



DEVELOPMENT SERVICES

20025 HIGHWAY 6
 MANVEL, TX 77578
 P: 281-489-0630
 F: 281-668-5061

EXISTING HOME PERMIT APPLICATION – ADD-ONS, REMODELS, OUT BUILDINGS AND ACCESSORY DWELLING UNITS (ADU’S)

Applicant must complete all items listed below with signature and date

Permit No. _____

<p>PROJECT ADDRESS</p> <p>1. _____</p> <hr/> <p>LEGAL DESCRIPTION (Lot, Block, and Subdivision)</p> <p>2. _____</p>	<p>6. PROJECT INFORMATION</p> <p><input type="checkbox"/> Add-On ➔ What? _____ (_____ Sq Ft)</p> <p><input type="checkbox"/> Remodel ➔ What? _____ (_____ Sq Ft)</p> <p><input type="checkbox"/> Out Building ➔ What? _____ (_____ Sq Ft)</p> <p><input type="checkbox"/> Accessory Dwelling Unit (_____ Sq Ft)</p>
<p>OWNER INFORMATION</p> <p>3. Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p>Phone _____ Email _____</p>	<p>7. DESCRIBE PROJECT</p> <p>_____</p> <p>_____</p> <p>Does this project involve credential - check the applicable boxes listed below.</p> <p>Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Electrical Name: _____</p> <p>Plumbing Name: _____</p> <p>Mechanical Name: _____</p> <p>Other: _____</p>
<p>4. VALUATION (Optional)</p> <p>\$ _____</p> <p><i>Include all costs for constructing the project, such as site work, architectural, structural, engineering, electrical, mechanical, plumbing and contractor's profit-but not land costs.</i></p>	<p>8. PROJECT INFORMATION:</p> <p>Lot Size: Sq. Ft. _____ Acre: _____</p> <p>Project Type: _____ Flood Zone: _____</p> <p>Fill (CY) for Pad: _____ Fill (CY) for Grading: _____</p> <p>Total Fill (CY): _____ Zoning District: _____</p>
<p>5. GENERAL CONTRACTOR NAME:</p> <p>_____</p> <p>CONTRACTOR PH#: _____</p> <p>Contractor is responsible for setting/checking/schedule inspections through the MyGov portal.</p>	<p>NOTICE:</p> <p>Please provide an electronic submittal of this Permit application and all documents and stamp license engineer plans. If any additional attached or detached square feet will also need to submit Windstorm rated stamp proof engineer letter.</p> <p>If contractor credential Electrical, Mechanical, Plumbing work must require updated master license and COI insurance.</p> <p>Address: _____ Email to: permits@cityofmanvel.com</p> <p>Permit Department City of Manvel 20025 Hwy 6 Manvel, TX 77578 281-489-0630 x4</p>
<p>City Official: _____</p> <p>Signature _____</p> <p>Date _____</p> <p style="text-align: right;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p>	<p>General Contractor will require licenses and insurance certifying the properly credential to do the work applying for and will do what is listed on this application. I understand that (Homeowner or Contractor) will be the person solely responsible for inspections and all related fees and charges.</p> <p>I agree to abide by all laws and ordinances governing this type of work.</p> <p>I have read and understand this application and know the same to be true and correct.</p> <p>_____</p> <p>Homeowner Signature Required:</p> <p>_____</p> <p>General Contractor if assigned:</p> <p>Date: _____</p> <p style="text-align: center;">**Incomplete applications will not be accepted**</p>

Building & Architectural Residential Remodel Plans Submittal Checklist

The following is a checklist of items required to be identified on residential plans. The list is not an all-exhaustive list and does not take the place of the City of Manvel Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director of Community Development. Submissions consisting of multiple individual pages of plans will NOT be accepted and will be returned back to the applicant at the time of submission, please review the submittal guidelines page of this packet.**

PROJECT INFORMATION	
Address:	Date:
Contact Phone #:	*Total Square Footage:
Email Address:	
*Should include first/second levels/patios/garages and all covered space	

RESIDENTIAL PLAN SUBMITTAL CHECKLIST		
1.		Provide a complete and accurate permit application and digital copy of the plans
2.		<u>Energy Code Compliance Letter / Certificate</u> if sheetrock, electrical, and/or HVAC is replaced
3.		Scaled Floor Plan. Show the existing floor plan and the proposed floor plan.
4.		Engineered framing plans if load bearing wall are altered or demolished.
5.		<u>Electrical Plan Layout (NEC 2020)</u>
6.		<u>Plumbing Gas, water and DWV Riser diagrams</u>
7.		If you are located in a floodplain, you will need documentation showing the current value and the valuation of the proposed work. (Proposed work includes the total contract pricing)
8.		Provide an elevation certificate if work is more than 50% of the current market value.

