

## **SAGES SUBMITTALS GUIDE**

### **NON-RESIDENTIAL AND COMMON DEVELOPMENT**

#### **Step 1: Water Service Availability (Summary)**

Before construction plans may be submitted, all non-residential and common developments must receive a Water Service Availability Letter from Fayette County Water System (FCWS).

- Determines whether water service is available
- Identifies applicable fees and required next steps
- Does not start water service or create a water bill

Step 2 cannot begin until Step 1 is complete and all Step 1 fees are paid.

Refer to Step 1: Request Water Service Availability guide for detailed instructions.

#### **Step 2: Plan Review, Construction, and Inspections**

Step 2 begins after receipt of a Water Service Availability Letter and payment of all Step 1 fees. This step includes plan review, inspections during construction, and final acceptance of water infrastructure by FCWS.

#### **Before You Begin**

- Completed Step 1 and received a Water Service Availability Letter
- Paid all fees identified in Step 1

#### **Submit Construction Plans**

1. Log into [Sages](#) and open your existing project.

Select Water System → Step 2: Plan Review, Shop Drawings, and Inspections and enter the project number from Step 1.

2. Upload required documents.

- Construction plans
- Supporting documentation, as applicable

#### **Estimated Water Consumption (Required)**

Applicants must provide estimated water consumption for the project. This information is used to evaluate system capacity and infrastructure needs. Provide estimates for:

- Construction Phase (Temporary Use):

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- Estimated water usage during construction activities such as grading, dust control, utility installation, and building construction.
  - Post-Construction (Permanent Use):
    - Estimated average usage once the project is fully built and occupied.
- Estimates should be based on project type, size, and proposed use.

### **Water Plan Review Fees**

After plans are submitted, FCWS will review the application and email the applicable Water Plan Review Fees.

- Online (credit card): Pay through [Sages](#) (3% vendor processing fee applies)
- In person (cash or check): FCWS Administrative Office, 245 McDonough Road, Fayetteville, GA
- By mail: Fayette County Water System, PO Box 190, Fayetteville, GA 30214

### **Plan Review Process**

- Plans are reviewed by FCWS development staff
- If revisions are required, a Disapproval with Comments will be issued
- Revisions must be addressed and resubmitted through Sages

### **Construction Plan Approval**

Once plans meet FCWS standards, a Construction Plan Approval Letter will be issued. This approval applies only to FCWS requirements; additional approvals may be required from other agencies.

### **Easements (If Applicable)**

- Obtain a permanent, recorded water utility easement
- Upload the recorded easement to your Sages project

### **Schedule Inspections and Meetings**

Pre-construction meetings, taps/tie-ins, and inspections require a minimum of 48 business hours' notice.

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

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#### **Post-Construction and As-Builts**

- Submit As-Built drawings after all utility work is complete
- A final walk-through may be required to verify compliance

#### **Final Required Submittals**

- Electronic CAD file (.dwg)
- Two-year Maintenance Warranty Agreement
- Final costs (labor and materials)
- Recorded Final Plat

#### **Final Review and Waterline Acceptance**

Once all documentation is approved, FCWS will issue a Waterline Acceptance Letter confirming acceptance of the constructed water infrastructure.

#### **Need Help?**

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

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