



**CITY OF SUGAR LAND
Fire Marshal
FIRE PREVENTION PERMIT APPLICATION**

******* TO BE COMPLETED BY APPLICANT *******

Check One: **Operational** **Construction (includes Tents)**

NAME OF BUSINESS: _____ **PHONE:** _____

ADDRESS _____ CITY/STATE _____ ZIP _____

APPLICANT NAME: _____

PHONE: _____ **EMAIL:** _____

APPLICANT SIGNATURE **DATE**

******* FOR OFFICE USE ONLY *******

TO BE COMPLETED BY INSPECTOR

PLANS REQUIRED: YES NO **PLANS SUBMITTED:** YES NO

OCC TYPE: A E I F H S M B

CODE EDITION: 2015 International Fire Code

Code No.	Permit Granted for Application

******* FOR OFFICE USE ONLY *******

TO BE COMPLETED BY REVENUE

FEES DUE: \$ _____ **EXPIRATION DATE:** _____

PERMIT ISSUED: _____ **PERMIT NUMBER:** _____

INSPECTOR: _____ **DATE:** _____

FUND 10 ACCOUNT NUMBER 010-000-319-62.00



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Complete the application and return it along with applicable fees as listed below to City Hall:

1) Single permit	\$107.00
2) Combination permit: 1-3 permit items	\$275.25
3) Combination permit: 4-5 permit items	\$440.25
4) Combination permit: more than 5 items	\$550.50

APPLICATIONS should be submitted along with any required documentation and applicable fees to the Revenue Department located at Sugar Land City Hall, 2700 Town Center Blvd., Sugar Land, Texas 77479 - phone number (281) 275-2700. Once the permit fee is paid, Revenue will forward a copy of the documentation and payment receipt to the Fire Marshal's Office.

Tent, Air Curtain Trench Burning, and Fireworks Display permit applications must be accompanied by a site plan. Site plans for tents shall show distances to other tents, buildings and roadways. Additionally, a certificate of flame retardant treatment must be submitted with tent permit applications. *For specific requirements for tents see [Fire Prevention Tent Inspection Requirements](#). Site plans for trench burners must show distances to buildings, property lines and roadways.*



Once the application and all required documentation has been approved and fees have been paid, schedule all required inspections via our online system www.sugarlandtx.gov/fire Click on the picture icon "Schedule an Inspection".

Inspection requests must be made 2 business days in advance. Please remember if you mail your permit application and payment allow delivery and posting time before you request your inspection online. You will receive an appointment confirmation with the day and time range of your inspection. When the inspection has been completed and approved, the permit will be issued.