



Fence Permit

**** All Forms Listed Must Be Completed Fully.**

1. Permit Application
2. Copy of Survey Required
3. Memorial Village Water Authority Approval
4. Home Owner Affidavit Form (Notarized)
5. Home Owner Association Approval (if applicable)
6. Corner Lot Form
7. Person Responsible for Project Form
8. Authorized Work Hours Form
9. Must Provide Fence Detail for Each (Ex: Cedar, Iron)
10. Specify Fence Square Feet for Each
11. For a Solid Stucco Fence or Retaining Wall (Engineering Approval Required)
12. Show Fence Gate Details (Latch Heights, Swing In or Out)
13. Complete Area Calculation Form is Required for a Solid Fence (Columns & Walls)
14. Drainage Plan Required for Retaining a Wall of Brick Fencing
15. For all new fence applications, a neighbor letter is required to be sent out to all side neighbors of the new or replacement fence. Must be **dropped-off** to the city in an envelope and proper postage must be attached. The neighbor letters must be unsealed. Neighbor letter will be mailed out by the city.
16. It is the responsibility of the property owner and the fence contractor to work with all neighbors to properly communicate about the fence construction and to make sure that all residents are aware of the construction of this new or replacement fence.
17. Applicant must complete the shared or non-shared fence letter.
18. All Applications are to be **dropped-off** to the city.

Helpful Notes

- All fences must be within the property line.
- A fence post hole inspection and a fence final are required for completion of a fence.
- If installing a pool, all fencing must comply with the pool barrier codes.
- No fence signage is required on fences.
- Fencing on a corner lot must be iron and not exceed six feet.
- Please refer to the City Ordinances and regulations. Chapter 74, Piney Point Code of Ordinances, Section 245. Supplementary district regulation. (i) Fences, front yard through (5) Replacement of nonconforming fences.
- A fence permit is required before demolition of the old fence.
- All old fence debris must be removed from the property.
- Please make sure you call 811 before you dig.
- At the time of inspections, all fence holes must be completed and you must run a string line. For partial inspections, extra permit fees apply.
- When constructing a fence, the fence post holes specifications must be: for a 6' fence, 8" wide hole and 2' deep. For a 7' fence, 8" hole and 30" deep, which is 2.5'. For an 8' fence, 8" hole and 36" deep, which is 3'.
- Inspections are done Monday through Friday.
- Must list the Building Code: IRC 2018.

Plan Examiners

- Annette Arriaga
- Jason Bienek
- Cary Moran



Building, Planning & Development Department
PERMITS AND INSPECTIONS DIVISION
 7676 Woodway Dr, Suite 300
 Houston, Texas 77063
 Phone: (713) 782-1757 / Fax: (713) 782-3178
 bldgofficial@pineypt.org

PERMIT APPLICATION REQUEST

(ALL INFORMATION IS REQUIRED)

PROPERTY OWNER INFORMATION

DATE: _____
 SITE ADDRESS: _____
 LOT: _____ BLOCK: _____ SUBDIVISION: _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____ STATE: _____ ZIP: _____
 PHONE NUMBER: _____ MOBIL: _____
 FAX NUMBER: _____ E-MAIL: _____

CONTRACTOR INFORMATION

CONTRACTOR COMPANY NAME: _____
 CONTACT NAME: _____ STATE LICENSE# _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE NUMBER: _____ MOBIL: _____
 FAX NUMBER: _____ E-MAIL: _____

TOTAL COST OF IMPROVEMENTS: \$ _____

TYPE OF PERMIT

- | | | |
|--|---|--|
| <input type="checkbox"/> ACCESSORY STRUCTURE | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> NEW SINGLE FAMILY |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> FENCE | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> DECKING | <input type="checkbox"/> FIRE SPRINKLER | <input type="checkbox"/> REMODEL |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> GENERATOR | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> DRAINAGE | <input type="checkbox"/> HVAC | <input type="checkbox"/> SWIMMING POOL |
| <input type="checkbox"/> DRIVEWAY/FLATWORK | <input type="checkbox"/> IRRIGATION SPRINKLER | <input type="checkbox"/> OTHER |

IF OTHER, PLEASE SPECIFY: _____

JOB DESCRIPTION / DETAILED SCOPE OF WORK

(Job description and detailed scope of work is required.)

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

(Signatures are required for all applications.)

(NOT REQUIRED)

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

(Homeowner signatures are required for all new single-family homes, additions, and renovations.)

