



City of Manvel
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Commercial Add-On or Remodel Checklist

This checklist is intended to provide the Contractors, Design Professionals, Occupant and Owner Applicants with a basic framework for a Commercial Add-On or Remodel application submittal. Additional information may be required based upon the specific occupancy. Furthermore, there may be additional information that may be needed to submit to the Brazoria County Fire Marshal's Office depending upon the occupancy location.

- Property Platted (if applicable)
- Submit Commercial Add-On or Remodel Application to the Permits Department
- Review process (MyGov)
 - Fire Marshal
 - Building (SAFEbuilt)
 - Public Works, Engineering, and Planning (if applicable)
 - Submit payment after review approvals
 - Pre-Construction Meeting (if applicable)
- Issue Building Permit
 - Trades must pull separate permits
- Submit Fire Protection Systems Plans for review (if applicable)
 - Submit payment after review approvals
- Inspection process (MyGov)
 - Pre-Pour Foundation
 - Building Framing
 - Ceiling grid (Building and Fire)
 - Fire Protection Systems (if applicable)
 - Building Trades: Mechanical, Electrical, Plumbing and Structural (if applicable)
 - Building Energy
 - Public Works, Engineering, and Planning (if applicable)
 - Building Final
 - Fire Final
 - Health Final (if applicable)
- Permits Department issues Certificate of Occupancy (CO)

If you have questions during the application process, please contact the Permits Department at 281-489-0630, Option 4 or email at permits@cityofmanvel.com. All reviews and inspection information are available on the City's tracking software, MyGov (www.web.mygov.us/login). You may get a Collaborator login by contacting the Permits Department