permit	

Please keep your Sages login information, as this will be needed for future Personal Care Home Permit renewals.