



CITY OF SUGAR LAND

Department of Building Safety 281-275-2270

RESIDENTIAL BUILDING PERMIT APPLICATION

APPLICATION # _____

**** PLEASE NOTE ****
1 USB with electronic set of plans required with submittal

PROJECT ADDRESS: _____ SQUARE FOOTAGE: _____

LOT: _____ BLOCK: _____ SECTION: _____ SUBDIVISION: _____

HOMEOWNER NAME: _____ PHONE: _____

Contractor	Street Address	City	State	Zip Code	Phone	EMAIL
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TYPE OF PERMIT:	<input type="checkbox"/> New Residential	<input type="checkbox"/> Piers/Pilings	<input type="checkbox"/> Fencing	<input type="checkbox"/> Pool
	<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Flatwork	<input type="checkbox"/> Demolition	<input type="checkbox"/> Solar
	<input type="checkbox"/> Residential Addition	<input type="checkbox"/> Siding	<input type="checkbox"/> Moving	<input type="checkbox"/> Generator

Exterior Modifications Only: This work DOES DOES NOT lie within the authority of a HOA
If it does, please provide a copy of the Approval letter sent from the HOA.

DESCRIPTION OF WORK:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature _____ Date _____ Printed Name _____ Company _____

Phone _____ Fax _____ Cell _____ Email _____

Plan Check Fee (Due at time of submittal): \$ _____

PAY BY ESCROW ACCOUNT

Building Permit Fee: \$ _____

FOR OFFICE USE ONLY

PLAN REVIEWED BY: _____ APPROVED FOR ISSUANCE BY: _____

RESIDENTIAL PERMIT CHECK-LIST

PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.

- HARD COPY OF 1ST PAGE OF COMPLETED PERMIT APPLICATION _____
- 1 USB WITH ALL APPLICABLE PAGES OF COMPLETED APPLICATION, PLAN SET, and REFERENCE DOCUMENTS. Plan sheet to be formatted as one PDF with accompanying documents as individual PDF's. _____

★ USB SHOULD INCLUDE the following information for review by the Planning, Building Safety, and Engineering Departments:

Planning: for Questions Call Planning Department (281) 275-2218

- Survey (existing conditions plan)
- Plot Plan (proposed changes plan)
- Lot Coverage (first floor A/C + Garage Area/Total Lot Sq. Ft.)
- Floor Area Ratio (total climate controlled area/Total Lot Sq. Ft)
- Home Owner Association Approval Documentation

Engineering: for Questions Call Engineering Department (281) 275-2780

- Completed Floodplain Review Checklist
- Elevation Certification-Minimum Floor Elevation
- Grading/Drainage Plans designed by a license professional Engineer
- Foundation Plan with details, designed and sealed by a license professional engineer

Building Safety: for Questions Call Robert Schulte (281) 275-2282

- Electrical Load Analysis
- Plumbing Riser Diagram
- Gas Riser Diagram
- HVAC Layout
- Manual J Report
- Energy Code Inspection Checklist
- 2015 IECC Energy Cost Compliance

Blue Prints: for Questions Call Robert Schulte (281) 275-2282

City of Sugar Land Code References:

- 2015 (IRC) International Residential Code
- 2014 (NEC) National Electrical Code

State of Texas References:

- 2017 (NEC) National Electrical Code
- Electrical Layout
- Exterior Home Elevations
- Floor Plan Layout
- Options clearly selected or crossed out
- Interior Elevations
- Wind Speed Calculations for the specific address, designed and sealed by a license professional engineer
- Wind Storm Plans and Details designed and sealed by a license professional engineer
- Framing Plans and Details designed and sealed by a license professional engineer

Notes:

No Flip plans will be accepted

If plans are not to scale—ALL dimensions must be labeled

Items above may change—list complete as of 01/31/20

Applicant Signature: _____ Date: _____

RESIDENTIAL BUILDING FEE SCHEDULE:

Building permit and plan check fees (based on square footage)

1 -100 square feet . . . \$55.00 base permit, Additional square feet, up to 500 . . . \$.55 per square foot
501 square feet . . . \$275.00 base permit, Additional square feet, up to 1,000 . . . \$.60 per square foot
1,001 square feet . . . \$600.00 base permit, Additional square feet, up to 1,500 . . . \$.60 per square foot
1,500 square feet . . . \$900.00 base permit, Additional square feet, up to 2,000 . . . \$.60 per square foot
2,001 square feet . . . \$1200.00 base permit, Additional square feet, up to 3,000 . . . \$.60 per square foot
3,001 square feet . . . \$1800.00 base permit, Additional square feet, up to 4,000 . . . \$.60 per square foot
4,001 square feet . . . \$2400.00 base permit, Additional square feet, up to 5,000 . . . \$.65 per square foot
5,001 square feet . . . \$3250.00 base permit, Additional square feet . . . \$.65 per square foot

Plan checking fee One-half of building permit fee

Pool permit . . . \$325 permit/\$162.50 plan check
Roof permit . . . \$125
Foundation/piers and pilings . . . \$125
Siding \$125
Generator permit . . . \$325 permit/\$162.50 plan check
Solar permit . . . \$250 permit/\$125 plan check
Fence permit . . . \$75 for first 50 feet, \$10 per additional 50 ft.
Demolition . . . \$59.00
Moving . . . \$117.50



CITY OF SUGAR LAND

BUILDING PERMIT FLOODPLAIN REVIEW CHECKLIST

ADDRESS: _____ APPLICATION NO.: _____

1. Is the proposed building/ structure located within a special flood-hazard area as shown on the Effective Flood Insurance Rate Map?
 Yes No

2. Is the proposed building/ structure located within a floodway as shown on the Effective Flood Insurance Rate Map (FIRM)?
 Yes No

3. If you answer yes to either of the above two questions, please complete the City's Floodplain Development Permit Application and include the applicable fee.
4. If you answer no to questions (1) and (2), please provide the following information, only if, the proposed buildings/ structures are located within 500 ft distance from a flood hazard area as shown on the effective FIRM:
 - The distance (ft) of the proposed building/ structure from the effective flood-hazard area boundary:
 - Base-flood elevation (BFE) data in the proximity of the proposed building/ structure (ft):
 - Lowest Finished Floor Elevation of the proposed building/ structure (ft):
 - Natural (undisturbed) Ground Elevation at the site of the proposed building/ structure (ft):
 - Attach Elevation Certificate or Elevation Survey from a Registered Surveyor or a Registered Engineer:

♦ Please ensure that the datum used to report elevation data requested above are consistent (same datum). Otherwise, report datum adjustment factors.

5. Other relevant information

Contact Name & number for Applicant: _____

RECOMMENDATION		
Grant Permit	Request Additional Information	Deny Permit
_____	_____	_____
Building Official/ Floodplain Administrator		Date