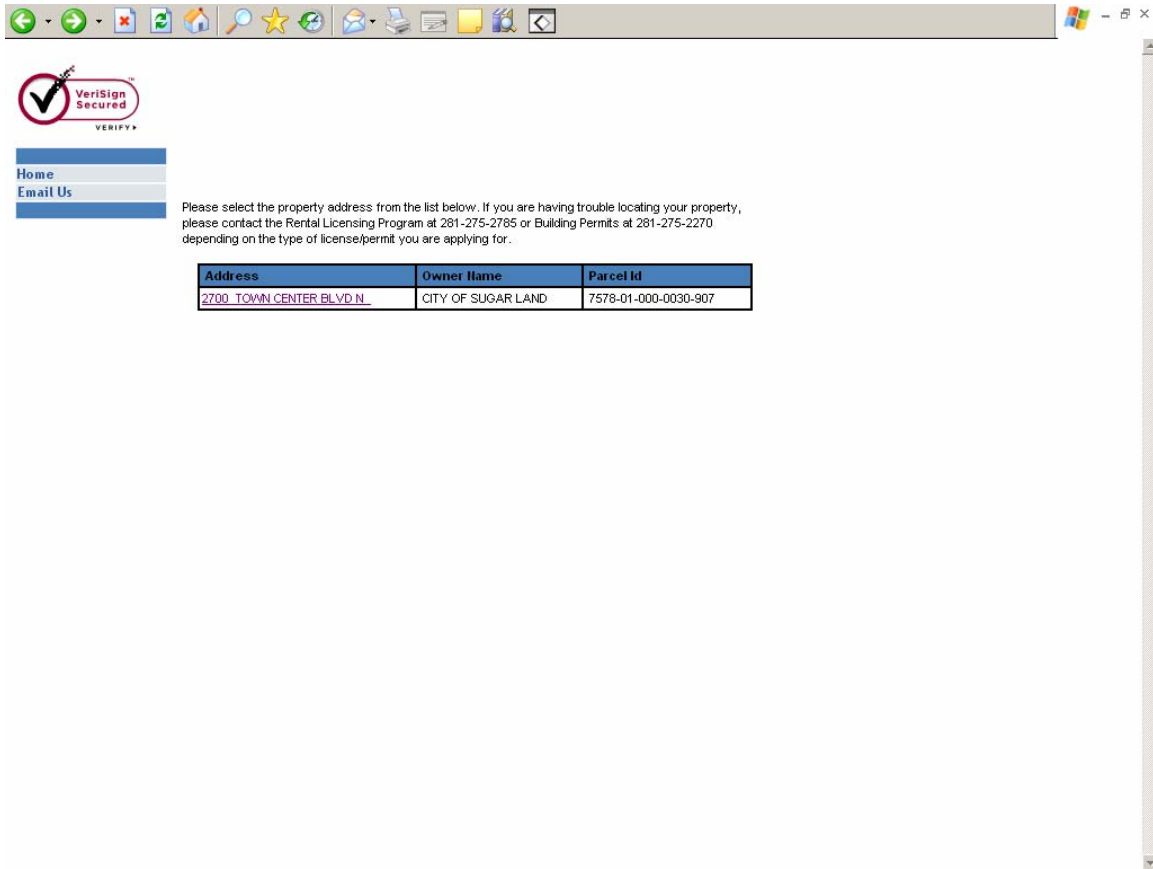


Step One: The link from the Rental Program website should take you to the property look up screen. This function will search our comprehensive property database to find your rental property. You can search by address, Appraisal District parcel number, or by owner name.



Step Two: Once you have entered your search criteria, the program will produce a list of properties that match the information you entered. Due to differences in street abbreviations and similarities to other street names, several properties may be identified. Please select your rental property from the list and click on the address.

VeriSign Secured
VERIFY

Home
Email Us

Complete the following information. Building permit applicants must fill in all information. Rental License applicants should only select "Rental License" under "Application Type" and "Owner" under "Contractor Type" and click continue.

