



TO SCHEDULE INSPECTION ON THE WEB

YOU WILL NEED YOUR APPLICATION NO. & PHONE ACCESS CODE TO PROCEED

WEB ADDRESS: www.sugarlandtx.gov

ONCE ON SUGAR LAND'S WEB PAGE,

SLIDE OVER DARK BLUE TAB THAT STATES: **ONLINE SERVICES**

CLICK ON BUILDING PERMITS **FOLLOW ALL INSTRUCTIONS IN BOXES**

SELECT SCHEDULE / CANCEL INSPECTIONS enter click ok
(NO CANCELLATIONS AFTER 6:59 A.M. PLEASE CALL 281/275-2270 TO CANCEL)

TYPE IN: APPLICATION NO. submit

Select: **SCHEDULE AN INSPECTION**

Select: **ITEM IN BOX** (Example: PLMG, MECH, etc.)

NOW THERE'S A BOX THAT ASKS FOR THE PIN NUMBER.

(THIS IS YOUR **PHONE ACCESS CODE**) TYPE IN AND SELECT SUBMIT

SELECT INSPECTION NEEDED:
SELECT DATE TO INSPECT:

YOU WILL SEE ANOTHER BOX. TYPE IN SPECIAL INSTRUCTIONS IF NEEDED. (OPTIONAL)

**EXAMPLE: CUSTOMER HAS DOGS. CALL CUSTOMER TO SECURE PET/PETS OR
CUSTOMER WILL BE HOME FROM 8AM – NOON. ETC.**

PLEASE NOTE: ANYTHING YOU TYPE IS READABLE TO ALL.

SELECT CONTINUE

IT WILL SHOW MONEY OWED BUT, WE ARE IN THE PROCESS OF REMOVING THIS PART.
YOU MAY PRINT THIS PAGE FOR YOUR RECORDS.

CLICK FINISH (YOU'RE DONE)

Please call (281)/275-2270 for additional information between the hours of 8:00 A.M. – 5:00 P.M.
Monday through Friday (except for holidays).