## **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**.

SAGESNETWORKS				
A Sages Gov	Start	Search		
Log in				FAYETTE COUNTY ANNOUNCEMENTS
Email			Remember Me	
				Search Permits 9/5/2023
			Forgot your password?	Search Open/Expired Permits
NEXT			$\rightarrow$	SUBMITTAL GUIDELINES 9/1/2023
			/	User Submittal Guidelines
Create new account				Downloadable Permit Forms

Step 2. Login to SagesGov.com.

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

SagesGov	Home	Worklist	Dashboard 🔻	Reports	Admin	Search	Help
Velcome ba	ick, Ca	aitlin.					
'ou have 2 unsu	bmitted	projects	/cases.				
View unsubmitted proj	jects/cases.						
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View unsubmitted proj Marshal - CE	jects/cases.			Mi	scellane	eous	
	Mi	isc. Payme	nts - CE		scellane		Abandoned Mobile Home Evaluation

Step 4. Enter the property address. Ex: Street Number, Name and City. Click <b>Sear</b> d	:h.
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SagesGov Home	Norklist Dashboard <b>-</b> Report	s Admin Search He	lp	
Tourist Accommodation	Permit Application			
1				
Occupational Tax Project/Cas	se Number Location	Application Forms	Upload files	Confirm & Submit
Address Street # Street name	City			
Search				
Cancel Save & Continue				

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\*

uris	st Accommodation Perr	nit Applicatio	n				
Ͻϲϲι	upational Tax Project/Case Num	2 ber Location	3 Application Form	4 5 s Upload files Confirm & Submit			
	Address 140 Stone		Fayetteville				
	Search						
	#	Project/Case Name	Status	Address	Parcel #	Submitted By	Submit On
۲		-	Status Completed	Address 140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214			

▲ SagesGov	Home Worklist	Dashboard 🔻 Re	ports Admin Search	Help		
Tourist Accomm	odation Per	mit Applicatio	n			
	1	2				
Occupational Tax P	roject/Case Nun	nber Location	Application Form	s Upload files	Confirm & Submit	
Address:						
140 W STONEWALL AV	E, STE 110, Fayettev	ille Georgia 30214	۵			
Parcel Number(s):						
Location Details:						
Ex. Corner of 5th and Ma	iin					
Back Cancel Sav	ve & Continue					

Step 6. Confirm the address is correct on the next screen and select 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.

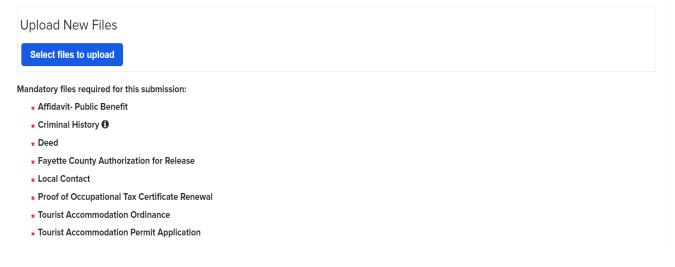
LOCAL CONTACT PERSON: SHALL MEAN A PERSON WHO HAS ACCESS AND AUTHORITY TO ASSUME MANAGEMENT OF THE ACCOMMODATION AND TAKE REMEDIAL MEASURES.

Application Form	Touris	Acc	ommodation Permit .	Application
	App	olicant	Information	
Tourist Accommodation Application	Type • Renewal •			
	Ass lease/deed been changed from initial application?			
Company Name,	TEST	0		
First Name,	Caitlin		Last Name <sub>*</sub>	Reul
Street Address,	140 Stonewall Ave. West Suite 201		City.	Fayetteville
State	Georgia		Zip,	30214
Phone #,	1234567890		Email <sub>*</sub>	creul@fayettecountyga.gov
	s the applicant different from the local contact person? Over  No Tourist Accommodation Permit Application			

Back Cancel Save & Continue

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.



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

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Tourist Accommodation Permit Application								
1	2	3	5					
Occupational Tax Project/Case Number	Location Applica	tion Forms Upload files	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.

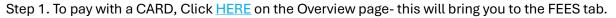
Project/Case TOUR-07-24-086183 Review Cycle #	Process Type Tourist Accommodation Permit Application Submitted By	Status Intake Rejected Applicant/Contact TEST TEST (123) 456-7890	Address 140 W STONEWALL AVE, STE 110, Fayetteville, GA 30214 Application Form
1	Caitlin Reul	1231 1231 (123) 430-7890	View CEdit Download
Overview			
> RESUBMIT PROJECT / CASE	> FORM REQUESTS	> PROJECT / CASE REQUIREMENTS	> FILE REQUESTS
> ABANDON PROJECT / CAS	SE 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.



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

eard	ch	Q								Add
<b>~</b>	Fee #	Туре	Additional Info	Source	Amount	Amount Paid	Amount Due	Status	Last Action	Performed By/On
✓	FEE- 2024.07.0073	Tourist Accommodation Application Fee			\$75.00	\$0.00	\$75.00	Due	Calculated	Caitlin Reul Jul 30, 2024 @ 10:10 AM
<b>~</b>	Fee- 2024.07.0074	Fingerprints						Required	Added	Caitlin Reul Jul 30, 2024 @ 10:10 AM

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,				
$\diamond$	- Review Cycle #	Application	Applicant/Contact	Fayetteville, GA 30214				
Q	1	Submitted By	Caitlin Reul (123) 456-7890	Project/Case Coordinator				
8		Caitlin Reul		Brian Hitchcock (770) 305-5159				
þ				Application Form				
Ś				∧ View Less				
ß								
ľ	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.

P	Permits									
\$	search Q. Add									
Ţ	Permit #	Туре	Additional Info	Status	Last Action	Performed By/On				
Ð	TOUR-PERMIT-2024.08.0011	Tourist Accommodation Permit		Issued	Issued	Caitlin Reul Aug 07, 2024 @ 01:43 PM				
ſ	Cancel / Void Issue									

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

	Tourist	ermit Status ssued	<b>Issued On</b> Aug 07, 20:	24			Expires On Dec 31, 2024	∽ View More
	> SET EXPIRATION DATE >	XPIRE PERMIT	> REOPEN PERMIT	> CAN	ICEL / VC	D	> DATA FORMS	≡
) I	HISTORY							
Ð	Action	Performed By	Performed On					
Ð	Tourist Accommodation Permit Issu	ed Caitlin Reul	Aug 07, 2024 @ 01:43 PM	i		`@´	-	
	Tourist Accommodation Permit Add	ed Caitlin Reul	Aug 07, 2024 @ 01:05 PM	i				

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.

	<b>ermit Status</b> sued	<b>Issued On</b> Aug 07, 20.	24			Expires O Dec 31, 20			✓ View More
SET EXPIRATION DATE	XPIRE PERMIT	> REOPEN PERMIT	> CAN	CEL / VO	id ;	> DATA F	ORMS		≡
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Tourist Accommodation Permit Issu	ed Caitlin Reul	Aug 07, 2024 @ 01:43 PM	i		<b>File</b> Permit	Size	<b>Type</b> Permit	Comment	×

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