



CITY OF SUGAR LAND
Department of Building Safety

BUILDING - E PERMIT APPLICATION

APPLICATION # _____

PROJECT ADDRESS: _____

PROJECT NAME/OWNER: _____

ELECTRICAL COMPANY NAME: _____ PHONE:() _____

_____ ADDRESS CITY/STATE ZIP

EMAIL: _____

MASTER ELECTRICIAN'S NAME: _____ LICENSE #: _____

JOB DESCRIPTION: _____

<u>ITEMS</u>	<u>COST</u>	<u>QUANTITY</u>	<u>TOTAL</u>
METER LOOP & SERVICE: UP TO AND INCLUDING 50 KW	18.50		
OVER 50KW THROUGH 250 KW	18.50		
OVER 250 KW	36.75		
TCI – MUST ALSO SELECT ML&S ABOVE (LETTER REQUIRED)	36.75		
ELECTRICAL SERVICE UNDER GROUND	18.50		
TEMPORARY SAW POLE	24.50		
RECONNECTION FEE	36.75		
ELECTRICAL PANEL REPLACEMENT *also select Reconnect	24.50		
SUB PANEL with 8 OR MORE CIRCUITS (ea)	10.00		
ELECTRIC HEAT: UP TO AND INCLUDING 1 KW	10.00		
1 KW THROUGH 10 KW	10.00		
OVER 10 KW (\$10.00 for 1 st 10KW plus 2.25 per kw over 10)		Total KW	
MOTORS: UP TO AND INCLUDING 1 HP	6.00		
OVER 1HP through 10 HP	9.50		
OVER 10HP (\$10.00 for 1 st 10HP plus 2.25 per HP over 10)		Total HP	
TRANSFORMERS: UP TO AND INCLUDING 1 KVA	2.25		

<u>ITEMS</u>	<u>COST</u>	<u>QUANTITY</u>	<u>TOTAL</u>
OVER 1 KVA through 10 KVA	10.00		
OVER 10 KVA (\$10.00 for 1 st 10 KVA plus 2.25 per KVA over 10)		Total KVA	
OUTLETS	1.00		
LIGHTING FIXTURES	1.00		
RANGE RECEPTACLE	6.00		
CLOTHES DRYER	6.00		
WATER HEATERS	9.75		
COOKING TOPS	6.00		
OVENS	6.00		
GARBAGE DISPOSALS	6.00		
DISHWASHERS	6.00		
MISCELLANEOUS	24.50		
MOTION PICTURE/COMMERCIAL SOUND EQUIPMENT	10.00		
X-RAY MACHINES	10.00		
BALL PARK & PARKING LOT LIGHT POLES (EACH)	36.75		
POLE WITH GUY WIRE (EACH)	10.00		
SIGN CIRCUIT	10.00		
BUILDING PERMITS and ELECTRICAL SERVICES FEE	36.75		36.75

PAY BY ESCROW ACCOUNT TOTAL DUE \$ _____

ELECTRICAL CODE AMENDMENTS:

The City of Sugar Land has adopted the 2014 edition of the National Electrical Code with the following amendments:

1. No conductor smaller than No. 12 shall be used in a wiring system.
2. Conductor Material – Conductors shall be of copperclad aluminum, copper or aluminum is sizes 1/0 or larger, unless otherwise stated.
3. The following regulations apply to underground installations:
 - (1) All conductors operating at fifty (50) volts or more shall be installed in conduit.
 - (2) Ridged nonmetallic conduit shall be limited to schedule 40 when below grade and schedule 80 when exposed to physical damage.

