



CITY OF SUGAR LAND
Permits & Inspections Department

RESIDENTIAL BUILDING PERMIT APPLICATION

\*\* PLEASE NOTE \*\*
1 CD or USB with electronic set of plans required with submittal

APPLICATION # \_\_\_\_\_

VALUATION: \$ \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SECTION: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

HOMEOWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Contractor Street Address City State Zip Code Phone EMAIL

- TYPE OF PERMIT: [ ] New Residential [ ] Piers/Pilings [ ] Fencing [ ] Pool
[ ] Residential Remodel [ ] Flatwork [ ] Demolition (\$56.50 flat fee)
[ ] Residential Addition [ ] Siding [ ] Moving (\$112.50 flat fee)

Exterior Modifications Only: This work [ ] DOES [ ] DOES NOT lie within the authority of a HOA
If it does, please provide a copy of notification letter sent to the HOA

DESCRIPTION OF WORK:

\_\_\_\_\_
\_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The 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.

Signature Date Printed Name Company

Phone Fax Cell Email

Plan Check Fee (Due at time of submittal): \$ \_\_\_\_\_

PAY BY ESCROW ACCOUNT [ ]

Building Permit Fee: \$ \_\_\_\_\_

FOR OFFICE USE ONLY

PLAN REVIEWED BY: \_\_\_\_\_ APPROVED FOR ISSUANCE BY: \_\_\_\_\_

## RESIDENTIAL PERMIT CHECK-LIST

**PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.**

- 3 PLOT PLANS SHOWING PROPOSED CONSTRUCTION (IF APPLICABLE) \_\_\_\_\_
- 3 COMPLETE SETS OF BUILDING CONSTRUCTION PLANS \_\_\_\_\_
- **\*\*\* 1 CD OR USB WITH ELECTRONIC SET OF PLANS \_\_\_\_\_ (EFFECTIVE 1/1/2018)**
- REScheck ENERGY COMPLIANCE CERTIFICATE & ELECTRICAL LOAD ANALYSIS  
(IF APPLICABLE) \_\_\_\_\_
- COMPLETED APPLICATION \_\_\_\_\_
- FLOODPLAIN REVIEW CHECKLIST (IF APPLICABLE) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF SUGAR LAND

## BUILDING PERMIT FLOODPLAIN REVIEW CHECKLIST

ADDRESS: \_\_\_\_\_ APPLICATION NO.: \_\_\_\_\_

1. Is the proposed building/ structure located within a special flood-hazard area as shown on the Effective Flood Insurance Rate Map?  
 Yes                       No
  
2. Is the proposed building/ structure located within a floodway as shown on the Effective Flood Insurance Rate Map (FIRM)?  
 Yes                       No
  
3. If you answer yes to either of the above two questions, please complete the City's Floodplain Development Permit Application and include the applicable fee.
4. If you answer no to questions (1) and (2), please provide the following information, only if, the proposed buildings/ structures are located within 500 ft distance from a flood hazard area as shown on the effective FIRM:
  - The distance (ft) of the proposed building/ structure from the effective flood-hazard area boundary:
  - Base-flood elevation (BFE) data in the proximity of the proposed building/ structure (ft):
  - Lowest Finished Floor Elevation of the proposed building/ structure (ft):
  - Natural (undisturbed) Ground Elevation at the site of the proposed building/ structure (ft):
  - Attach Elevation Certificate or Elevation Survey from a Registered Surveyor or a Registered Engineer:

♦ Please ensure that the datum used to report elevation data requested above are consistent (same datum). Otherwise, report datum adjustment factors.
  
5. Other relevant information  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name & number for Applicant: \_\_\_\_\_

<b>RECOMMENDATION</b>		
Grant Permit	Request Additional Information	Deny Permit
_____ Building Official/ Floodplain Administrator	_____ Date	