

## Tourist Accommodation Permit – New User Guide

\*You must have an **APPROVED** Occupational Tax Certificate to apply for your Tourist Accommodation Permit. If you have not applied for your OTC, you must do so first on SagesGov.com.

Step 1. Go to **Fayettecountyga.gov** and select **MARSHAL/CODE ENFORCEMENT** on the left-hand side. Select **Tourist Accommodation Permit**. Select **APPLY FOR A PERMIT**.

Step 2. Login to SagesGov.com.

SAGESNETWORKS

SagesGov Start Search

Log in

Email  Remember Me

Forgot your password?

NEXT →

Create new account

FAYETTE COUNTY ANNOUNCEMENTS

Search Permits 9/5/2023

Search Open/Expired Permits

SUBMITTAL GUIDELINES 9/1/2023

User Submittal Guidelines

Downloadable Permit Forms

Step 3. You will be brought to the homepage of Sages. Select **Tourist Accommodation Permit Application**.

SagesGov Home Worklist Dashboard Reports Admin Search Help

Welcome back, Caitlin.

You have 2 unsubmitted projects/cases.

View unsubmitted projects/cases.

Marshal - CE

Tourist Accommodation Permit Application

Misc. Payments - CE

Miscellaneous

Occupational Tax

Abandoned Mobile Home Evaluation

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

SAGESNETWORKS FAYETTE COUNTY Welcome Caitlin Reul | Log Out

SagesGov [Home](#) [Worklist](#) [Dashboard](#) [Reports](#) [Admin](#) [Search](#) [Help](#)

### Tourist Accommodation Permit Application

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

Address

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

\*The system is designed to be linked to a completed OTC\*

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### Tourist Accommodation Permit Application

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

Address

#	Project/Case Name	Status	Address	Parcel #	Submitted By	Submitted On
<input checked="" type="radio"/>	FCOTC-07-24-086175 - Occupational Tax	Completed	140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214		Caitlin Reul	Jul 02, 2024
<input type="radio"/>	FCOTC-05-24-086168 - Occupational Tax	Review Cycle Disapproved	140 W STONEWALL AVE, STE 209, Fayetteville, GA 30214		Caitlin Reul	May 01, 2024

Step 6. Confirm the address is correct on the next screen and select **Save & Continue**.

The screenshot shows the SageGov website interface. At the top, there is a navigation menu with 'Home', 'Worklist', 'Dashboard', 'Reports', 'Admin', 'Search', and 'Help'. Below the navigation is the title 'Tourist Accommodation Permit Application'. A progress bar consists of five steps: 1. Occupational Tax Project/Case Number (green), 2. Location (blue), 3. Application Forms (grey), 4. Upload files (grey), and 5. Confirm & Submit (grey). The 'Location' step is active. Below the progress bar is a form with three sections: 'Address:' with a text input field containing '140 W STONEWALL AVE, STE 110, Fayetteville Georgia 30214'; 'Parcel Number(s):' with an empty text input field; and 'Location Details:' with a text input field containing 'Ex. Corner of 5th and Main'. At the bottom of the form are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

Step 7. Fill out the application with the Company Name and Owner's Information.

Is the applicant different from the local contact? You will select **YES** or **NO**.

**LOCAL CONTACT PERSON: SHALL MEAN A PERSON WHO HAS ACCESS AND AUTHORITY TO ASSUME MANAGEMENT OF THE ACCOMMODATION AND TAKE REMEDIAL MEASURES.**

**IF** the applicant is different from the local contact, an additional document is required- **FAYETTE COUNTY AUTHORIZATION FOR RELEASE.**



### Tourist Accommodation Permit Application

#### Applicant Information

Company Name\*

First Name\*

Street Address\*

State\*

Phone #\*

Last Name\*

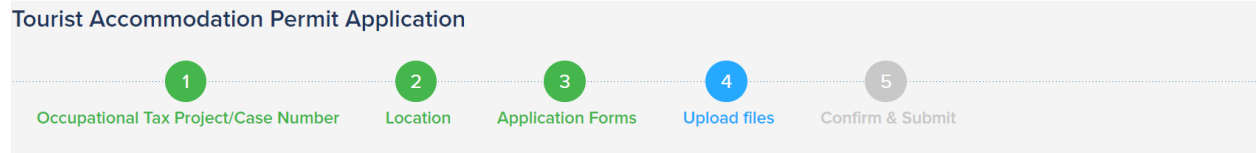
City\*

Zip\*

Email\*

Is the applicant different from the local contact person?  
\*  Yes  No

Step 8. Upload **ALL MANDATORY FILES** and select the correct **FILE TYPE** name. Please do **NOT** submit this application without all **REQUIRED** documents, or it may result in a **DELAY** of your submission. Once all required files are uploaded select **Save & Continue**.



**Additional Files may be required**

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

**Mandatory files required for this submission:**

- Affidavit- Public Benefit
- As-built Scaled Plans of Structure
- Criminal History ⓘ
- Deed
- Guest Occupancy Agreement
- Local Contact
- Sheriff Authorization of Release
- Tourist Accommodation Ordinance
- Tourist Accommodation Verification ⓘ

Step 9. Confirm all information provided is accurate and select **SUBMIT**. Your project has now been **SUBMITTED**.

