

PLEASE NOTE:
Proposed occupancy must comply with applicable zoning district requirements. Failure to do so is a violation of COSL Development Code.



**CITY OF SUGAR LAND
Department of Building Safety**

INSTRUCTIONS:
Submit application
via fax to **281-275-2271**
or email to
permits@sugarlandtx.gov
Permit Department will call when
APPROVED & ready for pickup.

NAME CHANGE/CHANGE OF OWNERSHIP APPLICATION

Permit Fee \$36.75

APPLICATION # _____

PROJECT ADDRESS: _____

SQUARE FOOTAGE: _____

TENANT INFORMATION

SALES TAX ID# _____

NAME OF BUSINESS: _____

CONTACT: _____ **PHONE#:** _____

EMAIL: _____

***ATTACH A LETTER OF DETAIL DESCRIPTION OF USE ON COMPANY LETTERHEAD W/ SIGNATURE ***

BUILDING OWNER INFORMATION

NAME: _____

CONTACT: _____ **PHONE#:** _____

ADDRESS	CITY/STATE	ZIP
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REASON FOR CHANGE: PLEASE SELECT ONE

TENANT CHANGE **TURN POWER ON TO SHOW VACANT**

OTHER _____

PREVIOUS TENANT: _____

NEW TENANT: _____

ANY REMODEL WORK TO BE DONE? **YES** **NO**

APPLICANT SIGNATURE _____
DATE

OFFICIAL USE ONLY

LAND USE: _____

ZONING DISTRICT: _____ **APPROVAL:** _____

BUILDING _____

STATE SALES TAX _____

FIRE _____

DATE EMAILED _____

FOOD _____



**ALCOHOL SALES
ACKNOWLEDGMENT**

DATE: _____

APPLICATION # _____

**Return completed form to the Department of Building Safety with the NAME CHANGE/CHANGE OF OWNERSHIP
APPLICATION**

Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479

SITE ADDRESS _____

Tenant/ Business Name _____

Legal Description of Property _____

Zoning District _____ (ex. General Business B-2)

CONTACT INFORMATION

Name _____

Address _____

Phone _____ Email _____

By signing and dating this acknowledgment form, I am certifying that I am authorized to make this application, and that I have read and understand the following standards for alcohol sales in the City of Sugar Land:

Any business establishment with alcohol sales that exceed 49% of total sales revenues is considered a Drinking Place. Drinking Places are not permitted in any of the City’s primary zoning districts, as established in the City of Sugar Land Development Code Sec. 2-51.

Except within a Planned Development (PD) district where Drinking Places are authorized, no business establishment shall have alcohol sales in excess of 49% of total sales revenue. Whether a food establishment or other business that serves alcohol, revenues from food, merchandise, or activities must be a minimum of 51% of gross sales. The City may request sales receipts to verify compliance with this requirement at any time.

This acknowledgement does not replace other local or state requirements for alcohol sales.

Printed Name

Signature

Date

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 blue sidebar on the left 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: _____