

**CITY OF MANVEL
P. O. BOX 187
Manvel, Texas 77578
281-489-0630**

**Application procedures for an on-site sewage facility
Permit to Construct**

Only the property owner or the person having the rights to possession of the parcel of land, upon which a proposed on-site sewage facility is to be located, may apply for an on-site sewage facility permit to construct. The proposed lot shall not be less than (1) one acre in size including easements and rights-of-way.

The applicant shall submit the following to the City of Manvel Permit Department.

- _____ The **completed** application form
- _____ The required fees are **\$250.00** for **Residential** and **\$410.00** for **Commercial**. These fees are not refundable as of January 01, 2002.
- _____ Design Specifications and technical information in the current property owners name with all pages intact. With the original Seal of the Professional Engineer or the Registered Sanitarian that designed the system.
- _____ A copy of the property survey with the seal of the Registered Professional Surveyor shall be included.
- _____ Request for exemption to the on-site sewage facility construction standards must be in writing and submitted with the application for review and approval by the City Designated Representative.
- _____ Any request in lot size reduction shall be in writing and approved by the D. R. and the City Council. The Professional Engineer or Registered Sanitarian that designed the system must prepare all requests for an exemption.
- _____ Plans and application will be accepted by the City of Manvel and reviewed by the D. R. in a timely manner.
- _____ Upon approval a permit to construct will be issued. The permit is valid for 12 months from the date of issuance.
- _____ **Only after the homeowner receives the authorization to construct shall installation of the system begin.**
- _____ Installer must notify the City of Manvel Permit Department (not the DR) when construction will begin and make the necessary arrangements for two inspections. At least 48 hours notice must be given.
- _____ As built drawings will be provided by the installer and approved by the D. R. before the final inspection is performed.
- _____ Only after the final / cover inspection is performed will a permit to operate the on-site be granted.
- _____ Specifications are required for ALL Pre-cast Concrete Tanks, including but not limited to, trash tanks, pump tanks and pre-treatment tanks.
- _____ A Re-Inspection fee of \$75.00 will be required each time the system has to be re-inspected. All fees must be paid before a permit to operate will be granted.