



DEVELOPMENT PLAN SUBMITTALS

HOW-TO GUIDE

Step 1. Water Service Availability Request

- Complete the online application process using Fayette County Water System online permitting software SagesGov <https://www.sagesgov.com/fayettecounty-ga>
- Create a Sages account or login to existing account.
- Click **Water System**.
- Under Step 1, click the **Water Service Availability Request** tile. *Water Service Availability Requests must be completed for all projects.*
- Enter the location address -OR- enter the parcel number + location details (e.g. "At the corner of Hwy 54 and McDonough Rd.")
- Complete the application. *Be sure to include all email addresses for those who will need access to the project in the Sages account to pay fees, schedule inspections, view status, etc.*
- Construction plans can be attached at this time (optional).
- Submit application. An email will be sent confirming successful submittal and will include a project number.
- **Keep up with the project number throughout the duration of the plan review process.**
- Request will be reviewed and, if complete, will be processed. If not complete, request will be disapproved with comments on what needs correcting.
- Pay *Letter of Availability* fee¹ at <https://www.sagesgov.com/fayettecounty-ga> when prompted via email. *Enter the aforementioned project number to access your project. Once payment is received, Water System staff will review to determine water availability.*
- A letter advising whether water service is currently available or not at the provided location will be sent to the email addresses provided on the application. If water service is available, use the project number to begin Water Service Step 2.

¹ All fees are due prior to service/review being requested.



Step 2. Residential / Non-Residential Water Service

- Login to Sages at <https://www.sagesgov.com/fayettecounty-ga>
- Click **Water System**.
- Under Water Service Step 2, select either the **Non-Residential** or **Residential** Water Service tile.
- Enter the project number.
- Review and make any needed changes or updates to the information in the application.
- Attach construction plans and other required documents.
- Pay the Water Plan Review fee¹ at <https://www.sagesgov.com/fayettecounty-ga> when prompted via email.
- Plans will be returned with comments to make changes as needed.
- Resubmit corrected plans.
- Upon approval, use the project number to begin Water Service Step 3

Step 3. Shop Drawings

- Login to Sages at <https://www.sagesgov.com/fayettecounty-ga>
- Click **Water System**
- Under Water Service Step 3, select **Shop Drawings**.
- Enter the project number.
- Review and make any needed changes or updates to the information in the application.
- Attach shop drawings and other required documents.
- Shop Drawings will be returned with comments to make changes as needed.
- Upon approval, the pre-construction meeting and all necessary inspections will be scheduled.
- Resubmit corrected shop drawings, if applicable.
- Upon approval, a *Plan Approval Letter*² will be emailed.
- Use the project number to begin Water Service Step 4.

¹ All fees are due prior to service/review being requested.

²The Plan Approval Letter is solely for Fayette County Water System. Additional approvals from other departments/jurisdictions may be required.



Step 4. As-Builts

- Login to Sages at <https://www.sagesgov.com/fayettecounty-ga>
- Click **Water System**
- Under Water Service Step 4, select **As-Builts**.
- Enter the project number.
- Review and make any needed changes or updates to the information in the application.
- Attach As-Builts and other required documents.
- As-Builts will be returned with comments to make changes as needed.
- Resubmit corrected As-Builts, if applicable.
- Upon approval, use the project number to begin Water Service Step 5.

Step 5. Final Plat

- Login to Sages at <https://www.sagesgov.com/fayettecounty-ga>
- Click **Water System**
- Under Water Service Step 5, select **Final Plat**.
- Enter the project number.
- Review and make any needed changes or updates to the information in the application.
- Attach Final Plat and other required documents.
- Final Plat will be returned with comments to make changes as needed.
- Resubmit corrected Final Plat, if applicable.
- Pay *Letter of Acceptance*³ fee¹ at <https://www.sagesgov.com/fayettecounty-ga> when prompted via email.
- Upon payment, a *Letter of Acceptance*² will be emailed.

¹ All fees are due prior to service/review being requested.

³The Letter of Acceptance is solely for Fayette County Water System. Additional approvals from other departments/jurisdictions may be required.