



**NEW HOME APPLICATION**  
Includes Trade Permits

Applicant Please Complete Items 1-9

Permit No. \_\_\_\_\_

**PROJECT ADDRESS**  
1. \_\_\_\_\_

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**LEGAL** (Lot, Block and Subdivision)  
2. \_\_\_\_\_

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**OWNER INFORMATION**  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

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**CONTRACTOR / CONTRACTOR PHONE #**  
4. \_\_\_\_\_

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**SUBCONTRACTORS**  
5. Electrical \_\_\_\_\_  
Mechanical \_\_\_\_\_  
Plumbing \_\_\_\_\_

**6. PROJECT INFORMATION**  
Project Type  New Home

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 (Optional)**  
\$ \_\_\_\_\_  
*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.
  - Upload the project into MyGov and upload your permit packet to the Electronic Plan Review step on the project for processing.
  - Incomplete applications will not be accepted.

**MAIL OR DELIVER TO:**

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



(281) 489-0630 x 4  
(281) 489-0634 Fax

**OFFICE USE ONLY**

City Official:  Approved  
 Denied

Signature

Date Signed

## Building & Architectural 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 Spring Valley Village 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 returned back to 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:	
<b>* Should include first/second levels/patios/garages and all covered spaces</b>	

Please note that any item with an asterisk (\*), indicates these items are the only items required to be submitted for a Residential Remodel. However, the plan review may warrant an additional item to be submitted during the plan review process.

RESIDENTIAL PLAN SUBMITTAL CHECKLIST		
1.	<input type="checkbox"/>	Provide a complete and accurate permit application and digital copy of the plans
2.	<input type="checkbox"/>	Provide property survey the plot plan needs to include sidewalks, water meters, sewer taps, manholes, fire hydrants and water valves. Survey and/or plot plan must reflect location of proposed construction relative to the current Flood Insurance Rate Maps for the City of Manvel.
3.	<input type="checkbox"/>	<a href="#">Elevation Certificate for proposed construction within the floodplain</a>
4.	<input type="checkbox"/>	<a href="#">Energy Code compliance letter/certificate</a>
5.	<input type="checkbox"/>	Scaled Floor Plan
6.	<input type="checkbox"/>	Framing and foundation Plan ( <a href="#">sealed by TDI approved structural engineer</a> ) compliant with <a href="#">TDI Windspeed requirements</a>
7.	<input type="checkbox"/>	Elevations of structure in relation to adjacent natural grade and centerline to the street the property fronts ( <a href="#">see Flood Plain Requirements</a> )
8.	<input type="checkbox"/>	Height of structure and floor levels
9.	<input type="checkbox"/>	<a href="#">Electrical load analysis (NEC 2017)</a>
10.	<input type="checkbox"/>	<a href="#">Plumbing Gas, water and DWV Riser diagram</a>
11.	<input type="checkbox"/>	If the property is located in our ETJ, evidence of a Brazoria County permit is required.
12.	<input type="checkbox"/>	Septic and Water Well Permit (if applicable). If a septic system permit is required, it must be submitted and approved prior to the issuance of the building permit.
13	<input checked="" type="checkbox"/>	A drainage plan will be required prior to building permit approval if the fill placed for construction is over 60 cubic yards for property within the floodplain or 250 cubic yards for property outside the floodplain. This will apply to construction on your property. Details can be found under the flood damage prevention ordinance (chapter 32). You may find details <a href="#">here</a>

# CITY OF MANVEL

<http://www.cityofmanvel.com>

PO Box 187  
Manvel, Texas 77578

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

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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

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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

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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](http://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, however if the fill for the pad exceeds the minimum allowed a drainage plan will be required. If property is in AO2, AO3 or AE the maximum fill is 60 cubic yards otherwise it is 250 cubic yards.

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**

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

**Due to the Franchise Agreement  
between the CITY OF MANVEL &  
WASTE CONNECTIONS,**

**If you have a dumpster on site,  
anywhere in the Manvel city limits,  
the dumpster must be provided  
by WASTE CONNECTIONS.**

**They can be contacted by calling  
281-331-0810**

A drainage plan will be required prior to building permit approval if the fill placed for construction is over 60 cubic yards for property within the floodplain or 250 cubic yards for property outside the floodplain. This will apply to construction on your property.

Details can be found under the flood damage prevention ordinance (chapter 32). You may find this by going to [www.municode.com](http://www.municode.com) >click on library>State of Texas>Manvel



**CITY OF MANVEL**

**FLOOD DAMAGE PREVENTION ORDINANCE SECTION 32**

**QUICK REFERENCE GUIDE**

**FLOOD ZONES**

	<b>ZONE X UNSHADED</b>	<b>ZONE X SHADED</b>	<b>ZONE AO 2' or 3' depths</b>	<b>ZONE AE</b>	<b>FLOODWAY</b>
<b>COMMERCIAL:</b> 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	<b>Not allowed</b>
<b>MINIMUM ELEVATIONS</b> 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
<b>RESIDENTIAL:</b> 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	<b>Not allowed</b>
<b>RESIDENTIAL:</b> 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	<b>Not allowed</b>

**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](http://cityofmanvel.com) or [municode.com](http://municode.com)



## 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:

- 2015 International Building Codes
- 2012 International 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, 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](http://www.cityofmanvel.com) in the search window type in Code of Ordinances and search for the ordinance pertaining to your question.**