



PERMITS AND INSPECTIONS

20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

HOME BUSINESS PERMIT APPLICATION

HOME BUSINESS INFORMATION

Home Business Name: _____

Home Business Address: _____

Parcel/Tax ID# (s): _____ Property Platted: YES NO

Current Zoning: _____

Type of Business: _____

OWNER INFORMATION

Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

DISCLAIMER & SIGNATURE

I certify that I am the owner of the property and that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.

Owner Signature Date



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SUBMITTAL CHECKLIST

So that we may efficiently review your application in a timely manner, it is important that all required documents listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the application; however, it is incumbent upon the applicant to inquire about these exceptions for your application **before** it is submitted. Answers to applications can be obtained by calling or emailing the Permits and Inspection Department at 281-489-0630 or dev.services@cityofmanvel.com. Submit the completed application and accompanying documents to the Permits and Inspections at the address above Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m. and Friday between the hours of 7:30 a.m. and 11:00 a.m. or electronically to dev.services@cityofmanvel.com.

HOME BUSINESS PERMIT SUBMITTAL CHECKLIST ITEMS	REQUIRED (PLEASE CHECK)
Completed Home Business Permit Application (with all signatures)	
One (1) paper copy of the home business floorplan (with dimensions). Include the home business location in the home or accessory building and remaining floorplan	
Provide a letter signed by the homeowner stating where the home business parking will be provided and if a sign will be placed at the property	
A Copy of the Recorded Plat or Property Survey	

OWNER CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Owner Signature

Date