Code amendments may be found at www.sugarlandtx.gov/DevCodeCh7

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type work will be compiled with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

APPLICANT SIGNATURE

DATE



FOR OFFICE USE ONLY
PAYMENT CODE:
REG

CITY OF SUGAR LAND
Department of Building Safety

CONTRACTOR REGISTRATION

- GENERAL
 PLUMBING
 MECHANICAL
 ELECTRICAL
 FIRE
 IRRIGATION
 SIGN

COMPANY NAME: _____ PHONE: _____

ADDRESS _____ CITY/STATE _____ ZIP _____

EMAIL ADDRESS: _____ FAX #: _____

STATE LICENSE HOLDER'S NAME: _____
(IF REQUIRED)

STATE LICENSE NO: _____ EXPIRATION DATE: _____

DRIVER'S LICENSE NO: _____ STATE ISSUED: _____
(STATE LICENSE HOLDER OR COMPANY OFFICIAL)

REGISTRATION FEE: \$33.50 (Electrical, Plumbing & Fire Contractors are exempt)

**** REGISTRATION WILL EXPIRE ONE YEAR AFTER DATE OF ISSUANCE ****

NOTE:

1. Please complete a new form if there are any changes to the above information.
2. Revocation or Suspension of Registration
 - Repeated violations of any laws or regulations relating to any construction work (including City Ordinances, City Building Codes or any technical codes)
 - Intentional falsification of registration or permit information
3. Insurance Requirements
 - Proof of general liability insurance of at least one hundred thousand dollars (\$100,000) for any one accident and three hundred thousand dollars (\$300,000) for any one person; and property damage insurance of at least fifty thousand dollars (\$50,000) for any one accident and one thousand dollars (\$1000) for any one piece of property.

I hereby certify that I have read and examined this document and know the same to be true and correct.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

POSITION WITH COMPANY



Insurance Requirements

**Sugar Land Development Code
Chapter 7
Article II. Buildings**

Section 7-16. Code Amendments

105.8. *Insurance Required.* As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

**Proof of insurance can be faxed to
Department of Building Safety (281) 275-2271**

PROPERTY OWNER'S AFFIDAVIT

(Exemption from Contractor Registration Requirements)

State of Texas §

County of Fort Bend §

I, _____, certify that I am the current owner and occupant of the property located at _____ Sugar Land, Texas _____, which is my homestead. I understand that this permit only allows me to perform work at the address listed above. I certify that the work is not done for the purpose of reselling or leasing the property. I understand that plans for work on my homestead may be required to ensure compliance with all applicable laws and the City of Sugar Land ("City") Code of Ordinances ("Code").

I will be treated the same as a registered general contractor. I understand that work under this permit will be inspected by the City. I agree to employ an appropriate licensed contractor registered with the City to correct any work determined by the City's Building Official or Inspector to be substandard or in violation of the Code. If I employ subcontractor(s) for any or all part of the work, the subcontractor(s) must obtain all required permits. I understand that I am liable and responsible for any employee(s) and/or subcontractor(s) that I hire.

By signing this Affidavit, I agree to abide by the conditions specified in this Affidavit. I am aware of my responsibilities and liabilities for the work on the property. I agree to notify the City immediately of any changes to the information on this Affidavit or in the permit application package. I understand that failure to comply with this Affidavit or the violation of any Code could result in the issuance of citations in municipal court, suspension of the permit and/or other legal remedies. Any false information provided in this Affidavit is punishable as a Class A misdemeanor with a fine up to \$4,000 and/or one (1) year in jail.

Permit Type: Building: _____ Electrical: _____ Plumbing: _____ Mechanical: _____

Name of Property Owner (Print)

Signature

Sworn to and subscribed before me on this _____ day of _____, 20_____.

Notary Public of the State of Texas

Name of Notary Public (Print)

Expiration Date

Note: This Affidavit must be submitted by the property owner in-person to the City Building Official, or designee, in the Department of Building Safety with proof of identification and homestead exemption. Proof of homestead exemption may be given by, among other instruments, a printout from the Fort Bend County Appraisal District's website stating the property owner's name, property address, and homestead exemption.