THE UNDERSIGNED, IN ACCORDANCE WITH PROVISIONS OF THE BUILDING AND ZONING ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, HEREBY APPLIES FOR THE PERMIT DESCRIBED HEREIN. APPLICANT HEREBY CERTIFIES THAT ALL PROVISIONS OF THE BUILDING LAWS AND ORDINANCES WILL BE COMPLIED WITH AND THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

NOTE: No use of any building is permitted without a Certificate of Occupancy, including the storage of any items. Use of building prior to issuance of a Certificate of Occupancy will require the gas and electric to be terminated. Not to exclude other penalties. The City of Piney Point Village has the right to include the current resident/home owner in every aspect of the building permitting process.

Area Calculations Form

Property Address: _____ Date: _____

Type of Permit: _____

Area of Lot: _____ Square Footage: _____

Lot Coverage Calculations

	Existing Area	Proposed Area	Total Area
Main Structure (Total Covered Area)			
Accessory Structure			
Driveways, Walkways & Sidewalks			
Pool and Pool Decking			
Total Lot Coverage			

Percent of Lot Coverage by Main Structure:

Area of Main Structure/ (divided by)	Area of Lot =	30% Max Coverage

Percent of Lot Coverage by Main Structure:

Total Lot Coverage/ (divided by)	Area of Lot =	50% Max. Coverage

Reference, City of Piney Point Code of Ordinances, Chapter 74- Section, 244. Regulations. (g)

The undersigned, in accordance with the provisions of the Zoning Ordinance of the City of Piney Point Village, hereby certifies that all statements made herein are true and correct.

Signature of Property Owner and/or Applicant: _____

Name of Company: _____

The City of Piney Point Village
7676 Woodway Suite #300
Houston, Texas 77063
(713) 782-1757 phone (713) 782-3178 fax

THE STATE OF TEXAS § DEED RESTRICTION AND DEVELOPMENT PLAT
§ AFFIDAVIT FOR RESIDENTIAL
COUNTY OF HARRIS § BUILDING PERMIT

ADDRESS OF PROPERTY: _____

TYPE OF PERMIT: _____

Before me, the undersigned authority, on this day personally appeared _____ (Type or legibly print name of Affiant) who being first duly sworn by me, on her/his oath deposed and said the following:

“This affidavit is given in connection with the application for a building permit that is attached hereto. I am eighteen years or older, and I am of sound mind. I have personal knowledge of the facts set forth in this affidavit including, without limitation, personal knowledge of the title to the real property to which the building permit application appertains, of the plans and specifications for the work to be performed under the building permit, if issued, and of the intended use of the improvements to be constructed thereunder.

(a) (Each Affiant must initial (1) or (2) as applicable):

- (1) _____ I am owner of the real property to which this building permit application appertains.
- (2) _____ I am the duly designated agent of the owner or owners of the real property to which this building permit application appertains, and I have been expressly authorized by the owner or owners to make this affidavit on their behalf.

(b) (Each Affiant must initial this term):

_____ The building permit application to which this affidavit appertains is for the repair, remodeling or construction of a single family detached residence or auxiliary structure thereto (e.g., a garage) that is designed and intended for single family residential use exclusively.

(c) As used in this part (c), the term “deed restrictions” means any and every restriction or covenant running with and affecting the use and enjoyment of the land that is contained in or incorporated by reference in a properly recorded plan, plat, re-plat, deed or any other instrument affecting a subdivision or portion thereof inside its boundaries that relates in any manner to the property to which this building permit application appertains. The term shall not include any covenant or restriction that has expired through lapse of time by its own terms without renewal, revival or extension. Additionally, the term shall not include any covenant or restriction to the extent, that it has expressly been declared invalid by final order of a court of competent national origin of persons who may enjoy the use of the property. **(If there are no deed restrictions, then the Affiant shall initial item (1) below; if there are deed restrictions then the Affiant must initial and complete item (2) below.)**

- (1) _____ I am personally familiar with the title to the real property to which this building permit application appertains, and I swear that this property is not encumbered by any deed restrictions.
- (2) _____ I am personally familiar with the title to the real property to which this building application appertains, and I have personal knowledge that this real property is encumbered by deed restrictions, which provide in part as follows:
- (3) _____ Nothing on the submitted plans will violate any deed restrictions.