Address: 2700 TOWN CENTER BLVD N
Parcel: 7578-01-000-0030-907
Land ID #: 58534
Name: CITY OF SUGAR LAND
General Location:

Application Type: INTERNET RENT - RENTAL LICENSE
Total Estimated Value: INTERNET BLDG - ROOFING
Total Square Footage: INTERNET MECH - MECHANICAL
Tenant Unit Number: INTERNET PLMG - GTO PERMIT
Tenant Name: INTERNET PLMG - WATER HEATER REPLACEMENT
Is it a public building?: INTERNET PLMG - SEWER/REPLACEMENT
Is it a public building?: INTERNET PLMG - WATER/DRAIN PIPING
Is it a public building?: INTERNET RENT - RENTAL LICENSE

Contractor Type: Contractor Owner


Search for contractor name:

Notes:

Step Three: Once you have selected your property, you will be taken to the permit/license selection screen. This screen is designed to receive applications for several different types of permits and licenses, and not all of the information requested is relevant for your rental license application. Rental applicants only need to fill in two items on this screen:

1. Select "INTERNET RENTAL LICENSE" from the "Application Type" drop down menu.
2. Select the "Owner" radio button under "Contractor Type"

After making these selections, press the "continue" button.



[Home](#)
[Email Us](#)

Complete the following information. Building permit applicants should fill in all information. Rental Licensing applicants should leave "Contractor Name" blank and put their personal or corporate contact information in the contact information fields.

Address: 2700 TOWN CENTER BLVD N
Parcel: 7578-01-000-0030-907
Land ID #: 58534
Name: CITY OF SUGAR LAND
General Location:

Please enter the contact information:

*** Contact Name:**
Address:

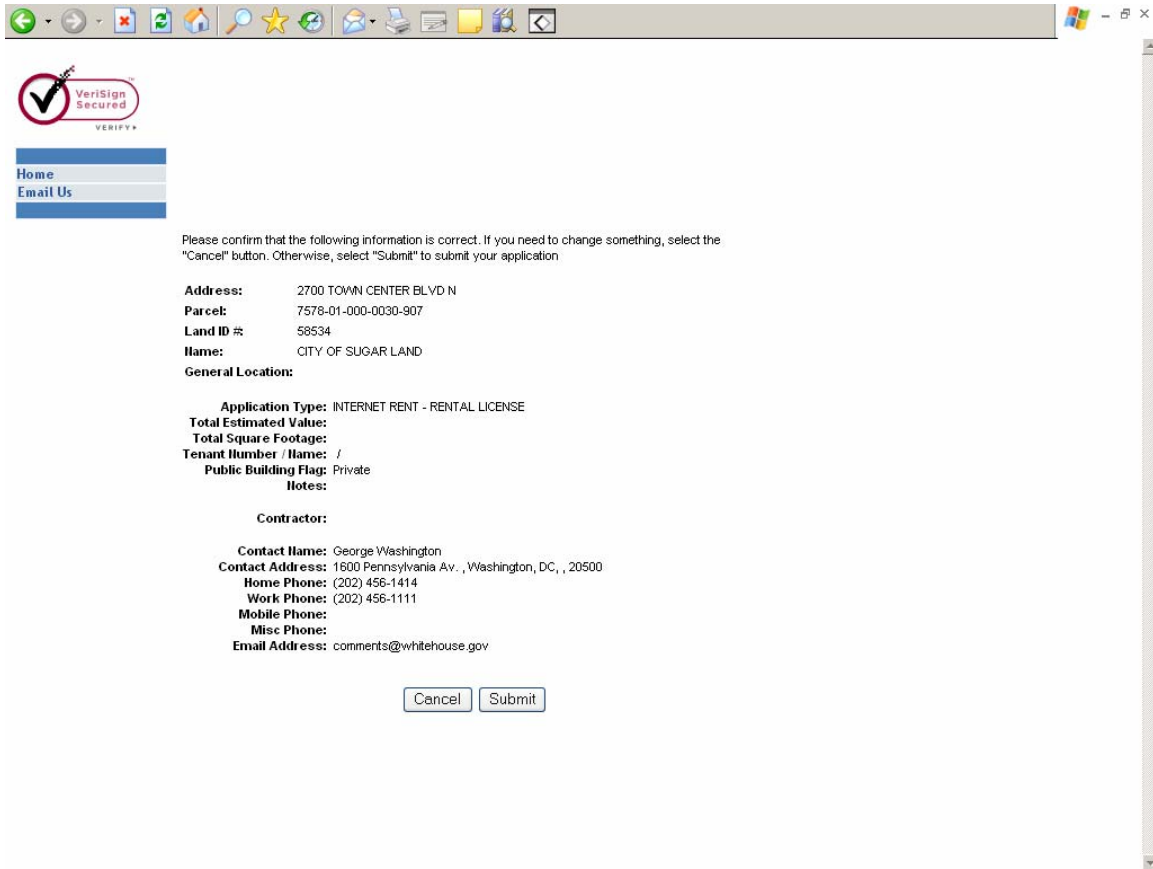
Zip:

