How to submit for a Building Permit on Sages

- Log on to www.sagesgov.com
- This will take you to the SAGES site. Create a username and password to create your account so you can log in to the SAGES portal to submit your building permit.
- SAGES is a secure website and requires approval from the building department to create an account. Your username and password will have to go through an approval process that takes about 24 hours. Because of this, you will NOT be able to log in to SAGES right away. SAGES will send an email to your personal email account alerting you when your account is approved and you can log in to the SAGES portal.
- Once you receive your email stating your account is approved and created, log in using the username and password you created.
- Once you are logged in, you will be directed to the SAGES homepage. You will see several boxes with different types of permits listed. You will submit your building permit under “RESIDENTIAL BUILDING PERMIT”. Select the box that says “Residential Building Permit”.
- This will bring up a checklist of all the different items required to apply for a building permit. If you have the items ready to submit, select “Yes”. If you do not have the items to submit, select “Not Applicable”. Never answer “No” to any of the items. If you select “No” SAGES will not let you move on to the next step. Once you have gone over every item on the check list, click “Next”.
- From here all you will need to do is fill out the online application and upload/attach the documents listed on the checklist. Follow the directions on SAGES.
- You may have difficulty once you finish uploading your attachments. In order to submit your building permit application for review, SAGES requires you to upload a copy of your signed Residential Land Disturbance Permit Card. If your permit does not require a Land Disturbance Permit, you do not have a copy of the card, or you have already turned the signed card into our office, you can upload a plain sheet of paper with a note written on it stating you have already turned in the card or you do not require a land disturbance permit. You must label it as the “SIGNED RESIDENTIAL LAND DISTURBANCE CARD”. SAGES will not let you submit the application without a document labelled “Signed Residential Land Disturbance Permit Card”.
- Once you have completed the online process, click “SUBMIT”.
- You will receive updates on your application as it goes though the review process. When your permit is approved, you will receive an email stating your permit is approved and with directions on what to bring to pick up the permit. **THIS DOES NOT MEAN YOUR PERMIT IS READY FOR PICK UP.** You will receive an email directly from someone in our office once your approved permit is processed and ready for pick up.
- If you have any further questions, you can contact Heather Simmons at hsimmons@co.henry.ga.us