SagesGov   Home   Worklist   Dashboard   Reports   Admin   Search   Help   FAYETTE County

Tourist Accommodation 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

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	Process Type	Status	Address
TOUR-07-24-086183	Tourist Accommodation Permit	Intake Rejected	140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214
Review Cycle #	Application	Applicant/Contact	Application Form
1	Submitted By Caitlin Reul	TEST TEST (123) 456-7890	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Download</a>

[^ View Less](#)

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### Overview

- > **RESUBMIT PROJECT / CASE**
- > FORM REQUESTS
- > PROJECT / CASE REQUIREMENTS
- > FILE REQUESTS
- > ABANDON PROJECT / CASE
- > **VIEW DETAILS**



- If your intake gets **ACCEPTED** you will receive an email notification to log in and pay the fees due. **Tourist Accommodation Application Fee & Fingerprints/Backgrounds: IF applicable.** After the initial payment is made, you will proceed to the Sheriff's Office. Please bring your receipt (from the email) as proof of payment with you for your fingerprints/background to be completed.

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


## To Pay FEES that are DUE for your Tourist Accommodation 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.

<b>Project/Case</b> TOUR-07-24-086183	<b>Process Type</b> Tourist Accommodation Permit	<b>Status</b> Fees Pending	<b>Address</b> 140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214
<b>Review Cycle #</b> 1	<b>Application</b>	<b>Applicant/Contact</b> TEST TEST (123) 456-7890	<b>Project/Case Coordinator</b> <a href="#">Brian Hitchcock</a> (770) 305-5159
	<b>Submitted By</b> Caitlin Reul		<b>Application Form</b> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download</a>

[View Less](#)

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

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

Q
Add

<input checked="" type="checkbox"/>	Fee #	Type	Additional Info	Source	Amount	Amount Paid	Amount Due	Status	Last Action	Performed By/On
<input checked="" type="checkbox"/>	FEE-2024.07.0073	Tourist Accommodation Application Fee			\$75.00	\$0.00	\$75.00	Due	Calculated	Caitlin Reul Jul 30, 2024 @ 10:10 AM
<input checked="" type="checkbox"/>	Fee-2024.07.0074	Fingerprints						Required	Added	Caitlin Reul Jul 30, 2024 @ 10:10 AM

**Total Due Payment Amount: \$75.00**

Mark as Not Applicable
Record Fees Collected
Pay Online
Send Fees Due Notification

**DISCLAIMER: If your Tourist Accommodation 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: **TOURIST ACCOMMODATION ANNUAL FEE** using the same steps on **the FEES DUE INSTRUCTIONS**. Once these fees are paid, they will issue the Tourist Accommodation Permit.

### PRINTING OUT YOUR PERMIT CARD

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

Files: Tourist Accommodation Permit-TOUR-PERMIT-2024.08.0011.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 12/31/2024.

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.

Project/Case  
TOUR-08-24-086184

Process Type  
Tourist Accommodation Permit

Status  
Review Cycle Approved

Address  
140 W STONEWALL AVE, STE 110,  
Fayetteville, GA 30214

Review Cycle #  
1

Application

Applicant/Contact  
Caitlin Reul (123) 456-7890

Project/Case Coordinator  
Brian Hitchcock (770) 305-5159

Submitted By  
Caitlin Reul

Application Form  
[View](#) [Edit](#) [Download](#)

[View Less](#)

**i** Click [here](#) for the Approved Package.

Overview

Step 2. 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 [TOUR-PERMIT-2024.08.0011](#).

Permits

search  [Add](#)

Permit #	Type	Additional Info	Status	Last Action	Performed By/On
<a href="#">TOUR-PERMIT-2024.08.0011</a>	<a href="#">Tourist Accommodation Permit</a>		Issued	Issued	Caitlin Reul Aug 07, 2024 @ 01:43 PM

[Cancel / Void](#) [Issue](#)



Step 3. Select the **Green ICON** that looks like multiple pages.

The screenshot shows the 'Tourist Accommodation' permit page. At the top, it displays the permit status as 'Issued', issued on 'Aug 07, 2024', and expires on 'Dec 31, 2024'. Below this, there are navigation options: 'SET EXPIRATION DATE', 'EXPIRE PERMIT', 'REOPEN PERMIT', 'CANCEL / VOID', and 'DATA FORMS'. A 'View More' link is also present. The 'HISTORY' section contains a table with two rows of actions performed by Caitlin Reul on August 07, 2024. The first row is 'Tourist Accommodation Permit Issued' and the second is 'Tourist Accommodation Permit Added'. Each row has an information icon (blue 'i') and a green icon representing multiple pages.

Action	Performed By	Performed On			
Tourist Accommodation Permit Issued	Caitlin Reul	Aug 07, 2024 @ 01:43 PM			
Tourist Accommodation Permit Added	Caitlin Reul	Aug 07, 2024 @ 01:05 PM			

Step 4. Click the BLUE hyperlink [Permit](#). This will open your Tourist Accommodation Permit Card. **Please place this Permit in a conspicuous place. Your permit will expire on the 31<sup>st</sup> of December every year, and you will have to renew once it has expired using the Tourist Accommodation RENEWAL process.**

This screenshot is similar to the previous one but includes a tooltip for the green icon in the first row of the history table. The tooltip is a table with the following data:

File	Size	Type	Comment
<a href="#">Permit</a>	29 KB	Permit	

**Please keep your Sages login information, as this will be needed for future Tourist Accommodation renewals.**