



## NON-RESIDENTIAL AND COMMON DEVELOPMENT SAGES SUBMITTALS GUIDE

### Step 1. Water Service Availability Request

All new connections to Fayette County Water System (FCWS) shall be submitted, reviewed, and approved through the Sages online permitting system. To obtain a Water Service Availability Letter, submit a request via Sages, here:

<https://www.sagesgov.com/fayettecounty-ga/Portal/Home.aspx> .

- 1) Account Setup
  - a) Create a [Sages](#) account or login to an existing account.
- 2) Start Application
  - a) From the [Sages](#) Fayette County homepage, scroll down to and click **Water System**, then **Step 1: Water Service Availability Request**. *This step is required for all new connections to FCWS infrastructure.*
- 3) Property Information
  - a) Enter the **property address** and **parcel number**
    - i) If no address has been assigned yet, input the parent parcel number and specific location details (e.g. "the parcel immediately west of the library").
  - b) Use the **Fayette County GIS Mapping Site** for assistance in locating the parcel number:  
<https://qpublic.schneidercorp.com/Application.aspx?App=FayetteCountyGA&Layer=Parcels&PageType=Map>
- 4) Application
  - a) Complete all required fields, including **billing information**. *A monthly water bill begins only after the meter is installed.*
  - b) Include **all relevant email addresses** for any persons who may need access to the Sages project.
  - c) Attach construction plans, if applicable.
  - d) After submittal, you will receive a confirmation email that includes your Sages **project number**.
- 5) Water Service Availability Letter
  - a) A Water Service Availability Letter will be emailed and advise whether water service is available.
  - b) If water service is available, your letter will include detailed next steps.
- 6) Pay Fees
  - a) Pay applicable **Letter of Availability, Accessibility, and Meter Connection fees**, as advised in your Water Service Availability Letter. *All fees must be paid in full before services, installations, or reviews can proceed.*
- 7) Next Steps
  - a) Follow the **Next Steps** as detailed in your Water Service Availability Letter.

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### Step 2. Plan Review, Shop Drawings, and Inspections

- 1) Update the Existing Application
  - a) Login to [Sages](#)
  - b) Click **Water System**, then **Step 2: Plan Review, Shop Drawings, and Inspections**
  - c) Enter the **project number** that was provided in Step 1
- 2) Submit Required Documents
  - a) Update the application as needed.
  - b) Upload **Construction Plans** and any other relevant documents.
- 3) Pay Water Plan Review Fee
  - a) An email will be sent advising of the applicable **Water Plan Review Fees**.
- 4) Payment Options
  - a) **Credit Card** – Login to [Sages](#), open your project, and click **Pay Fee Online**
    - i) The online payment portal system, ACI, applies a 3% processing fee to all credit card transactions. This fee is charged by ACI, not FCWS, and cannot be waived.
  - b) **Cash or check** – In person at the Water System Admin Office located at: 245 McDonough Road, Fayetteville, GA 30214
- 5) Plan Review Process
  - a) Development staff will review the submitted plans.
  - b) If revisions are required, a **Disapproval with Comments** will be issued.
  - c) After addressing the comments, login to the [Sages](#) project to **resubmit** the revised plans.
- 6) Approval & Next Steps
  - a) Once Construction Plans are approved, FCWS will issue a **Construction Plan Approval Letter**. *This letter is specific to FCWS. Additional approvals may be required from other departments or jurisdictions.*
  - b) Obtain and upload a permanent recorded water utility easement to your [Sages](#) project.
- 7) Schedule Meetings & Inspections
  - a) **Pre-Construction meetings, taps/tie-ins, and inspections** may be scheduled through your [Sages](#) project with a minimum of 48 business hours' notice. *FCWS reserves the right to adjust the inspection schedule as needed.*
  - b) Inspections may also be scheduled by contacting FCWS directly:
    - i) **Field Operations Specialist**, 770-320-6020 or [watersystemdevelopment@fayettecountyga.gov](mailto:watersystemdevelopment@fayettecountyga.gov)
- 8) Post Construction & As-Builts
  - a) After completion of all utility work, **As-Built drawings** shall be submitted.
  - b) A final walk-through may be scheduled to verify all work has been completed per the As-Builts, and per FCWS standards and specifications.

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- 9) Final Submittals
  - a) FCWS requires the following:
    - i) An electronic CAD file (.dwg)
    - ii) A two-year Maintenance Warranty Agreement
    - iii) Final Costs – Labor & Materials
    - iv) A recorded Final Plat
- 10) Final Review & Waterline Acceptance
  - a) Once all final documentation is reviewed and approved, FCWS will issue the **Waterline Acceptance Letter**.

### Need Help?

If you have questions at any stage of the plan review process, contact:

**Water System Development**, 770-320-6020 or [watersystemdevelopment@fayettecountyga.gov](mailto:watersystemdevelopment@fayettecountyga.gov)

**Customer Service**, 770-461-1146 or [water@fayettecountyga.gov](mailto:water@fayettecountyga.gov)