



Development Services

20025 Highway 6
Manvel, TX 77578
P: 281-489-0630
F: 281-668-5061

COMMERCIAL CHANGE OF OCCUPANCY

Change of Occupancy Change of Ownership

A site plan showing the precise location of the space to be occupied, along with parking spaces and fire lanes.

Fee: \$300.00

Address of Business		Name of Proposed Business	
Zoning District	Subdivision (if any)	Shopping Center (if any)	Legal Description
Owner of Building		Phone Number of Owner of Building	
Mailing Address of Owner of Building			
Name of Proposed Occupant (Tenant)		Phone Number of Proposed Occupant (Tenant)	
Mailing Address of Proposed Occupant (Tenant)			
2022 NAICS Number and Description			
Type of Proposed Business (please be specific)			
Previous Business			
Business Hours	Anticipated Date of Move-in	Number of Employees	
Will any consumables be offered, served or sold at this establishment? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Describe:			
Does the Building Have a Fire Suppression System? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the Building Have a Fire Alarm System? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Gross Square Footage:			
Applicant Printed Name	Applicant Contact Number	Applicant Email Address	

Notes:

A required floor plan should include a two-dimensional drawing that visually shows the building's layout, highlighting the dimensions, total square footage, and the use of each area, as well as the arrangement of rooms and spaces as seen from above. Identify all walls, windows, doors, and other structural features. Also, specify emergency exit doors, the placement of exit signage, fire extinguishers, and emergency lighting.

Building permits may be required if alterations are made to the building or if changes are necessary to comply with the City of Manvel Codes and Ordinances. Additional information may be needed depending on the specific occupancy. Depending on the occupancy's location, supplementary information may be required for submission to the Brazoria County Fire Marshal's Office.

If a new sign is needed, a Sign Permit will be required.

If any misrepresentation is found once you open for business, your certificate of occupancy will be revoked. Please sign that you understand this statement.

Signature _____ Date _____