Uses authorized: _____
Setbacks: _____
Front: _____ Back/rear: _____
Side/interior: _____ Side Street: _____
Minimum/maximum lot size: _____ Minimum/minimum house size: _____
Number of stories authorized: _____ Number of structures authorized: _____

Application – Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority on this _____ day of _____, 20____, to certify witness my hand and seal of office.

Notary Public in and for the State of TEXAS



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Corner Lot Fence Supplement

Homeowner's Name: _____

Property Address: _____

- YES ____ NO ____ IS THE LOT A CORNER LOT?
- YES ____ NO ____ IS THE LOT A CORNER LOT ADJACENT TO A FOUR LANE ESPLANADE STREET?
- YES ____ NO ____ DOES THE CORNER LOT HAVE AN EXISTING FENCE?
- YES ____ NO ____ IS THE EXISTING FENCE MADE OF WOOD CONSTRUCTION?
- YES ____ NO ____ WAS THE EXISTING FENCE CONSTRUCTED WHEN THE HOUSE WAS BUILT?
- YES ____ NO ____ IS THE PROPOSED FENCE ADJACENT TO THE STREET BUILT USING THE SAME LIKE MATERIAL AS THE EXISTING FENCE IN THE SAME LOCATION (NOT EXTENDING FENCE)?
- YES ____ NO ____ IS THE PROPOSED FENCE ADJACENT TO THE STREET MAXIMUM SIX FEET IN HEIGHT?
- YES ____ NO ____ IS THE PROPOSED FENCE BEING CONSTRUCTED WITH THE CONSTRUCTION OF A NEW HOUSE?
- YES ____ NO ____ DOES THE FENCE ADJACENT TO THE STREET MEET THE 80% OPEN AREA 20% SOLID REQUIREMENT?
- YES ____ NO ____ IS YOUR SUBMITTED SURVEY CURRENT?

THE UNDERSIGNED APPLICANT HEREBY CERTIFIES THAT ALL PROVISIONS OF BUILDING LAWS AND ORDINANCES WILL BE COMPLIED WITH AND THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

 PRINT NAME OF APPLICANT AND COMPANY

 SIGNATURE OF APPLICANT AND COMPANY

 DATE



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Builder Responsible for Construction Correspondence

Date: _____ Permit Number: _____

Property Address: _____

Responsible Party

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone Home

E-Mail: _____

Alternate Contact

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone Home

E-Mail: _____

Estimated Build-Out Time: _____

If any of this information changes or you are no longer in charge of the property as indicated above, please contact the city to inform of the update and/or change. The City of Piney Point Village can contact the current owner of the property, for example the property owner, to discuss any construction activity while the building is still under a permit and all final inspections have not been finalized with the city. All contact information will be passed on to the city's Code Enforcement Department, 832-849-8446.

Annette R. Arriaga
Building Official



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Important Contractor
Notification & Acknowledgement
NO WORK ON SUNDAYS

Sec. 10-1. - Time limitations on building activities.

(a) It shall be unlawful for any person to cause, permit or perform any construction, renovation, alteration, repair or demolition of any building or structure, or any excavation related thereto ("building activities"), within the city, except between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays, and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays. All building activities are strictly prohibited on Sundays and Holidays. Holidays shall include Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day.

(b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation which is conducted by a governmental entity, or for which a city permit is not required.

(c) The city building official is hereby authorized and directed to issue stop work orders as are necessary to assure compliance with the provisions of this section.

(d) Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as prescribed in section 1-11.

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

Cross reference— Environment, [ch. 26](#).

Sec. 10-6. - Penalty for violation of chapter.

Any person who shall violate or cause to be violated any provision of this chapter, including a provision of a code adopted by this chapter, or who shall fail to comply with any of the requirements of this chapter or any code adopted by this chapter, shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in [section 1-11](#) of the City Code. Each such person shall be deemed guilty of a separate offense for each violation and for each day during which any violation is committed or continued.

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

I have read all of the contractor work hours for the City of Piney Point Village and acknowledge the required work hours and violations. I am aware that no work shall be performed on Sundays for projects that are currently under construction.

