



## **DEVELOPMENT SERVICES DEPARTMENT MISCELLANEOUS RESIDENTIAL ADDITIONS & REPAIRS**

The City of Manor requires a construction permit for all changes that are made to a residential property that alter the original survey. This includes all patios, decks, arbors, accessory buildings, pools, hot tubs, spas, fences and additions.

### **Why do I need a permit?**

The purpose of the permit is to assist property owners with Building Code compliance, with the 2009 International Residential Code, which the City of Manor has adopted and amended.

### **How do I obtain a permit?**

An application, which is available from the Development Services Department or online, "Residential Plan Review Application", along with 2 sets of construction plans (drawings) and 2 copies of a current survey (or plot plan) of your property must be submitted for code examination. The survey or plot plan must show the location of the proposed additions. You will also be asked to name a contractor, electrician, or plumber, if required for the project and estimate a construction cost. Information which must be submitted with the application is included with the application packet.

### **How long does it take to obtain a permit?**

Normally, a permit is issued within 10 business days after receipt of all the required information. Applicants are notified by phone or e-mail, depending upon our contact information on the application, when your permit is ready for pick-up.

### **Will any Inspections be required?**

Depending on your project the following inspections will be required. Your inspection request must be made before 4:00PM the afternoon proceeding the date you need the inspection.

- Fence-String line/set back, Final
- Decks/Patio Arbors- Set back, Piers/foundation, Framing, Electrical, Final
- Accessory Building-Setbacks, Foundation, Framing, Electrical, Final
- Pools-Layout, Plumbing, Electrical, Mechanical, Final
- Additions - All phases of proposed construction

**You should check with your Homeowners Association for any additional requirements that may be associated with deed restrictions.**