



**CITY OF SUGAR LAND**  
Development Services

**APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY**

DATE: \_\_\_\_\_

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

**ADDRESS AND OCCUPANT INFORMATION**

LOCATION ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

SUGAR LAND, TEXAS ZIP: \_\_\_\_\_

NAME OF OCCUPANT OR BUSINESS: \_\_\_\_\_

MANAGER (IF APPLICABLE): \_\_\_\_\_ LOCATION PHONE: (     ) \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

STATE OF TEXAS SALES TAX IDENTIFICATION # \_\_\_\_\_

**PROPERTY BUILDING OWNER INFORMATION**

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

**APPLICANT (GENERAL CONTRACTOR)**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

GENERAL CONTRACTOR COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**NOTICE**

2015 International Fire Code

Occupancy prohibited before approval:

The building or structure shall not be occupied prior to the code official issuing a permit that indicates applicable provisions of this code have been met.

Occupy – To take up space within a building with people, furniture or storage.

Exception – Contract personnel, building material and equipment used in the construction process shall not be considered occupying the building.

Failure to comply may render you and the company you represent liable to penalties provided by law for such violation.

## COMMERCIAL CERTIFICATE OF OCCUPANCY

The following is a list of departments and their contact phone numbers who may need to clear for a Commercial CO, depending on the project type. Please contact the needed department(s) when you are ready to schedule your inspection. Please allow time for your inspection to be scheduled, as each Department may have different inspection procedures.

**If you have any questions regarding the CO process, please contact:**

**Stacey Ann Smith (Administrative Manager) – 281-275-2270**

All Commercial Permits will require the following:

- CD or USB: AS-built submittals shall be submitted electronically and include all applicable documents including, but not limited to, permits, use narratives, scope of work, architectural, structural, mechanical, electrical, plumbing, fire, health, civils, Sugar Land design standards, any supporting documents, energy compliance, asbestos reports, third party inspection reports, special inspection reports, manufacture specifications, safety data sheets, etc. in PDF format. Dwayne Svatek 281-275-2292

This is used to archive drawings and manage compliance of record retention laws.

Please submit this when the project has been completed, in case any revisions are needed.

- Sales Tax Certificate # with permitted address listed or letter stating no sales tax is collected  
State Comptroller's Office 1-800-252-5555, \*0 to speak to a representative
- Building Inspections: Permits & Inspections Department 281-275-2270
- Food Inspection: Ahsan Khan 281-275-2278 or Sondra McCarty 281-275-2279
- Fire Marshal: 281-275-2873, To schedule an Inspection: [www.sugarlandtx.gov/fire](http://www.sugarlandtx.gov/fire)

New, Ground Up Construction and Additions will also require the following:

- Planning & Zoning: 281-275-2218 – ask to speak with a Planner for a CO inspection
- Engineering: 281-275-2780 – ask to speak to Guillermo Salcedo for a CO inspection
- Infrastructure: 281-275-2337 – please leave a message for Jimmy Vandever for a CO inspection
- Stormwater Maintenance Plan: email [stormwater@sugarlandtx.gov](mailto:stormwater@sugarlandtx.gov)

\* ETJ area only: SI Environmental Mary Hlavacek 832-490-1633 or Juan Alexander 832-490-1551

Fort Bend County Food Angela Snook 281-238-3531

Temporary Certificate of Occupancy – may be allowed before completion of the entire work covered by a permit, provided such portion or portions can be occupied safely. A letter by the responsible person is required prior to considering a Temporary CO. The letter shall list work that is not complete, if the request is to stock or open for business and an expected date of completion.