Home Phone: () -
*** Work Phone:** () -
Mobile Phone: () -
Misc Phone: () -

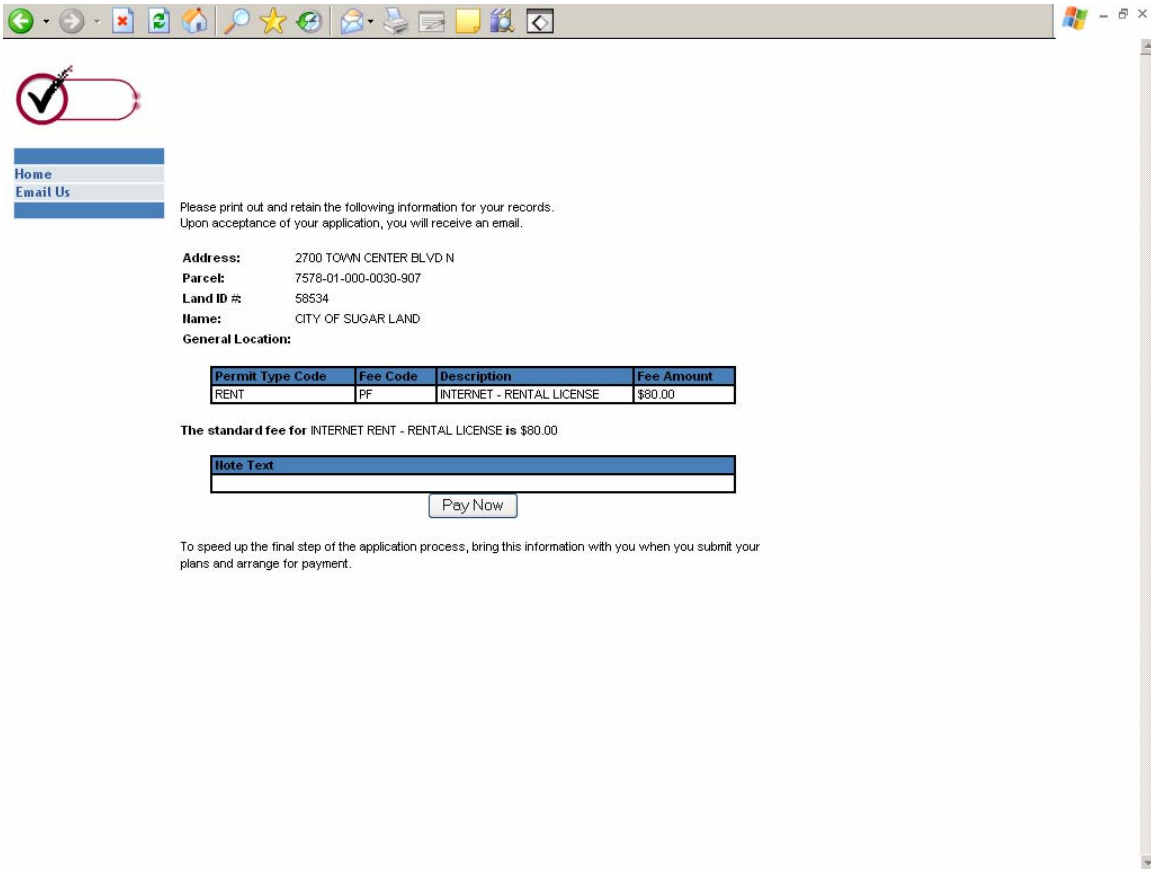
*** E-mail:**

* denotes required field

Step Four: After making your selections on the previous page, you will be asked to provide the property owner's name and contact information. When you have finished, click "continue".



