



**CITY OF SUGAR LAND**  
Development Services

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

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

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

**ADDRESS AND OCCUPANT INFORMATION**

LOCATION ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

SUGAR LAND, TEXAS ZIP: \_\_\_\_\_

NAME OF OCCUPANT OR BUSINESS: \_\_\_\_\_

MANAGER(*IF APPLICABLE*): \_\_\_\_\_ (LOCATION) PHONE: (    ) \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ (HOME) PHONE: (    ) \_\_\_\_\_

(*AFTER BUSINESS HOURS*) \_\_\_\_\_ (CELL) PHONE: (    ) \_\_\_\_\_

**OWNER/LEASING AGENCY INFORMATION**

LEASE AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_

**APPLICANT**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

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**OFFICIAL USE ONLY**

<u>DEPARTMENT</u>	APPROVED	REJECTED	INSPECTOR	DATE
BUILDING	_____	_____	_____	_____
HEALTH	_____	_____	_____	_____
FIRE	_____	_____	_____	_____
P & Z	_____	_____	_____	_____
ENGINEERING	_____	_____	_____	_____
PUBLIC WORKS	_____	_____	_____	_____
INFRASTRUCTURE	_____	_____	_____	_____



**NOTICE**

2009 International Fire Code

Section 105.3.3, Occupancy prohibited before approval:

The building or structure shall not be occupied prior to the code official issuing a permit that indicates applicable provisions of this code have been met.

Occupy – To take up space within a building with people, furniture or storage.

Exception – Contract personnel, building material and equipment used in the construction process shall not be considered occupying the building.

Failure to comply may render you and the company you represent liable to penalties provided by law for such violation.

Supt. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

General Contractor Company Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Permit # \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Name /Tenant: \_\_\_\_\_



## CITY OF SUGAR LAND

### Commercial Certificate of Occupancy Guidelines

Applying for and receiving a certificate of occupancy for a commercial project is a two part process.

The first part requires the completion of a one page form when the permit is picked up. The document is necessary for the City of Sugar Land's Fire Marshal's records prior to beginning construction of the project.

The second part of the process is somewhat more complex and requires completion of another form that provides occupant information. This is information not typically available until a project is near completion. Please submit the completed form to the Permit Office (281) 275-2270 at least:

- **10 days prior to a building final for ground up construction & additions**
- **3 days prior to a building final for build outs & remodels**

Several City Departments are responsible for components of commercial projects. They are notified by the permit office as soon as the second part of the process form is turned in. **It is very important that the responsible permit holder manage the second part of the process in conjunction with their anticipated opening date. This is to allow adequate time for all inspection work to be completed.**

Aside from building inspections:

- Commercial ground up and addition projects typically require approvals from various departments including fire, public works, and utilities, engineering and planning.
- Building build out and remodel projects require inspections from fire and utilities.
- Food inspections are also required for all commercial projects that have a food /beverage component.

**A CD in PDF or TIFF format of the approved as-built drawings is required before a certificate of occupancy can be issued. This is the document used to archive drawings and manage compliance of record retention laws.**

**Commercial projects that collect sales tax require a State of Texas sales tax certificate that includes the permitted address listed on the certificate. A copy of this document must be provided prior to the issue of a certificate of occupancy. Any questions about the sales tax certificate, please contact the Texas State Comptroller's office at 1-800-252-5555.**

A temporary certificate of occupancy may be allowed before completion of the entire work covered by a permit, provided such portion or portions can be occupied safely. A letter by the responsible person is required prior to considering a temporary certificate of occupancy. The letter shall list work that is not complete and an expected date of completion. After review by the *building official* a time period will be set in which the temporary certificate of occupancy is valid.

**These guidelines are designed to assist responsible permit holders with timely approvals for occupancy. Additional questions or clarification can be discussed by contacting our permit office at (281) 275-2270 during normal business hours.**