



CITIZEN SELF SERVICE

Adding a contact to your record

Last Updated: 8/25/22

WHEN TO USE THIS PROCESS

- to add a property owner (if the original applicant is the contractor)
- to add a contractor (if the original applicant is the property owner)
- to add subcontractor and other consultants

BEFORE YOU START

- You must be logged in to CSS and be a contact associated with the application in order to resubmit.
- Go to www.sugarlandtx.gov/CSS and follow the login procedure.

ACCESS YOUR APPLICATIONS

Click the “My Work” link on the navigation bar.



My Permits



CITIZEN SELF SERVICE

OPEN YOUR PERMIT

Dashboard Home Apply **My Work** Today's Inspections Map Report Fee Estimator

My Work

MY INVOICES **MY PERMITS** MY EX... MY LICENSES

Search...

Display Active

Click on the permit number to open.

Permit Number	Project	Address	Permit Type	Status
19 00101761 000 000 BLEC...		18401 UNIVERSITY BLVD S...	Residential Electrical Permit	Expired
BLDR-2022-00273		12534 E NANTUCKET RD S...	New Ground Up Residential Building Permit	Issued
SIGN-2022-00036		11342 BURMESE LN ASHF...	Sign Permit - Banner/Wind Device	Approve
SIGN-2022-00035		14234 DEEP COVE LN GLE...	Sign Permit - Banner/Wind Device	Approve
BLDC-2022-00090		12440 JULIE RIVERS DR SU...	Commercial Addition Permit	In Review
FIRE-000137-2022		10405 CORPORATE DR SU...	Fire Permit - Fire Extinguishing System	Fees Due
FIRE-000135-2022		124 DOGWOOD ST SUGA...	Fire Permit - Fire Alarm System	Fees Paid
FIRE-000046-2022		16655 N SOUTHWEST FW...	Fire Permit - Electronic Locking System	Fees Due



CITIZEN SELF SERVICE

CLICK ON "CONTACTS"

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Calendar

Permit Number: BLDR-2022-00273

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	New Ground Up Residential Building Permit	Status:	Issued	Project Name:	
IVR Number:	1124	Applied Date:	08/18/2022	Issue Date:	08/18/2022
District:	R-1	Assigned To:		Expire Date:	02/14/2023
Square Feet:	3.00	Finalized Date:			
Description:	23				

Summary Locations Fees Reviews Inspections Attachments **Contacts** Sub-Records Holds More Info

Progress

27% Complete

● Complete
● In Progress
● Not Started

Workflow

Stamp/Clean Set - Passed : 08/18/2022

Verify/Invoice fees - Passed : 08/18/2022

Issue Permit - Passed : 08/18/2022

Plumbing - New Construction

Final Building -

Residential Certificate of Occupancy

Available Actions

Request Inspection Brick Ties Inspection [Request](#)

Request Inspection Driveway Inspection [Request](#)

Request Inspection Flatwork Inspection [Request](#)

Request Inspection Foundation Pour Back Inspection [Request](#)

Request Inspection Lath Inspection [Request](#)

Fees

\$0.00

[View Details](#)

CLICK ON "ADD CONTACT"



CITIZEN SELF SERVICE

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Fee Estimator](#) [Pay Invoices](#)

Permit Number: BLDR-2022-00273

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: New Ground Up
Residential Building
Permit

Status: Issued

Project Name:

IVR Number: 1126

Applied Date: 08/18/2022

Issue Date:

Assigned To:

Expire Date:

Finalized Date:

Click on "Add
Contact"

[Summary](#) [Inspections](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [More Info](#)

[Contact](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Contacts

[Add Contact](#)

Type	Company	First Name	Last Name	Title	Confirmation	Billing
Applicant		Maria	Tester 722		N/A	Yes

Results per page 1 - 1 of 1 << < 1 > >>



CITIZEN SELF SERVICE

FIND CONTACT AND ADD

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Fee Estimator](#) [Pay Invoices](#) [Calendar](#)

[Back to Record](#)

Add Contact

Add Contact As Applicant

Select contact type

[Search](#) [Enter Manually](#) [My Favorites](#)

Search

Run a search for your contact.

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Test	Test	43		marlatester3@quickat.work	Add
☆	test	test	wvedsd		testuser2022@quickat.work	Add
☆	Test	Test	23		marlatester4@quickat.work	Add
☆	Test					Add
☆	Theo				wifwu@mallon.site	Add
☆	test					Add
☆	Test					Add
★	Maria	Tester	23		marlatester2@quicksa.work	Add
★	Maria	Tester1	12		marlatester@quickat.work	Add
☆	Maria	Tester	123		teagaf@mallon.site	Add

Click "Add" on the row for the contact to add then save