DEVELOPMENT SERVICES DEPARTMENT
DRIVEWAYS AND SIDEWALKS

A building permit must be obtained from the Development Services Department to construct, replace, improve or install driveway or sidewalk for both residential and commercial use.

When is a permit required?

A permit is required any time you want to add to your existing driveway, change or alter the approach. The approach is the portion of the driveway located within the Right-of-way.

How do I obtain a permit?

Complete and submit a permit application along with a copy of the plans to the Development Services Department. Plans must include:

- A plot plan complete with all structures, building lines, and public utility (PUE) and drainage easements (DE) shown.
- An indication on the plot plan of what the proposed changes or additions are
- A drawing or "detail" of steel reinforcement
- Information on Culver size where applicable

A copy of the Approach Construction Requirements can be obtained in the Development Services Department.

Are there any special requirements?

The following inspections must be performed:

Pre-pour Inspection

This inspection must be done before concrete is poured at the site, to ensure all Approach Construction Requirements are met.

Final Inspection

This inspection verifies that the project has been completed properly.

All driveways must comply with the City of Manor Driveway/Sidewalk Construction Details. In some instances driveways may not be allowed as proposed.

How long does it take?

Normally, a permit is issued within 10 business days or less after receipt of all the required information.

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