

SWIMMING POOLS

PERMIT REQUIREMENTS

1. Plot Plan - Provide a scaled drawing or survey showing the location of the pool and other structures in the pool area.
2. Pool Plans - Provide a scaled drawing and specifications of the pool construction.

CODE REQUIREMENTS

Single-family residential pools must be located so that the water's edge is at least 3 feet from any property line.

The International Swimming Pool & Spa Code as adopted by ordinance provides detailed requirements for swimming pool code compliance.

Rerouting sanitary sewer lines, electrical services or gas piping requires a permit for each of the appropriate trades.

SIGNS

All permanent and wind-device signs require permits that are independent of building permits. Signs shall comply with the requirements of the Sugar Land Development Code sign regulations.

MONUMENT SIGNS

1. Provide a site plan showing the exact location of the sign. Show all existing signs within 300 feet of the new sign.
2. Provide the sign's dimensions and specifications.

WALL SIGNS

1. Provide dimensions and an elevation view of the wall on which the sign will be installed.
2. Provide the sign's dimensions and specifications.

CONTACT INFORMATION

TELEPHONE/INTERNET INSPECTION SYSTEM

Inspections can be scheduled and inspection results can be obtained 24 hours a day by phone or online.

281-275-2320 • www.SugarLandTX.gov/Inspections

CITY OF SUGAR LAND

2700 Town Center Blvd. North • Sugar Land, TX 77479
P.O. Box 110 • Sugar Land, TX 77487-0110
www.SugarLandTX.gov/BuildingSafety

PERMITS

Office281-275-2270
Fax281-275-2271

CITY NUMBERS

Fire Marshal..... 281-275-2873
Planning281-275-2218
Water Bills281-275-2750
Public Works 281-275-2450
for water line breaks, sanitary sewage leaks or right-of-way permits
Engineering281-275-2780
for land disturbance permit

UTILITIES

CenterPoint Energy (Gas)713-659-2111
CenterPoint (Electricity).....713-207-2222
Windstream (Internet).....800-843-9214
Comcast (Internet and Cable) 800-776-9993

OTHER HELPFUL NUMBERS

Texas 811.....811 or 800-344-8377
www.Texas811.org *Call Before You Dig*
International Code Council 888-422-7233
Texas State Board of Plumbing Examiners512-936-5200
www.TSBPE.State.TX.us
Texas Accessibility Standards..... 800-803-9202
www.TDLR.Texas.gov/AB/ABTAS.htm *In the phone menu, press 3 for Architectural Barriers.*
Fort Bend County Engineering Dept.281-633-7500
www.FortBendCountyTX.gov



BUILDING PERMITS & INSPECTIONS



PERMIT REQUIREMENTS

APPLICABLE CODES

The City of Sugar Land has adopted the 2015 International Codes, including building, fire, residential, property maintenance, energy, mechanical, plumbing and fuel gas codes, as well as the 2014 National Electrical Code. The city enforces these codes and the technical standards they reference. To obtain building permits or certificates of occupancy, compliance with Sugar Land design standards and development codes are required.

The Texas Department of Licensing and Regulation (TDLR) must review commercial projects with a valuation greater than \$50,000 for accessibility standards. For such projects, building permit applications will not be accepted until TDLR verifies the required review. Call 877-278-0999 or go to www.TDLR.Texas.gov/AB/ABTAS.htm for more information.

Both commercial and residential projects must show compliance with the 2015 International Energy Conservation Code. Model Energy Code (MEC) compliance information may be obtained at www.EnergyCodes.gov/Compliance.

No public or commercial building may be demolished or renovated without an asbestos survey, which must be conducted before the building permit is approved. Information and assistance may be obtained from the Texas Department of Health at 800-572-5548 or 512-834-6610.

SUBMITTING PLANS

Both residential and commercial projects require three complete sets of plans. Plans must be drawn accurately to scale. Review time for most residential and minor commercial projects is seven working days, with 14 working days required for major commercial projects. Assistance and information may be obtained by calling 281-275-2270.

RESIDENTIAL PROJECTS

GROUND-UP SUBMITTAL

1. Plot Plan - Provide a sealed drawing or survey indicating the location of all structures and flatwork to be constructed. Identify all property lines, building lines and utility easements.
2. Foundation Plan - Designs must be signed and sealed by a professional engineer.
3. Construction Plans - Provide floor, framing, electrical, plumbing and exterior elevation plans.
4. International Energy Code - Provide documentation verifying compliance.
5. Additional information is available by calling the permit office at 281-275-2270.

ADDITIONS

1. Plot Plan - Provide a sealed drawing or survey indicating the location of all existing structures and details of the proposed addition. Identify all property lines, building lines and utility easements.
2. Foundation Plan - Provide a detailed drawing showing the proposed materials, beam depths, and number and size of piers (if required). Post tension designs must be signed and sealed by a professional engineer.
3. Building Plans - Provide floor, framing, electrical, plumbing and exterior elevation plans.

REMODELING

Building Plans - Provide a description of work and a drawing showing the floor plan, as well as any changes in the electrical, plumbing and mechanical systems.

CODE AMENDMENTS

Chapter 7, Building Codes and Regulations, of the Sugar Land Development Code specifies code sections that have been deleted or amended. This chapter can be found at www.SugarLandTX.gov/DevCodeCh7.

To file a permit, Contractors must register at www.SugarLandTX.gov/Registration.

COMMERCIAL PROJECTS

GROUND-UP SUBMITTAL

1. The site plan must show all setbacks, parking spaces, fire lanes, sidewalks, landscaping and approval by the Planning Department.
2. Drawings must be signed and sealed by the design professional and accompanied by all required documents.
3. A shell building requires a separate permit from tenant build outs. Call 281-275-2270 for information.
4. Site plans must be approved by the Planning Department prior to approval of a building permit. For additional information about site plan requirements, please call 281-275-2218.

REMODELING OR TENANT BUILD-OUT

1. The floor plan must show the specific location of the project in the building.
2. Demolition drawings are required, and must include an asbestos survey complying with Texas Senate Bill 509.
3. The remodel/build out plans must indicate all proposed work. Plans drawn by a design professional may be required, depending on scope of work.

OTHER ITEMS REQUIRING PERMITS

- Irrigation, driveway, mechanical, electrical and plumbing projects
- Repairs to foundations, roofs and bulkheads
- New roofs, fencing, storage buildings, covered patios and retaining walls
- Change of owner or occupancy of a commercial building

To build something that is not listed, call 281-275-2270 to determine whether a permit is required.

Solicitors:

To solicit in a residential area within the city limits of Sugar Land, a Solicitor License must be obtained.

Work performed in a public right-of-way requires approval and/or a permit from the Sugar Land Public Works Department. Call 281-275-2450 for information on right-of-way permit requirements.