

Tourist Accommodation Permit – Renewal User Guide

*You must have an **APPROVED/PREVIOUS** Tourist Accommodation Permit to renew your Tourist Accommodation Permit. If you have not previously applied for your Tourist Accommodation Permit, 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 Process**. Select **APPLY FOR A PERMIT**.

Step 2. Login to SagesGov.com.

The screenshot shows the SagesGov login interface. At the top, there is a black header with 'SAGESNETWORKS' in white. Below this is the SagesGov logo and navigation links for 'Start' and 'Search'. The main content area is split into two columns. The left column contains a 'Log in' section with an 'Email' input field, a 'Remember Me' checkbox, a 'Forgot your password?' link, and a dark blue 'NEXT' button with a right-pointing arrow. Below the login section is a link for 'Create new account'. The right column features 'FAYETTE COUNTY ANNOUNCEMENTS' with links for 'Search Permits 9/5/2023' (including a 'Search Open/Expired Permits' button), 'SUBMITTAL GUIDELINES 9/1/2023' (including 'User Submittal Guidelines' and 'Downloadable Permit Forms' links).

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

The screenshot shows the user dashboard for Caitlin. At the top, there is a navigation bar with the SagesGov logo and links for 'Home', 'Worklist', 'Dashboard', 'Reports', 'Admin', 'Search', and 'Help'. The main content area starts with a welcome message: 'Welcome back, Caitlin.' followed by 'You have 2 unsubmitted projects/cases.' and a link to 'View unsubmitted projects/cases.'. Below this, there are two main sections: 'Marshal - CE' and 'Miscellaneous'. The 'Marshal - CE' section contains two items: 'Tourist Accommodation Permit Application' and 'Misc. Payments - CE'. The 'Miscellaneous' section contains two items: 'Occupational Tax' and '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

- Occupational Tax Project/Case Number**
- Location
- Application Forms
- Upload files
- Confirm & Submit

Address

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

The system is designed to be linked to a completed Tourist Accommodation Permit

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

Tourist Accommodation Permit Application

- Occupational Tax Project/Case Number**
- Location
- Application Forms
- Upload files
- 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 application interface. At the top, there is a navigation bar with the SageGov logo and links for Home, Worklist, Dashboard, Reports, Admin, Search, and Help. Below the navigation bar is the title "Tourist Accommodation Permit Application". A progress indicator shows 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 main form area contains the following fields: "Address:" with a text input containing "140 W STONEWALL AVE, STE 110, Fayetteville Georgia 30214"; "Parcel Number(s):" with an empty text input; "Location Details:" with a text input containing "Ex. Corner of 5th and Main". At the bottom of the form, there are three buttons: "Back", "Cancel", and "Save & Continue".

Step 7. The applicant information should auto-populate with your information from the previous Tourist Accommodation Permit. Double-check that the data is correct. There will be a drop-down box that says Tourist Accommodation Application Type- Ensure that Renewal is selected. There will be a question- Has the lease/deed been changed from the initial application? You will select **YES** or **NO**.

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

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

The screenshot shows the Fayette County Tourist Accommodation Permit Application form. At the top left is the Fayette County logo with the tagline "Create Your Story!". The title is "Tourist Accommodation Permit Application" and the section is "Applicant Information". The form contains the following fields: "Tourist Accommodation Application Type" (dropdown menu set to "Renewal"); "Has lease/deed been changed from initial application?" (radio buttons for Yes and No, with "Yes" selected); "Company Name" (text input: "TEST"); "First Name" (text input: "Caitlin"); "Street Address" (text input: "140 Stonewall Ave. West Suite 201"); "State" (dropdown menu: "Georgia"); "Phone #." (text input: "1234567890"); "Last Name" (text input: "Reul"); "City" (text input: "Fayetteville"); "Zip" (text input: "30214"); "Email" (text input: "creul@fayetcountyga.gov"); "Is the applicant different from the local contact person?" (radio buttons for Yes and No, with "No" selected); "Parent Process Type" (text input: "Tourist Accommodation Permit Application"). At the bottom of the form, there are four buttons: "Back", "Cancel", "Save & Continue", and "Save".

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**.

THE DEED WILL ONLY BE A REQUIRED FILE IF YOUR ANSWER IS YES TO THE LEASE/DEED BEING CHANGED FROM THE INITIAL APPLICATION.

Upload New Files

Select files to upload

Mandatory files required for this submission:

- * Affidavit- Public Benefit
- * Criminal History ⓘ
- * Deed
- * Fayette County Authorization for Release
- * Local Contact
- * Proof of Occupational Tax Certificate Renewal
- * Tourist Accommodation Ordinance
- * Tourist Accommodation Permit Application

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

The screenshot shows the SageGov website interface for a 'Tourist Accommodation Permit Application'. At the top, there is a navigation menu with 'Home', 'Worklist', 'Dashboard', 'Reports', 'Admin', 'Search', and 'Help'. The SageGov logo is on the left, and the Fayette County logo is on the right. The main heading is 'Tourist Accommodation Permit Application'. Below this is a progress bar with five steps: 1. Occupational Tax Project/Case Number, 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Step 5 is currently selected and highlighted in blue. Below the progress bar, there are three input fields: 'Location', 'Application Form', and 'Uploaded Files'. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and '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 TOUR-07-24-086183	Process Type Tourist Accommodation Permit	Status Intake Rejected	Address 140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214
Review Cycle # 1	Submitted By Caitlin Reul	Applicant/Contact TEST TEST (123) 456-7890	Application Form View Edit Download

[^ View Less](#)

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 & Background Checks:** After the initial payment is made, the Marshal's Office will route the project and start conducting their review.

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.

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

[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.

The screenshot shows the 'Overview' page in the Sages system. On the left is a dark blue sidebar with icons for navigation. The main content area is divided into several sections:

- 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 (with a red notification icon)
- Review Cycle #:** 1
- Applicant/Contact:** Caitlin Reul (123) 456-7890
- Submitted By:** Caitlin Reul
- Project/Case Coordinator:** Brian Hitchcock (770) 305-5159
- Application Form:** View, Edit, Download

At the bottom, there is an information icon and the text: "Click here for the Approved Package." Below this is a tab labeled "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
TOUR-PERMIT-2024.08.0011	Tourist Accommodation Permit		Issued	Issued	Caitlin Reul Aug 07, 2024 @ 01:43 PM

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

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

[Permit List](#)

Tourist Accommodation Permit Status: Issued Issued On: Aug 07, 2024 Expires On: Dec 31, 2024 [View More](#)

> SET EXPIRATION DATE > EXPIRE PERMIT > REOPEN PERMIT > CANCEL / VOID > DATA FORMS

HISTORY

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 31st of December every year, and you will have to renew once it has expired.**

[Permit List](#)

Tourist Accommodation

Permit Status	Issued On	Expires On
Issued	Aug 07, 2024	Dec 31, 2024

[View More](#)

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

HISTORY

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		

File	Size	Type	Comment
Permit	29 KB	Permit	

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