



CITY OF SUGAR LAND
Development Services

APPLICATION FOR 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: _____ (HOME) PHONE: () _____

(AFTER BUSINESS HOURS) (CELL) PHONE: () _____

OWNER/LEASING AGENCY INFORMATION

LEASE AGENCY: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: () _____

APPLICANT

NAME: _____ TITLE: _____

SIGNATURE: _____ PHONE: () _____

OFFICIAL USE ONLY

<u>DEPARTMENT</u>	APPROVED	REJECTED	INSPECTOR	DATE
BUILDING	_____	_____	_____	_____
HEALTH	_____	_____	_____	_____
FIRE	_____	_____	_____	_____
P & Z	_____	_____	_____	_____
ENGINEERING	_____	_____	_____	_____
PUBLIC WORKS	_____	_____	_____	_____
INFRASTRUCTURE	_____	_____	_____	_____



NOTICE

2003 International Fire Code

Section 105.3.3, 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.

Supt. Signature: _____

Print Name: _____

General Contractor Company Name: _____

Phone# _____ Cell Phone # _____

Permit # _____

Project Address: _____

Project Name /Tenant: _____