



WATER PLAN REVIEW SUBMITTALS GUIDE

Commercial Development

Step 1. Water Service Availability Request

1. Complete the online application process using the Fayette County Water System (FCWS) online permitting software SagesGov: <https://www.sagesgov.com/fayettecounty-ga>
 - a. Create a Sages account or login to existing account
2. Click **Water System**, then click **Step 1, Water Service Availability Request**
 - a. Water Service Availability requests must be completed for all projects
3. Enter the property address and parcel number
 - a. Search the parcel number on the Fayette County GIS mapping website, here: <https://gpublic.schneidercorp.com/Application.aspx?App=FayetteCountyGA&Layer=Parcels&PageType=Map>
4. Complete the application
 - a. Billing information must be completed. A monthly bill will be charged once the meter is installed. If no meter is purchased, no monthly bill will be charged
 - b. Include **all** email addresses for those who will need access to the project in Sages to pay fees, schedule inspections, view status, etc.
5. For commercial and subdivision development, attach construction plans when prompted
6. Submit application
 - a. An email will be sent confirming successful submittal and will include a project number
 - b. **Keep up with the project number throughout the plan review process**
7. If water service **is** available through FCWS, an email will be sent prompting you to pay the *Letter of Availability* fee¹
 - a. To pay with credit card
 - Login to the Sages portal, open your project, then click "Pay Fee Online"
 - b. To pay with check
 - In person at our office location: 245 McDonough Road, Fayetteville, GA 30214, or
 - USPS mail: Fayette County Water System, P.O. Box 190, Fayetteville, GA 30214
 - c. To pay with cash
 - In person at our office location: 245 McDonough Road, Fayetteville
8. A Water Service Availability letter will be sent to the email entered on the application
9. Pay applicable *Accessibility* and/or *Meter Connection* fees¹, as advised in the **Water Service Availability letter**
10. Follow the **Next Steps, as advised in the Water Service Availability letter**

¹All fees are due prior to service/review completion.

²Construction Plan Approval Letter is approval for Fayette County Water System only. Additional approvals from other departments or jurisdictions may be required.



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Step 2. Plan Review, Shop Drawings, and Inspections

1. Login to Sages at <https://www.sagesgov.com/fayettecounty-ga>
2. Click **Water System**, then click **Step 2, Plan Review, Shop Drawings, and Inspections**, enter the project number from Step 1
3. Developer/applicant updates the application as needed and uploads Construction Plans
4. Developer/applicant pays the *Water Plan Review* fee when prompted via email
5. FCWS reviews and, if necessary, disapproves plans with comments of needed changes
 - a. Developer resubmits plans after comments have been addressed
6. FCWS issues a *Construction Plan Approval Letter*² upon approval of the Construction Plans and Shop Drawings
7. Developer/applicant pays applicable *Accessibility and/or Meter Connection* fees¹
8. Developer shall contact Water System Development at 770-320-6020 or watersystemdevelopment@fayettecountyga.gov to schedule the pre-construction meeting, tap/tie-in, and inspections
 - a. Inspections can be scheduled by Developer via the Sages portal, with minimum 48-business hours' notice. FCWS shall adjust scheduled inspections as needed.
9. Developer submits As-Builts after all inspections have met or exceeded FCWS standards and specifications, and upon completion of all water utility work
 - a. A final walk-through may be scheduled between FCWS and Developer to ensure no remaining items need addressing
10. FCWS sends Developer a Final Submittals form requesting the following:
 - a. Electronic CAD file (.dwg)
 - b. Two-year Maintenance Warranty Agreement letter
 - c. Cost Estimate – Labor and Materials
 - d. Recorded Final Plat
11. FCWS reviews and approves As-Builts, and issues Waterline Acceptance letter to Developer

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