CITY OF SUGAR LAND

INSTRUCTIONS:

Submit application via fax to 281-275-2271 or email to permits@sugarlandtx.gov

Residential Pre-Release for Electricity

DATE: _____ APPLICATION #: _____

ADDRESS: _____

We, the homeowner and electrical contractor, request a pre-release for electrical service. We understand that the issuance of an electrical pre-release in no way grants permission to violate the adopted electrical code, or portion thereof. We further understand that the electrical service may be disconnected for any violation of the code. The electrical contractor and homeowner assume the responsibility for any violation of work that they perform.

A pre-release inspection is required the next business day after work is performed.

The undersigned hereby agrees to indemnify and hold forever harmless the City of Sugar Land, its offices, and employees from any and all claims or causes of action alleged to have been caused directly or indirectly by the electrical pre-release for which this application is made.

HOMEOWNER

MASTER ELECTRICIAN

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

HOMEOWNER PHONE NUMBER

JOBSITE CONTACT NAME

EMAIL

JOBSITE CONTACT PHONE NUMBER



CITY OF SUGAR LAND
Department of Building Safety

REQUEST FOR TEMPORARY UTILITIES

DATE: _____ **APPLICATION #:** _____

ADDRESS: _____

We, the general contractor and electrical contractor, request the use of temporary utilities for construction and the testing of equipment. We understand that the issuance of a permit for temporary utilities in no way grants permission to occupy or use any building, or portion thereof, unless all inspections for the building have been approved and a Certificate of Occupancy has been issued. We further understand that the temporary utilities may be disconnected for any violation of the Building Code. The general contractor and owner assume the responsibility for any violation of any city ordinance by a sub-contractor.

The temporary electrical permit will be in force for three (3) months (90 days). If more time is required to complete the building, a new application and fee shall be submitted by the electrical contractor.

The undersigned hereby agrees to indemnify and hold forever harmless the City of Sugar Land, its officers, and employees from any and all claims or causes of action alleged to have been caused directly or indirectly by the temporary use of utilities for which this application is made.

******* NOTE *******

A PER DAY FINE MAY BE ASSESSED IF A STRUCTURE IS OCCUPIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY BY THE CITY OF SUGAR LAND.

GENERAL CONTRACTOR:

MASTER ELECTRICIAN:

Signature

Signature

Print Name

Print Name

Email

Phone Number

ELECTRICAL CODE

The City of Sugar Land has adopted the 2014 edition of the National Electrical Code with the following amendments:

1. No conductor smaller than No. 12 shall be used in a wiring system. This amendment to table 310-5.
2. Article 310-2 (b) Conductor Material. Conductors in this article shall be of copperclad aluminum, copper, or aluminum in sizes 1/0 or larger, unless otherwise stated.
3. The following regulations apply to underground installations:
 - (1) All conductors operating at fifty (50) volts or more shall be installed in conduit.
 - (2) Ridged nonmetallic conduit shall be limited to schedule 40 when below grade and schedule 80 when exposed to physical damage.

DOUBLE FEES

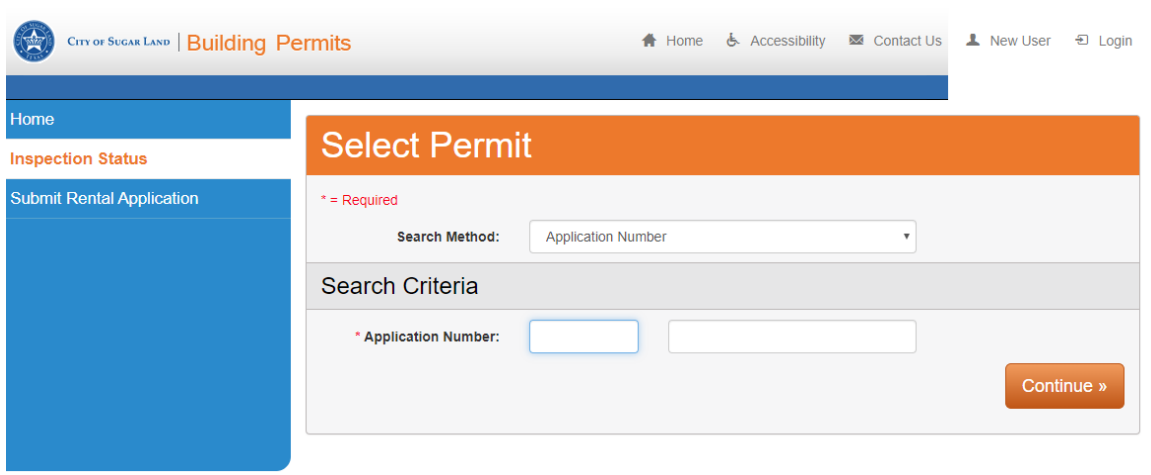
With respect to the electrical permit, where work is started or has proceeded prior to obtaining the applicable permit, the fees specified shall be doubled. Such doubled fees shall not relieve any person from fully complying with the requirements in the execution of the work nor from any other penalties prescribed in the code.

