

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



**CITY OF SUGAR LAND  
Department of Building Safety**

**INSTRUCTIONS:**  
**Submit application**  
via fax to **281-275-2271**  
or email to  
**permits@sugarlandtx.gov**  
Permit Department will call when  
**APPROVED & ready for pickup.**

**NAME CHANGE/CHANGE OF OWNERSHIP APPLICATION**

**Permit Fee \$36.25**

**APPLICATION #** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**SQUARE FOOTAGE:** \_\_\_\_\_

**TENANT INFORMATION**

**SALES TAX ID#** \_\_\_\_\_

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

**CONTACT:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**\*ATTACH A LETTER OF DETAIL DESCRIPTION OF USE ON COMPANY LETTERHEAD W/ SIGNATURE \***

**BUILDING OWNER INFORMATION**

**NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

\_\_\_\_\_

ADDRESS	CITY/STATE	ZIP
---------	------------	-----

**REASON FOR CHANGE: PLEASE SELECT ONE**

**TENANT CHANGE**     **TURN POWER ON TO SHOW VACANT**

**OTHER** \_\_\_\_\_

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

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

**ANY REMODEL WORK TO BE DONE?**     **YES**     **NO**

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

**OFFICIAL USE ONLY**

**LAND USE:** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **APPROVAL:** \_\_\_\_\_

**BUILDING** \_\_\_\_\_

**STATE SALES TAX** \_\_\_\_\_

**FIRE** \_\_\_\_\_

**DATE EMAILED** \_\_\_\_\_

**FOOD** \_\_\_\_\_



**ALCOHOL SALES  
ACKNOWLEDGMENT**

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

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

**Return completed form to the Department of Building Safety with the NAME CHANGE/CHANGE OF OWNERSHIP  
APPLICATION**

**Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479**

SITE ADDRESS \_\_\_\_\_

Tenant/ Business Name \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

Zoning District \_\_\_\_\_ (ex. General Business B-2)

**CONTACT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***By signing and dating this acknowledgment form, I am certifying that I am authorized to make this application, and that I have read and understand the following standards for alcohol sales in the City of Sugar Land:***

***Any business establishment with alcohol sales that exceed 49% of total sales revenues is considered a Drinking Place. Drinking Places are not permitted in any of the City's primary zoning districts, as established in the City of Sugar Land Development Code Sec. 2-51.***

***Except within a Planned Development (PD) district where Drinking Places are authorized, no business establishment shall have alcohol sales in excess of 49% of total sales revenue. Whether a food establishment or other business that serves alcohol, revenues from food, merchandise, or activities must be a minimum of 51% of gross sales. The City may request sales receipts to verify compliance with this requirement at any time.***

**This acknowledgement does not replace other local or state requirements for alcohol sales.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date