



Application for Inspection or Consultation User Guide

Part 1: Submitting an Application for Food Inspection or Consultation

Step 1: Register or log in to Citizen Self Service (CSS)

Navigate to the CSS portal and log in using your credentials.

https://energovweb.sugarlandtx.gov/EnerGov_Prod/SelfService#/home

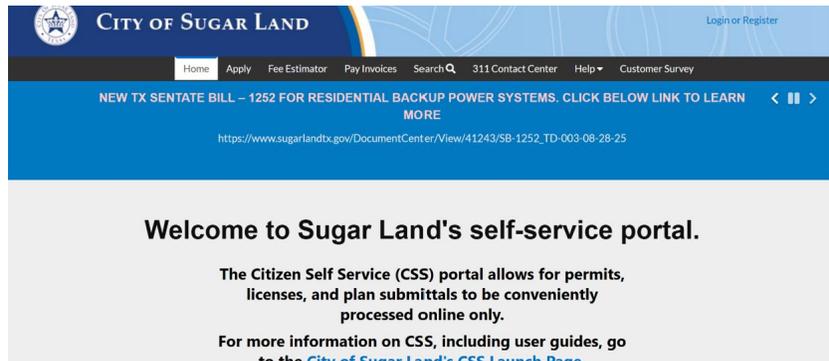


Figure 1: CSS Home page after successful login.

Step 2: Apply for “Application for Food Inspection or Consultation”

Click the Apply tab and search for the Application for Food Inspection or Consultation.

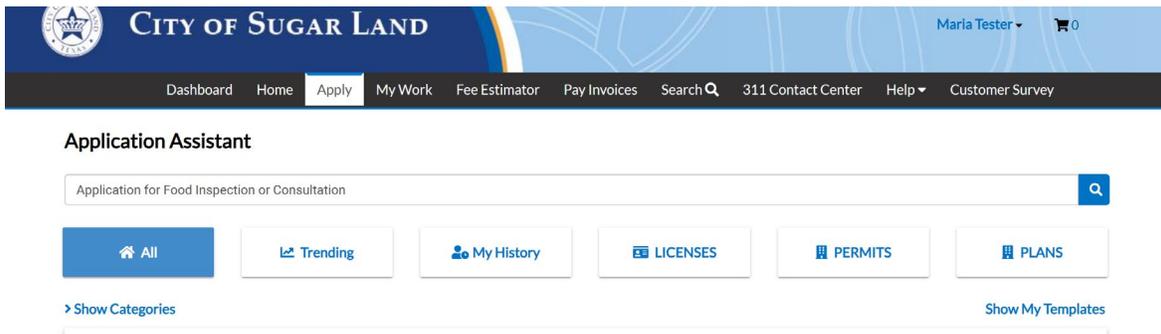


Figure 2: Application Assistant screen.

- Click the Apply tab.
- Search for “Application for Inspection or Consultation.”
- Click Apply.
- Complete all required fields.
- Upload required documents, if applicable.
- Click **Submit** to complete the application.
- Please await issuance of the invoice via email.
- Proceed to Step 2 after remitting payment.

Part 2: Requesting an Inspection (After Review Approval)

Step 1: You must be logged into CSS and listed as a contact associated with the case. Multiple inspections may be requested at the same time.

Step 2: Access Your Permits

Click **My Work** from the navigation bar.



My Work

[MY PERMITS](#)

Click **My Permits** to view all permits associated with your account.

My Work

[MY PERMITS](#)

Permit Number	Project	Address	Permit Type	Status	State
FICA-002189-2026		111 GILLINGHAM LN SUG...	Application for Food Inspection or Consultation	Submitted - Onli...	Recent, Pending

Step 3: Request an Inspection

Click **Request Inspection** tab. Select permit. Click request inspection box above permit.

[MY PERMITS](#)

[REQUEST INSPECTIONS](#)

<input checked="" type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input checked="" type="checkbox"/>	FICA-002189-2026	111 GILLINGHAM LN SUGAR LAND, TX 77...	Application for Food Inspection or Consultat...	Food Inspector

Choose a requested inspection date using the calendar.

Inspection Request Date must be at least 30 calendar days from today.

* Requested Date AM

Comments/Gate Code

* Type address without any punctuation: 330 W 20th A...

Click **Submit**.



Step 4: Confirmation

A green checkmark confirms the inspection request was submitted successfully.

1 Case #FICA-002189-2026

Inspection Type: Food Inspection
Case Type: Application for Food Inspection or Consultation
Address: 111 GILLINGHAM LN SUGAR LAND, TX 77478

Requested Date: 03/09/2026
Comments/Gate Code: Preferably at 9 AM



Step 5: View or Cancel Inspection

Requested inspections appear under Existing Inspections. You may cancel before scheduling.

Inspection Number: IFOOD-133811-2026

[Cancel Inspection](#)

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

Inspection Type:	Food Inspection	Requested Date:	03/09/2026	Requested Time:	08:00 AM
Inspection Status:	Requested - Permit	Scheduled Date:		Scheduled Time:	
Permit Number:	FICA-002189-2026	Completed Date:		Completed Time:	
Main Address:	111 GILLINGHAM SUGAR LANDTX 77478				

[Locations](#)

[Contacts](#)

[Fees](#)

[Attachments](#)

