



Sub-Permit application

Last Updated: 8/25/22

WHEN TO USE THIS PROCESS

- If the parent building permit HAS BEEN approved

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-ELEC...		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

APPLY FOR APPROPRIATE TRADE PERMIT

Permit Number: BLDC-2022-00169

Permit Details | Tab Elements | Main Menu

Type:	Commercial Addition Permit	Status:	Issued	Project Name:	
IVR Number:	2442	Issue Date:	08/23/20	Expire Date:	02/20/20
District:	R-1	Finalized Date:			
Square Feet:	105,964				
Description:	test				

Step 1
Click on "Sub-Records"

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

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Commercial Electrical Permit	Apply
Commercial Mechanical Permit	The case you are applyin be created due to busin prerequisites.
Plumbing - Commercial Addition	The case you are applyin be created due to busin prerequisites.

Step 2
Click on "Apply"



CITIZEN SELF SERVICE

APPLICATION PROCESS

Dashboard Home Apply ▾ My Work Today's Inspections Map Report Pay Invoices Search 🔍 Calendar 📅

Apply for Permit - Commercial Electrical Permit

*REQUIRED



LOCATIONS

Please enter address for project location.

Please ensure the location is within Sugar Land city limits or ETJ. Verify name and street type so the system can recognize the address

Type: Physical
US
1123 ASHDALE DR, Sugar
Land, TX, 77498

Main Address

Parcel Number
2650-04-023-3000-907

Main Parcel

[Remove](#)

**Follow the step-by-step
application process**

[Save Draft](#)

[Next](#)



CITIZEN SELF SERVICE

ADD CONTACT IF NEEDED

Dashboard Home Apply ▾ My Work Today's Inspections Map Report Pay Invoices Search 🔍 Calendar 📅

Apply for Permit - Commercial Electrical Permit

*REQUIRED



CONTACTS

Please add contractor for this project.

Contractor

Marla Tester (You)
City of Sugar Land
2700 Town Center, Sugar Land, TX, 77478

Contractor

Add Contact

The applicant will auto populate. Add additional contact if needed.

Back

Save Draft

Next



CITIZEN SELF SERVICE

PROJECT INFORMATION

Apply for Permit - Commercial Electrical Permit

*REQUIRED



Locations



Type



Contacts



More Info

Fill in project information as appropriate.

Submit

MORE INFO

General Info

[Top | Main Men

Total Meter Loop/Service KW

Total KW of Electric Heaters over 10 KW

Number of Sub panel w/ 8 or more circuits

Number of Dishwashers

Number of Outlets

Number of Lighting Fixtures

Number of Range Receptacles



CITIZEN SELF SERVICE

ATTACHMENTS IF NEEDED



Attachments

If a TCI is being requested, you may be required to provide the following link.
If attaching any plans for review, please ensure that your attachment will be required.

Attachments are not required for many Trade Permits. Only attach pertinent documents that need to be reviewed.

may be downloaded at the
your attachment, and a resubmittal

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw...

Back

Save Draft

Next



CITIZEN SELF SERVICE

LAST CHECK THEN SUBMITTAL

Apply for Permit - Commercial Electrical Permit

*REQUIRED

- Locations
- Type
- Contacts
- More Info
- Attachments
- Signature
- Review and Submit

Submit

Locations

Physical 1123 ASHDALE DR, Sugar Land, TX, 77498
Parcel Number 2650-04-023-3000-907

Basic Info

Type Commercial Electrical Permit
Description
Applied Date

Contacts

Contractor
00 Town Center BLVD, Sugar Land, TX, 77476

More Info

General Info

Total Meter Loop/Service KW
Total KW of Electric Heaters over 10 KW
Number of Sub panel w/ 8 or more circuits

[Top](#) | [Main Menu](#)

Make sure all information given is correct; this is the last chance to edit before submittal then click submit.