



CITY OF SUGAR LAND
Development Services

APPLICATION FOR COMMERCIAL 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: _____ PHONE: () _____

STATE OF TEXAS SALES TAX IDENTIFICATION # _____

PROPERTY BUILDING OWNER INFORMATION

OWNER: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: () _____

APPLICANT (GENERAL CONTRACTOR)

NAME: _____ TITLE: _____

GENERAL CONTRACTOR COMPANY NAME: _____

SIGNATURE: _____ PHONE: () _____

E-MAIL ADDRESS: _____

NOTICE

2015 International Fire Code

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.

COMMERCIAL CERTIFICATE OF OCCUPANCY

The following is a list of departments and their contact phone numbers who may need to clear for a Commercial CO, depending on the project type. Please contact the needed department(s) when you are ready to schedule your inspection. Please allow time for your inspection to be scheduled, as each Department may have different inspection procedures.

If you have any questions regarding the CO process, please contact:

Stacey Ann Smith (Administrative Manager) – 281-275-2270

All Commercial Permits will require the following:

- CD or USB: AS-built submittals shall be submitted electronically and include all applicable documents including, but not limited to, permits, use narratives, scope of work, architectural, structural, mechanical, electrical, plumbing, fire, health, civils, Sugar Land design standards, any supporting documents, energy compliance, asbestos reports, third party inspection reports, special inspection reports, manufacture specifications, safety data sheets, etc. in PDF format. Dwayne Svatek 281-275-2292

This is used to archive drawings and manage compliance of record retention laws.

Please submit this when the project has been completed, in case any revisions are needed.

- Sales Tax Certificate # with permitted address listed or letter stating no sales tax is collected
State Comptroller's Office 1-800-252-5555, *0 to speak to a representative
- Building Inspections: Permits & Inspections Department 281-275-2270
- Food Inspection: 281-275-2278 or 281-275-2279
- Fire Marshal: 281-275-2873, To schedule an Inspection: www.sugarlandtx.gov/fire

New, Ground Up Construction and Additions will also require the following:

- Planning & Zoning: 281-275-2218 – ask to speak with a Planner for a CO inspection
- Engineering: 281-275-2780 – ask to speak to Guillermo Salcedo for a CO inspection
- Infrastructure: 281-723-4684 – please leave a message for Greg Willey for a CO inspection
- Stormwater Maintenance Plan: email stormwater@sugarlandtx.gov
- Public Works: 832-647-4444 Bobby Zwahr (Water Utilities)

* ETJ area only: SI Environmental Mary Hlavacek 832-490-1633 or Juan Alexander 832-490-1551
Fort Bend County Food Angela Snook 281-238-3531

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 CO. The letter shall list work that is not complete, if the request is to stock or open for business and an expected date of completion.