Step Five: Now that you have entered all the information relating to the rental property and the rental owner, you will be sent to a screen which will allow you to review all of the information you have entered. If everything is correct, click “submit”.



Please print out and retain the following information for your records.
Upon acceptance of your application, you will receive an email.

Address: 2700 TOWN CENTER BLVD N
Parcel: 7578-01-000-0030-907
Land ID #: 58534
Name: CITY OF SUGAR LAND
General Location:

Permit Type Code	Fee Code	Description	Fee Amount
RENT	PF	INTERNET - RENTAL LICENSE	\$80.00

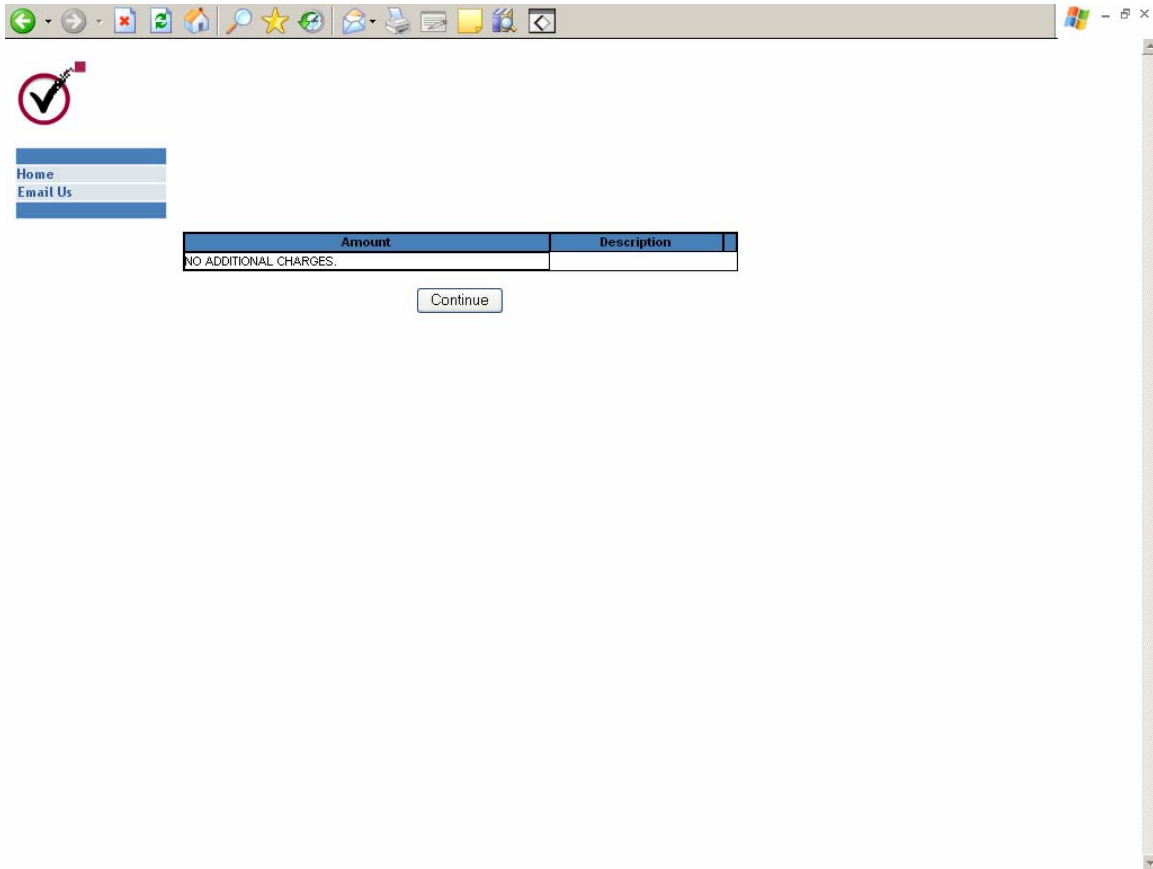
The standard fee for INTERNET RENT - RENTAL LICENSE is \$80.00

