



EFIS materials are not allowed on the outside building façade (City Ord. 77-51(i)(1))

**COMMERCIAL PERMIT APPLICATION**  
Industrial, Commercial and Multi-Family

Please Complete Application Completely

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

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

**BUSINESS / COMPLEX NAME**  
2. \_\_\_\_\_

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

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

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

**VALUATION**  
6. \$ \_\_\_\_\_  
*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*

Will any consumables be offered, served or sold at this establishment?  YES  NO

All documents and plans for a commercial project will be Submitted via email to: [permits@cityofmanvel.com](mailto:permits@cityofmanvel.com)

One hard copy of civil drawings apart from the architectural plans to be submitted to 20025 Hwy 6, Manvel, TX 77578

**OFFICE USE ONLY**

City Official:  Approved  Denied

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**7. PROJECT TYPE**

<input type="checkbox"/> New Commercial Building	<input type="checkbox"/> New Multi-Family Building
<input type="checkbox"/> New Commercial – Shell Only	<input type="checkbox"/> Add-On or Remodel – Commercial
<input type="checkbox"/> New Commercial – Finish Only	<input type="checkbox"/> Add-On or Remodel – Multi-Family

**8. PROJECT INFORMATION**

Lot Size: \_\_\_\_\_  SF  ACRE

Setbacks > Front: \_\_\_\_\_ Left: \_\_\_\_\_  
Back: \_\_\_\_\_ Right: \_\_\_\_\_

NAICS# \_\_\_\_\_

No. of Stories \_\_\_\_\_ No. of Units \_\_\_\_\_

Occupancy: a) Type \_\_\_\_\_ b) Load \_\_\_\_\_

Construction Type \_\_\_\_\_

**9. PROJECT SIZE (SQ FT)**

New Building \_\_\_\_\_ Add-On \_\_\_\_\_

Shell Only \_\_\_\_\_ Remodel \_\_\_\_\_

Finish Only \_\_\_\_\_ Total \_\_\_\_\_

**10. Water Meter Size**

Irrigation \_\_\_\_\_

Domestic \_\_\_\_\_

Fire \_\_\_\_\_

**11. 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 \_\_\_\_\_

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

# CITY OF MANVEL

<http://www.cityofmanvel.com>

PO Box 187  
Manvel, Texas 77578

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

---

## **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***

**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, contact info: **281-331-0810**, 827 West Hwy 6, Alvin, Tx 77511

# **ATTENTION**

**DEVELOPER AND CONTRACTOR:**

**ALL ETJ PROJECTS NEED A SET OF**

**PLANS DELIVERED TO THE**

**BRAZORIA COUNTY ENGINEER'S**

**OFFICE FOR REVIEW AND**

**COMMENTS.**

**THIS WILL NEED TO**

**BE DONE PRIOR TO THE CITY OF**

**MANVEL ISSUING PERMITS**

## 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
- 2015 International Fire Code
- 2012 Fuel and Gas Code
- 2012 IECC (International Energy Conservation Code)

### For commercial jobs inspections will be scheduled by the Permit Holder 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) \*\***

## Building & Architectural Plans Submittal Checklist

The following is a checklist of items required to be identified on commercial plans. The list is not an all-exhaustive list and does not take the place of the City of Manvel 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 Development Services. Submissions consisting of multiple individual pages of plans will NOT be accepted and will be 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. Examples are given by clicking the link on each item

COMMERCIAL 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 identifying all easements and setbacks.
3.	<input type="checkbox"/>	<a href="#">Elevation Certificate for proposed construction within the floodplain. Utilizing the 12/30/2020 Flood Insurance Rate Maps</a>
4.	<input type="checkbox"/>	Site plan including parking analysis and landscaping.
5.	<input type="checkbox"/>	<a href="#">Photometric plan.</a>
6.	<input type="checkbox"/>	Scaled Floor Plan with code analysis and life safety plan.
7.	<input type="checkbox"/>	Elevations of structure labeled including color pallet and rooftop mechanical screening.
8.	<input type="checkbox"/>	Height of structure and floor levels
9.	<input type="checkbox"/>	Framing and foundation Plan ( <a href="#">sealed by TDI approved structural engineer</a> ) compliant with <a href="#">TDI Windspeed requirements</a>
10.	<input type="checkbox"/>	<a href="#">Electrical load analysis (NEC 2017)</a>
11.	<input type="checkbox"/>	<a href="#">Plumbing Gas, water and DWV Riser diagram</a>
12.	<input type="checkbox"/>	<a href="#">Energy Code compliance letter/certificate</a>
13.	<input type="checkbox"/>	<a href="#">TAS Registration #</a>
14.	<input type="checkbox"/>	Provide a drainage plan signed and sealed by a Texas State Licensed engineer.

# **NOTICE TO ALL CONTRACTORS !**

## **ASBESTOS REQUIREMENTS**

**BUILDING OWNERS OR CONTRACTORS ARE REQUIRED, BEFORE PERFORMING WORK SUCH AS DEMOLITION, ALTERATION OR RENOVATION ON ANY COMMERCIAL OR PUBLIC BUILDING TO HAVE AN ASBESTOS SURVEY COMPLETED BY A PERSON LICENSED UNDER THE TEXAS ASBESTOS HEALTH PROTECTION ACT. EFFECT SEPT. 1, 2001.**

### **EXCEPTIONS:**

**INDUSTRIAL OR MANUFACTURING FACILITIES WITH RESTRICTED AREAS.**

**APARTMENTS WITH FEWER THAN FOUR UNITS.**

**FEDERAL BUILDINGS.**

**MILITARY BUILDINGS.**

**SUBMIT COMPLETED SURVEY WITH PERMIT APPLICATION.**

**PERMIT APPROVAL IS SUBJECT TO THE ASBESTOS SURVEY FOR ALL AREAS INCLUDED IN PROPOSED WORK.**

**THE BUILDING OWNER RETAINS THE PRIMARY RESPONSIBILITY FOR THE PRESENCE, CONDITION, DISTURBANCE, RENOVATION, DEMOLITION AND DISPOSAL OF ANY ASBESTOS ENCOUNTERED IN THE CONSTRUCTION.**

**FOR MORE INFORMATION: [www.dshs.state.tx.us/asbestos/default.shtm](http://www.dshs.state.tx.us/asbestos/default.shtm)**

### **REFERENCES;**

**OSHA 29 CFR 1926.1101**

**TEXAS DEPARTMENT OF HEALTH 25 TAC 295.31-295.73**

**NATIONAL EMISSIONS STANDARDS 40 CFR SUBPART M**

**THE TEXAS ASBESTOS HEALTH PROTECTION ACT,**

**AMENDED BY SENATE BILL NO. 509. EFFECTIVE 9/1/01.**