NEW HOME APPLICATION
Includes Trade Permits

Applicant Please Complete Items 1 - 9

Permit No. _____

PROJECT ADDRESS

1.

LEGAL (Lot, Block and Subdivision)

2.

OWNER INFORMATION

3. Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

CONTRACTOR / CONTRACTOR PH #

4.

SUBCONTRACTORS

5. Electrical _____

Mechanical _____

Plumbing _____

6. PROJECT INFORMATION

Project Type ▶ ☐ *New Home* ☐ *New Duplex*

Lot Size _____ ☐ SF ☐ ACRE

No. of Bathrooms _____

No. of Bedrooms _____

No. of Garage Bays _____

No. of Stories _____

Flood Zone _____

Zoning District _____

7. PROJECT SIZE

Garage Area (SF) ..... **A** _____

Living Area (SF) ..... **B** _____

Total Square Feet Under Roof (**A + B**) _____

8. VALUATION

$ _____

7 *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.*

9. READ AND SIGN

I hereby certify by my signature below that: 1) I understand that I am the person solely responsible for inspections and all related fees and charges, 2) I agree to abide by all laws and ordinances governing this type of work whether specified herein or not, and 3) I have read and examined this application and know the same to be true and correct.

Signature _____

Date Signed _____

NOTICE:

- **This application covers the permits and fees for the building, electrical, mechanical and plumbing work. Work outside the scope of this project will require separate permits and fees.**
- **All electrical, mechanical and plumbing work must be done by contractors with appropriate state licenses and active city registrations.**
- **With this application submit 2 sets of complete plans..**
- **Incomplete applications will not be accepted.**
- **We enforce the 2012 iCode and 2014 NEC.**
- **Online permits and inspections available at www.MYGOV.us.**

MAIL OR DELIVER TO:

Permits and Inspections
City of Manvel
20025 Hwy 6
Manvel, TX 77578

(281) 489-0630 x5
(281) 489-0634 Fax
www.MYGOV.us

OFFICE USE ONLY

City Official:

☐ **Approved**
☐ **Denied**

Signature _____

Date Signed _____

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CITY OF MANVEL

http://www.cityofmanvel.com

PO Box 187
Manvel, Texas 77578

Phone: (281) 489-0630
Fax: (281) 489-0634

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**

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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"

08/07/2014

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
RESIDENTIAL: Ponds, excavations, or fill	Maximum of 20 loads (250 cubic yards) per acre added or excavated disbursed and spread evenly within 6 months. More than 20 loads see note #1.	Maximum of 20 loads (250 cubic yards) per acre added or excavated disbursed and spread evenly within 6 months. More than 20 loads see note #1.	Maximum of 60 cubic yards per acre per year added or excavated disbursed and spread evenly within 6 months. More than 60 cubic yards see note #1	Maximum of 60 cubic yards per acre per year added or excavated disbursed and spread evenly within 6 months. More than 60 cubic yards see note #1	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 INFORMATION GO TO: cityofmanvel.com or municode.com

04/16/2013

CITY OF MANVEL

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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

2/27/12

ATTENTION CONTRACTORS, BUSINESS OWNERS, AND HOMEOWNERS

Due to the Franchise Agreement
Between The CITY OF MANVEL
& PROGRESSIVE,
If you have a dumpster on site,
anywhere in the Manvel city
limits,
the dumpster must be provided
by PROGRESSIVE.
They can be contacted by calling
281-331-0810

A FILL DIRT PERMIT MAY BE REQUIRED PRIOR TO BUILDING PERMIT APPROVAL. A BUILDING PERMIT MAY INCLUDE A HOUSE, GARAGE OR BARN.

Residential Building Permit Application
Checklist

Application **MUST** include the following:

_____ This checklist must be signed and turned in at time of application.

_____ If property is located in our ETJ, evidence of a Brazoria County Permit is required.

_____ Septic and Water Well Permit (if applicable)

_____ Two (2) sets of Building Drawings (All Drawings must be to Scale)

- •Framing Details
- •Wall Section Details
- •Foundation Plan (Engineered Sealed)
- •Floor Plan
- •Electrical Detail
- •Mechanical Detail (HVAC)
- •Plumbing Detail
- •Materials Description

_____ Survey and Plot Plan (may be combined and must show all utilities, sewer, water fire hydrants, manholes, etc., and drainage arrows). Survey and/or Plot Plan must reflect location of proposed construction relative to current Flood Insurance Rate Maps for the City of Manvel.

_____ Elevations (Beginning and Finished)

_____ Form Survey (required at time of foundation inspection, after forms are in place and before slab is poured; form survey must include registered surveyor seal, signature and date)

_____ Evidence of Compliance with 2012 IECC (International Energy Conservation Code)

_____ Evidence of Windstorm Compliance per IRC R 301.2.1.1

_____ If property is located in a flood hazard area, Elevation Certificates completed by a Registered Surveyor must be submitted with the construction plans, PRIOR to placing concrete and an as built Elevation Certificate must be provided at finished construction prior to the Certificate of Occupancy being issued.

****DO NOT REMOVE GREEN OR RED STICKERS BEFORE FINAL OCCUPANCY INSPECTION****

****DO NOT COVER UP WORK BEFORE INSPECTIONS ARE DONE****

_____ Signature

_____ Date

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:

- 2012 International Building Codes
- 2012International Residential Code
- 2012 International Plumbing Code
- 2014 National Electric Code
- 2012 International Mechanical Code
- 2012 International Fire Code
- 2012 Fuel and Gas Code
- 2012 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, dratftstopping 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
- Plumbing Gas Test
- Manufactured Home Placement
- Water Wells
- Septic Systems

Demolition
Culverts
Swimming Pools
Ponds
HVAC (Heating & Air Conditioning)

****All Ordinances are available for review by going to www.cityofmanvel.com under the municode link on the left hand side of the main page****

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	281-489-1212
Manvel EMS	281-489-1212

Questions on Flood Zone Area is Posted at Flood Zone Map
Located at City Hall