Note Text

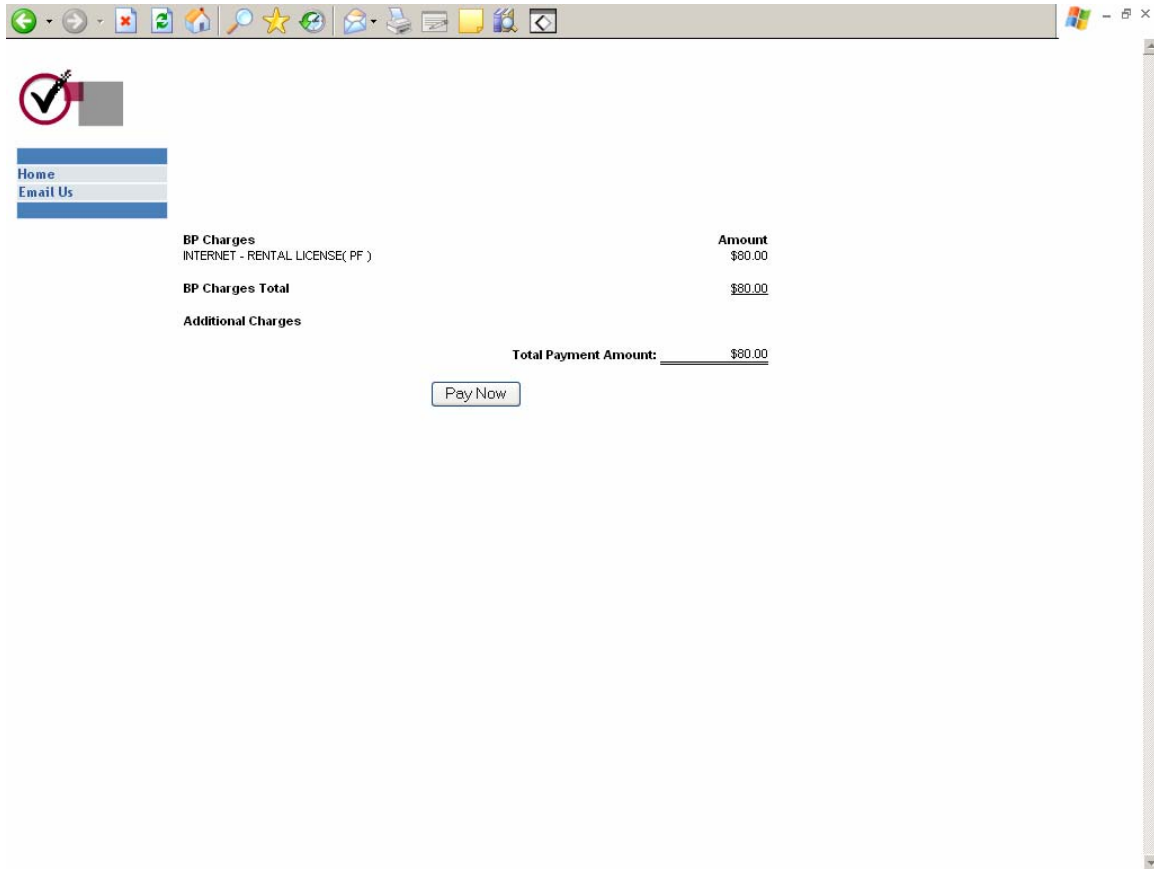
Pay Now

To speed up the final step of the application process, bring this information with you when you submit your plans and arrange for payment.

Step Six: Once you have verified that the information you entered is correct, you will be taken to the license fee screen which will show the property for which you are obtaining a license and the license fee. All rental licenses are \$80.00 per property. Your application is not complete and will not be processed until the license fee is paid. After you have reviewed the information on this screen, click "Pay Now" to begin the payment process.



Step Seven: After clicking “Pay Now”, the system will run a check to ensure that the application has not generated any additional fees. This function does not apply to the Rental License and will produce this “No Addition Charges” screen. Click “continue” to proceed.



Step Eight: After the system has verified that there are no additional charges for your license, you will be show the full license fee amount (should be \$80.00) and clicking “Pay Now” will allow you to proceed with inputting your credit card information just like any other online payment transaction.

If you have any questions, please do not hesitate to call the Rental Licensing Program at (281) 275-2785.