TO SCHEDULE AN INSPECTION ONLINE www.sugarlandtx.gov

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

BUSINESS —→ **INSPECTION SCHEDULING**

Select **Online Building Permits system** and then Select **INSPECTION STATUS**



The screenshot shows the 'City of Sugar Land | Building Permits' website. The navigation bar includes 'Home', 'Accessibility', 'Contact Us', 'New User', and 'Login'. A left sidebar contains 'Home', 'Inspection Status', and 'Submit Rental Application'. The main content area is titled 'Select Permit' and features a search form. The form includes a 'Search Method' dropdown menu set to 'Application Number'. Below this is a 'Search Criteria' section with a label '* Application Number:' followed by two empty input fields. A 'Continue »' button is located at the bottom right of the form.

Enter **APPLICATION NUMBER**

Select **SCHEDULE / CANCEL INSPECTIONS** in **blue** to the right of the permit type

Select **INSPECTION DESCRIPTION** (Ex: [BLDG, FINAL](#))

Select **INSPECTION DATE** from available dates listed. Please print confirmation page & retain for your records.

TO CHECK INSPECTION RESULTS ONLINE www.sugarlandtx.gov

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

BUSINESS —→ **INSPECTION SCHEDULING**

Select **Online Building Permits system** and then Select **INSPECTION STATUS**

The screenshot shows the City of Sugar Land Building Permits website. The header includes the city logo, 'CITY OF SUGAR LAND | Building Permits', and navigation links for Home, Accessibility, Contact Us, New User, and Login. A left sidebar contains links for Home, Inspection Status, and Submit Rental Application. The main content area is titled 'Select Permit' and features a search form. The form includes a 'Search Method' dropdown menu set to 'Application Number', a 'Search Criteria' section with two input fields for the 'Application Number', and a 'Continue »' button. A red asterisk indicates that the application number is a required field.

Enter **APPLICATION NUMBER**

Select **INSPECTION STATUS** from **blue** column on the left (under **PERMIT STATUS**)

Select **PERMIT TYPE** (Ex: [000/000/ELEC.00](#)) that you are checking results on

You will then be able to view Inspection Type, Scheduled Date, Status & Date Resulted

For more information (Ex: Inspector & any notes):

Select **INSPECTION TYPE** (Ex: [ELEC, COMPLETE COVER](#)) for any notes

For more information you may call the Inspection Request Line at 281-275-2320.



CITY OF SUGAR LAND
Department of Building Safety

CREDIT CARD AUTHORIZATION FORM

FAX: (281) 275-2271

I authorize the City of Sugar Land to use my credit card to process the following payment:

Date: _____

Amount: _____

Jobsite address: _____

Application No: _____

Contractor: _____

Contact Name: _____

Phone: _____ Fax No: _____

Email: _____

Last 4 digits of Credit Card Number: _____

Exp Date: _____ Card Code: _____

Signature: _____

Credit Card: Visa Master Card American Express

**** Please enter Credit Card Number below ****

***** Cut Here*****

Card Number: _____