Fill Material Information

(a) For land not within the floodplain.

(1) A development permit is required prior to the placement of any proposed fill material.

(2) Landscaping mulch is not considered fill material and does not require a development permit.

(3) The property owner must be able to provide to the floodplain administrator information relating to the location from which the dirt came, if it was from a governmental project, and who hauled/delivered the fill material.

(4) Fill material shall be placed no closer than 20 feet from the edge of the property line.

(5) If the fill is placed on a piece of property in which the natural flow of water is conveyed on the proposed fill site, then the property owner is required to mitigate for the altered flow. Natural flow could be by sheet flow, swale, ditch, slough or other natural or manmade means of conveyance of water. Mitigation could include ditches, swales, detention/retention ponds and any other means of conveyance/detention/retention.

(6) All fill material must be spread evenly and as per permit represents within six months of the permit issuance date. If the fill material is not spread within this time period, the property owner may be requested to remove the material.

(7) The purpose of storm water detention is to minimize the effect of new development on an existing drainage system. Storm water detention is required for all new subdivisions and commercial developments. For a single-family residential lot, if 20 percent or less of the entire property will be affected by [] impervious cover, then a new or revised drainage plan will not be required.

(8) The pad site material for slab construction is not considered "fill material" for the purposes of this provision.

(b) For land in the floodplain.

(1) A development permit is required for all proposed fill material in the floodplain.

(2) If more than 60 cubic yards of fill material is to be placed per acre of land per year, the property owner will be required to provide a drainage plan certified by a registered professional engineer prior to the placement of any fill in the floodplain.

(3) The purpose of floodplain mitigation is to minimize the effect of new development on an existing drainage system within the floodplain. Floodplain mitigation is required for all new development and substantial improvements in the floodplain. For an existing development, a one-time increase in impervious cover (up to 20 percent increase of the existing impervious cover) may be allowed without mitigation.

(4) Fill material shall be placed no closer than 20 feet from the edge of the property line.

(5) The purpose of storm water detention is to minimize the effect of new development on an existing drainage system. Storm water detention is required for all new development in the floodplain.

(6) The pad site material for slab construction is considered "fill material" for the purposes of this provision.

CITY OF MANVEL

http://www.cityofmanvel.com



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ACKNOWLEDGMENT AND HOLD HARMLESS AGREEMENT

This acknowledgment will be used for the erection, construction, reconstruction or expansion of any structure of which any portion of such erection, construction, reconstruction or expansion would occur on properties which may be in or near the floodway. The floodway is being described as follows:

Floodway or regulatory floodway shall mean a channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Basis for establishing the areas of special flood hazard: The areas of special flood hazard identified by the Federal Management Agency is a scientific and engineering report entitled "The Flood Insurance Study for Brazoria County," dated September 22, 1999, with accompanying Flood Insurance Rate Maps and Flood Boundary-Floodway Maps (FIRM and FBFM). Any revisions thereto are hereby adopted by reference and declared to be a part of these regulations.

"I, _____, do hereby state, on my oath, that I fully realize that I am applying for a permit or certificate of occupancy from the City of Manvel to build and/or occupy a structure on property that is near the floodway; that I am fully aware of the dangers inherent in building near the floodway, including, but not limited to, flooding in the event of heavy downpours and or storms that may cause the waterway to spill its banks; and, further, that I do hereby RELEASE and agree to forever INDEMNIFY, DEFEND AND HOLD HARMLESS the City of Manvel, Texas, its officers, successors and assigns from all liability in any way arising from the building, use or habitation of the structure described in the said permit."

ADDRESS OF PROPERTY: _____ TYPE OF CONSTRUCTION: _____

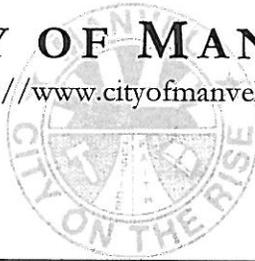
SIGNATURE OF INDIVIDUAL APPLYING FOR PERMIT

DATE SIGNED

PER CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS CHAPTER 32 "FLOOD DAMAGE PREVENTION ORDINANCE"

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TO ALL HOMEOWNERS AND CONTRACTORS

The City of Manvel has adopted a Flood Damage Prevention Ordinance identifying higher regulations than FEMA's minimum standards. There are specific criteria for each Flood Zone, and this document will be used to assist you in following the appropriate method.

