### PLEASE NOTE:

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



## **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 \$36.75	APPLICATION #	
PROJECT ADDRESS:		
SQUARE FOOTAGE:		
<u>'</u>	TENANT INFORMATION	
SALES TAX ID#		
CONTACT:	PHONE#:	
EMAIL:		
*ATTACH A LETTER OF DETAIL DESC	CRIPTION OF USE ON COMPANY LETTERH	EAD W/ SIGNATURE *
BUIL	DING OWNER INFORMATION	
NAME:		
CONTACT:	PHONE#:	
ADDRESS	CITY/STATE	ZIP
REASON FOR CHANGE: PLEASE SE ☐ TENANT CHANGE ☐ TURN PO ☐ OTHER	OWER ON TO SHOW VACANT	
PREVIOUS TENANT:		
NEW TENANT:		
ANY REMODEL WORK TO BE DONI	E? YES NO	
APPLICANT SIGNATURE	DATE	
OFFICIAL USE ONLY LAND USE:		
ZONING DISTRICT:	APPROVAL:	
BUILDING	STATE SALES TAX _	
FIRE	DATE EMAILED	
FOOD Revised 1/1/2021		



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

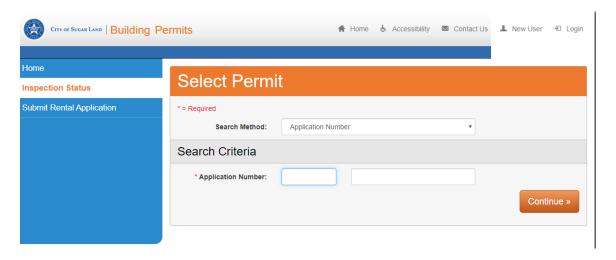
SITE ADDRI	ESS	
Tenant/ Bus	iness Name	
Zoning Dist	rict	(ex. General Business B-2)
CONTACT I	NFORMATION	
Name		
Address		
		Email
	Any business establishment revenues is considered a Drin of the City's primary zoning Development Code Sec. 2-51.  Except within a Planned Devauthorized, no business established sales revenue. Whether alcohol, revenues from food, in	form, I am certifying that I am authorized to make this application, owing standards for alcohol sales in the City of Sugar Land: with alcohol sales that exceed 49% of total sales ring Place. Drinking Places are not permitted in any districts, as established in the City of Sugar Land elopment (PD) district where Drinking Places are ishment shall have alcohol sales in excess of 49% of a food establishment or other business that serves perchandise, or activities must be a minimum of 51% equest sales receipts to verify compliance with this
This ackno	wledgement does not replace ot	ner local or state requirements for alcohol sales.
Printed Nan	ne	
Signature		Date
Revised 4/27/2	2020	

# TO SCHEDULE AN INSPECTION ONLINE www.sugarlandtx.gov

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

#### **BUSINESS** — INSPECTION SCHEDULING

Select Online Building Permits system and then Select INSPECTION STATUS



Enter APPLICATION NUMBER

Select SCHEDULE / CANCEL INSPECTIONS in blue to the right of the permit type

Select INSPECTION DESCRIPTION (Ex: BLDG, FINAL)

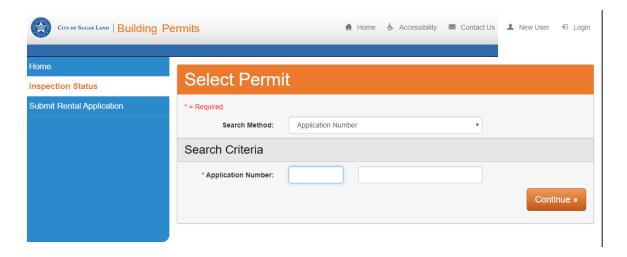
Select **INSPECTION DATE** from available dates listed. Please print confirmation page & retain for your records.

# TO CHECK INSPECTION RESULTS ONLINE www.sugarlandtx.gov

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

#### **BUSINESS** — INSPECTION SCHEDULING

Select Online Building Permits system and then Select INSPECTION STATUS



#### **Enter APPLICATION NUMBER**

Select **INSPECTION STATUS** from **blue** column on the left (under **PERMIT STATUS**)

Select **PERMIT TYPE** (Ex: 000/000/ELEC 00) that you are checking results on

You will then be able to view Inspection Type, Scheduled Date, Status & Date Resulted

For more information (Ex: Inspector & any notes):

Select **INSPECTION TYPE** (Ex: <u>ELEC, COMPLETE COVER</u>) for any notes

For more information you may call the Inspection Request Line at 281-275-2320.



# CITY OF SUGAR LAND Department of Building Safety

# **CREDIT CARD AUTHORIZATION FORM**

FAX: (281) 275-2271

I authorize the City of Sugar Land to use my credit card to process the following payment:
Date:
Amount:
Jobsite address:
Application No:
Contractor:
Contact Name:
Phone: Fax No:
Email:
Last 4 digits of Credit Card Number:
Exp Date: Card Code:
Signature:
Credit Card: [ ] Visa [ ] Master Card [ ] American Express
** Please enter Credit Card Number below **
**************************************
Card Number:

Revised 4/27/2020