



DEVELOPMENT SERVICES

20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-668-5061

PRE-CONSTRUCTION MEETING REQUEST FORM

Notes:

1. Are contractors registered with the city? **YES** **NO**
2. If contractors are not registered, contact the Development Service Department for the registration process. (**Note:** Contractor must be registered with the city to obtain the permit and for project to commence.)
3. Engineer/Architect will request the Pre-Construction Meeting.
4. The Development Service Department will schedule the meeting.
5. The contractor will schedule inspections on MyGov Portal 24 hours in advance. If not scheduled properly, inspections will have to wait until the next day.
6. For permitting and inspections questions, please contact the Development Service Department by phone or email. (281) 489-0630 ext. 4 or permits@cityofmanvel.com
7. Civil Permit will be issued once Pre-Construction Meeting has occurred and fees have been paid.

Items necessary to schedule the meeting are as follows.

- Two (2) sets of **24" X 36" or larger** of the signed construction plans.
- Bid Tab for the contract.
- PDF of the signed construction plans.

The items are due no later than noon the Wednesday before the requested meeting date.

NO EXCEPTIONS

Pre-Construction Meeting Request Form can be emailed to permits@cityofmanvel.com for processing.

Pre-Construction Meetings are held on Tuesday mornings. These meetings can be held **on the jobsite or virtual**. The length of the meeting will be 45 minutes to accommodate other scheduled meetings.

Jobsite **Virtual**

PROJECT

Name: _____

Address: _____

Developer: _____

Contract Bid Amount: _____

Has the plat been approved for this project? **YES** **NO**

Plat name Associated with the Project: _____



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CONTACT PERSON

Scheduling the Meeting: _____

Email and Phone Number: _____

Requested Date and Time for the meeting: _____

Note: We will do our best to accommodate this date and time.

CONTRACTOR(S)

Name of Contractor: _____

Type of Work: SITE WORK WATER SEWER PAVING STORM

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Civil Site Inspection Notes (some):

- 1) Contractors should schedule inspections on MyGov 24 hours in advance.
- 2) Work to be inspected needs to be 100% completed at time of scheduled inspections. We will not have time to come back due to other scheduled appointments.
 - a. Under Inspector comments – put a time of inspection needed
 - b. Rebar inspections must be done at least 3 hours prior to concrete pour. Rebar has to be 100% complete for concrete pours to take place. (A request for an early pour must be submitted 24-48 hours in advance. Contact your Inspector for a form to be emailed to you.)
- 3) Trenches shall be safe for all employees and inspectors. Inspections will not proceed until worksite is safe.
- 4) An access road to job sites will be required for Inspectors and for emergency vehicles.
- 5) For a Final Inspection the following needs to be completed before calling Inspectors:
 - a. BacT results turned into inspector
 - b. Silt fence
 - c. Hydromulch
 - d. ALL work shall be 100% completed

**Hours of Inspections/Operations
 (Do Not Call After Business Hours 7:00am - 4:30pm)**

Inspections	Monday – Thursday	7:30am – 3:30pm
Inspections	Friday	8:30am – 3:30pm
No Inspectable work	Saturday, Sunday, and all City Holidays	Closed
Contractor’s Operations	Monday – Saturday	7:00am – 9:00pm
Contractor’s Operations	Sunday	Closed