Which Flood Zone are you in?

Everyone is located within a "Flood Zone". Some are in a 100-year Floodplain, some in a 500-year Floodplain, and some are not with the identified Special Flood Hazard Area. In order to determine which Flood Zone you are in, refer to FEMA's Flood Insurance Rate Map, FEMA's website, or the City's online GIS application. Attach an exhibit identifying your tract(s) and the flood zone classification in which you are building, along with your signature and date. The GIS map can be found by visiting www.cityofmanvel.com.

PLEASE INDICATE YOUR ADDRESS:

PLEASE CIRCLE YOUR FLOOD ZONE:

Unshaded X

Shaded X

AO2

AO3

AE

As a normal consideration, storm water detention is required. The purpose of on-site storm water detention is to help compensate for the effect of new development on an existing drainage system. A Drainage Plan (as identified in the City's Design Criteria Manual) is required for all Commercial Development and for all Single-Family Residential subdivisions.

If 20% or less of the entire property (new SFR lot, not subdivision) will be affected by new impervious cover, then a new or revised Drainage Plan will not be required.

If you are located in AO2, AO3, or AE: In addition to the above, a Floodplain Mitigation Plan (identifying all cut and fill activities, and signed and sealed by a Registered Professional Engineer) will be required. Additionally, a set of (3) Elevation Certificates will be required at the following stages:

1. Construction Drawings
2. Building Under Construction
3. Finished Construction

By signing below you are acknowledging the above information to be true and correct.

SIGNATURE

DATE

CITY OF MANVEL

FLOOD DAMAGE PREVENTION ORDINANCE SECTION 32

QUICK REFERENCE GUIDE

FLOOD ZONES

	ZONE X UNSHADED	ZONE X SHADED	ZONE AO 2' or 3' depths	ZONE AE	FLOODWAY
COMMERCIAL: New structures, concrete, asphalt, crushed concrete, excavations, or fill	See notes # 1,2, 4	See notes #1,2, 4	See notes #1,2, 4	See notes #1,2, 4	Not allowed
MINIMUM ELEVATIONS Commercial and residential (lowest floor)	18" above top of curb or center of street, or 12" above adjacent natural grade whichever is higher	24" above adjacent natural grade	At or above base flood depth number See note #2	24" above the elevation on the latest FEMA Firm panel See note #2	N / A
RESIDENTIAL: New structures, concrete, asphalt, or crushed concrete. See Note 4 Existing structure add-on. See note #3	Maximum of 20% impervious cover for the entire property	Maximum of 20% impervious cover for the entire property	See note #1 & 2 Exception: a one time increase of up to 20% impervious cover may be allowed	See note #1 & 2 Exception: a onetime increase of up to 20% impervious cover may be allowed	Not allowed

NOTES

1. A registered professional engineer shall develop and submit to the floodplain administrator a hydraulic analysis (Drainage Plan) and Mitigation Plan complying with the City of Manvel Design Criteria Manual.
2. A registered professional engineer, architect or land surveyor shall submit to the floodplain administrator elevation certifications for: 1.) Proposed construction, with permit application, 2.) After forms are erected, but before foundation inspection. 3.) At completion of construction before final inspections.
3. If additions or repairs that would affect FEMA regulations costing 50% or more of the current market value of the building are made to an existing building, such building shall be made to conform to the requirements for a new building.
4. All commercial structures and any other structures 5,000 square feet or greater shall go to the appropriate Drainage District prior to a building permit being issued.

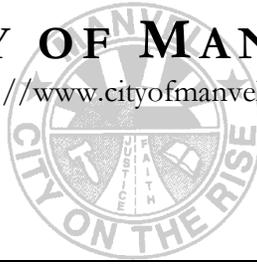
THE ABOVE INFORMATION IS GENERAL INFORMATION AND SUBJECT TO CHANGE

FOR MORE FLOOD DAMAGE PREVENTION REQUIREMENTS GO TO:

https://library.municode.com/tx/manvel/codes/code_of_ordinances?nodeId=PAIC00R_CH_32FLDAPR

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ACKNOWLEDGMENT AND HOLD HARMLESS AGREEMENT

This acknowledgment will be used for the erection, construction, reconstruction or expansion of any structure of which any portion of such erection, construction, reconstruction or expansion would occur within one hundred feet (100') but not closer than within fifty (50) feet, of any existing pipeline or pipeline easement.

