



## 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.**