



Building and Plan Review

City of Clarkston, Georgia 736 Park North Boulevard Suite 120

Clarkston, Georgia 30021 (404) 296-6489

INSTRUCTION FOR SAGESGOV & APPLYING FOR A BUILDING PERMIT

1. Log on to <https://www.clarkstonga.gov/>
2. Go to “Departments”
3. Go to “Community Development”
4. Go to “Permits and Inspections”
5. You will be directed to the Permits and Inspection’s page. You will scroll until you see the SagesGov image and click on it.
6. 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 permits.
7. 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 up to 24 hours. Because of this, you will NOT be able to log in to SAGES right away. SAGES will send an email to the email you utilized during registration alerting you when your account is approved, and you can log in to the SAGES portal.
8. Once you are logged in, you will be directed to the SAGES homepage. You will see several boxes with different types of permits listed under Building & Plan Review. Please select the permit application pertaining to your project.
9. This will bring up a checklist of all the different items required to apply for the permit you selected. If you have the items ready to submit, select “Yes”. If you do not have the items ready 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”.
10. You will fill out the application online through the SAGES website. Please be sure to completely fill out the application, especially the Total Square Footage and Estimate Cost of Construction.
11. If your permit does not require a Land Disturbance, Mark N/A.
12. Once you have completed the online process, click “SUBMIT”.
13. You will receive updates on your application as it goes through the review process. After your permit is approved, you can make payments by card or E-check through the portal.
14. After fees have been collected for the project, the permit will be issued through the SAGES portal.
15. If you have any further questions, you can contact us directly at (404) 296-6489.