"I, _____, do hereby state, on my oath, that I fully realize that I am applying for a permit or certificate of occupancy from the City of Manvel to build and/or occupy a structure within fifty (50) feet of an existing pipeline or pipeline easement; that I am fully aware of the dangers inherent in building near such pipeline or pipeline easement, including, but not limited to, explosion and release of noxious, toxic and flammable substances; and, further, that I do hereby RELEASE and agree to forever INDEMNIFY, DEFEND AND HOLD HARMLESS the City of Manvel, Texas, its officers, successors and assigns from all liability in any way arising from the building, use or habitation of the structure described in the said permit."

ADDRESS OF PROPERTY: _____ TYPE OF CONSTRUCTION: _____

SIGNATURE OF INDIVIDUAL APPLYING FOR PERMIT

DATE SIGNED

PER CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS CHAPTER 35 "LICENSES AND SPECIAL BUSINESS REGULATIONS

THIS DOES NOT SUPERSEDE ANY EXISTING PIPELINE EASEMENT REQUIREMENTS

**ATTENTION
CONTRACTORS,
BUSINESS OWNERS,
AND
HOMEOWNERS**

Roll-Off Dumpsters may only be provided to the businesses that are registered with the City of Manvel. To obtain a list contact the permit department.

City of Manvel
Building Inspection and Permits

Permits:

A permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs. Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drains, gas, vents, or similar piping, electrical wiring, or mechanical work.

Plans:

Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work. Plans shall include a plot plan showing the location of all easements, drainage, adjacent grades, property lines, the proposed building, and of every other building on the property. The design loads shall be clearly indicated on the plans. Foundation plans shall include an engineer’s seal and signature.

Codes:

All construction will comply with the adopted building codes and City of Manvel Ordinances*. Current codes are as follows:

- 2021 International Building Codes
- 2021 International Residential Code
- 2021 International Plumbing Code
- 2020 National Electric Code
- 2021 International Mechanical Code
- 2021 International Fire Code
- 2021 Fuel and Gas Code
- 2021 IECC (International Energy Conservation Code)

All Inspections will be scheduled by the General Contractor Online

- Foundation Pier- Inspection will be made after holes are drilled, with reinforcing steel is in place and prior to the placing of concrete.
- Foundation- Inspection shall be made after trenches are excavated; forms are erected, with reinforcing steel in place and prior to placing concrete.
- Concrete Flatwork- Inspections are made after trenches are excavated, forms erected, with reinforcing steel in place and prior to placing concrete.
- Hurricane Clip and Strap- Inspections are made at frame stage prior to covering with sheathing. Note: may accept an approved inspection from a State of Texas Windstorm Inspector or approved Windstorm Engineer. Inspection report must be received before a framing inspection can be approved.
- Plumbing, Electrical and Mechanical rough inspections- Shall be made prior to covering or concealment, before fixtures are set and prior to framing inspection.
- Framing Inspection- Shall be made after the roof, brick ties, all framing, fire blocking, draftstopping and bracing is in place. Framing inspection is made after the plumbing, electrical, and mechanical rough inspections are approved.
- Final Inspection- Shall be made after building is complete and ready for occupancy.

OTHER INSPECTIONS

- | | |
|-------------------------------------|-----------------------------------|
| • Electric Meter or Temporary Poles | Demolition |
| • Plumbing Gas Test | Culverts |
| • Manufactured Home Placement | Swimming Pools |
| • Water Wells | Ponds |
| • Septic Systems | HVAC (Heating & Air Conditioning) |

****All Ordinances are available for review by going to www.cityofmanvel.com in the search window type in Code of Ordinances and search for the ordinance pertaining to your question.**

**BUILDING DESIGN CRITERIA
For City of Manvel**

Roof Snow Load	Not Applicable
Wind Speed	110 MPH
Seismic Design Category	Not Applicable
Weathering	Negligible
Frost Line Depth	6"
Termite	Very Heavy
Decay	Moderate to Severe
Winter Design Temperature	28°
Flood Hazards	See FEMA Map

Reference Guide During Construction	
Manvel City Hall	281-489-0630
Manvel Police Department	281-489-1212
Manvel Fire Department	281-692-0279
Manvel EMS	281-519-8779