

**INSTRUCTIONS :**  
FAX APPLICATION TO  
**281-275-2271**  
FOR APPROVAL.  
PERMIT DEPARTMENT  
WILL CALL WHEN  
APPROVED & READY TO  
ISSUE & PICK UP.



**CITY OF SUGAR LAND**

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

**NAME CHANGE/CHANGE OF OWNERSHIP APPLICATION**

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

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

**TENANT INFORMATION**

ADDRESS: \_\_\_\_\_ SUITE#: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ TOTAL SQUARE FOOTAGE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

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

HOME PHONE: (\_\_\_\_) \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**BUILDING OWNER/ INFORMATION**

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

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

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

PHONE: (\_\_\_\_) \_\_\_\_\_ ALTERNATE PHONE: (\_\_\_\_) \_\_\_\_\_

**ATTN: RETAIL CUSTOMERS ONLY - MUST PROVIDE A COPY OF RETAIL STATE SALES TAX PERMIT @ THE TIME OF ISSUANCE. (FAXING PERMIT TO OFFICE IS OKAY / 281-275-2271)**

**REASON FOR CHANGE: PLEASE SELECT ONE**

- NEW MANAGEMENT  NEW OWNER  BUSINESS NAME CHANGE  TENANT CHANGE  
 OTHER \_\_\_\_\_

**DESCRIPTION OF BUSINESS USE:** \_\_\_\_\_

\*\*\*\*\***(NEXT TWO LINES MUST BE FILLED-OUT)**\*\*\*\*\*

**PREVIOUS TENANT:** \_\_\_\_\_

**NEW TENANT:** \_\_\_\_\_

**CONSTRUCTION/REMODELING**  YES  NO

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_ SUITE#: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ TOTAL SQUARE FOOTAGE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

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**OFFICIAL USE ONLY**

SIC Code & description: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

P & Z APPROVAL: \_\_\_\_\_

<u>DEPARTMENT</u>	<u>APPROVED</u>	<u>REJECTED</u>	<u>OFFICIAL</u>	<u>DATE</u>
BUILDING	_____	_____	_____	_____
FIRE	_____	_____	_____	_____
HEALTH	_____	_____	_____	_____

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APPLICATION REVIEWED BY: \_\_\_\_\_

**PERMIT FEE 16.75**

**Type of Payment:**

Cash     Escrow

Check# \_\_\_\_\_

Mastercard     Visa     American Express