Date: _____

Print Name of Applicant: _____

Signature of Applicant: _____

Project Address: _____

Project Type: _____



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Tree Disposition Plan

Date: _____

Project Address: _____

SQ FT of Property: _____

Contractor Name: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner: _____

Phone: _____ Fax: _____

The following items must be attached:

- Trees Removed YES _____ NO _____
- Tree Survey (signed by a certified forester)
 - Specie, Trees 3" > DBH
 - Narrative/Report on Trees
(i.e. removals, replacements, treatments)
- Proposed Site Plan

Project (Please circle one of the following)

New Single Family Dwelling Remodel/Addition Pool
 Garage Demolition Tree Removal **Other: Fence**

I hereby certify that I have completed the above information to the best of my ability. I understand that any information submitted in error will result in Tree Disposition Plans and Surveys being returned and an additional re-checking fee being assessed.

Signature: _____ Date _____

Name (Print): _____ Title _____

City Forester: _____ Date _____

NO OTHER TREE REMOVALS WITHOUT REVISED TDP AND CITY APPROVAL.

City Urban Forester – Cary Moran – (832) 952-1136 – cary@pineypt.org



MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903

PH: 713-465-8318 Email: Info@MVWA.ORG FAX: 713-465-8387

APPLICATION FOR CONSTRUCTION PROJECT APPROVAL

(TYPE OR PRINT) Incomplete or illegible applications may be delayed in processing.

Date: _____

PROJECT LOCATION

APPLICANTS NAME: _____ ADDRESS: _____

RETURN ADDRESS: _____ CITY OF: Hedwig – Hunters Creek – Piney Point
(If different than project address)

City, State, Zip: _____ SIGN: _____

(HM) _____ (Ofc) _____ (Cell) _____

THIS APPLICATION IS FOR: (check all that apply)

Fence Construction (Submit plans) Driveway/sidewalk (Submit plans) Drainage Plan (Submit plans)

Other - Describe: _____
(Submit construction plans if applicable)

COMMENTS: _____

NOTE: ALL PLANS SHALL SHOW LOCATION OF EXITING WATER METER(S), SANITARY SEWER CLEANOUTS, MANHOLES, FIRE HYDRANTS, WATER VALVES and EASEMENTS.

DO NOT WRITE BELOW THIS LINE

DO NOT WRITE BELOW THIS LINE

MVWA ACTION TAKEN

APPROVED **APPROVED as noted** **RE-SUBMIT as noted** **DENIED as noted**

Fence Construction - _____

Driveway/sidewalk - _____

Drainage Plan - _____

Other - _____

Acknowledgement by Owner/Representative

MVWA Official

Print Name, Initial & Date (at the time form is picked up)



City of Piney Point Village

7676 WOODWAY DR., SUITE 300
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271
FAX (713) 782-0281

CITY OF PINEY POINT VILLAGE

SHARED FENCE LETTER

DATE: _____

Property Address: _____

Shared Property Address: _____

I _____ understand, acknowledge and agree that the fence that I am installing will be a shared fence with my neighbor at _____ and the shared fence that I am installing will be on the property line including concrete, and concrete post holes.

ACKNOWLEDGEMENT:

Signature of Fence Contractor: _____

Signature of Property Owner/Resident: _____

Signature of Shared Fence Owner/Resident: _____

Contact Phone Number: _____

E-Mail: _____



City of Piney Point Village

7676 WOODWAY DR., SUITE 300
HOUSTON, TX 77063-1523

TELEPHONE (713) 782-0271
FAX (713) 782-0281

CITY OF PINEY POINT VILLAGE

NON-SHARED FENCE LETTER

DATE: _____

Property Address: _____

I _____ understand, acknowledge and agree that the fence that I am installing will only be inside the property line including concrete, and concrete post holes. And in addition we will be leave the existing fence on the property line as is.

ACKNOWLEDGEMENT:

Signature of Fence Contractor: _____

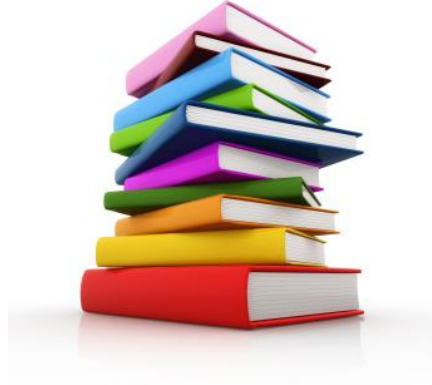
Signature of Property Owner/Resident: _____

Contact Phone Number: _____

E-Mail: _____

For All Code Information

Please go to www.municode.com



Go to:

Municode Library

Click on:

State of Texas

Go To:

Piney Point Village

