



Major Remodeling Projects

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

1. Permit Application
2. Provide Detailed Scope of Work
3. Copy of Survey (Required)
4. Two Sets of Plans
5. Constructions Plans & Drawings Must List the Property Address
6. A Pre-Construction Site Plan (Must List All Set Backs)
7. Memorial Village Water Authority Approval
8. Area Calculation Form
9. Home Owner Association Form
10. Home Owner Association Approval (if applicable)
11. Fire Sprinkler Acknowledgement
12. Energy Conservation Approval
13. Electric Load Analysis Form (All Electrical, Copper & Underground Only)
14. Tree Disposition Application
15. Authorized Work Hours Form
16. Person Responsible for Project Form
17. List the Codes to be Used
18. Provide all Electrical, Plumbing & Mechanical Detail Sheets
19. All Structural Plans Must be Stamped and Signed by the Professional Engineer of Record
20. All Architectural Plans Must be Stamped and Signed by the Architect
21. Plans Drafted by a Designer Must Include the Name, Address, and Company Information of the Design Firm.

22. Show All New Stair Details
23. Show Foundation and Framing Details
24. Must Show that the Structural Plans Meet the 110 MPH
25. Show Over Hang Details
26. Show Tempered Glass on all New Windows & Doors
27. Drainage May be Required
28. Friendly Resident Neighbor Notification Letters (Resident within 200 ft. of the Construction Site)
29. A Pre-Submittal Meeting is required and is by Appointment Only!
30. All major renovation applications are to be **dropped-off** to the city.

Helpful Notes:

- Contractors can't start demolition of the interior until a building permit has been issued from the City.
- A document/permit box, a screened port-o-let, metal trash dumpsters, tree protection fencing, temporary drainage, and in let protection will be required.
- Project must be in compliance with all of the current building codes and City Ordinances.
- Please allow up to two weeks for plan review.
- Drainage and tree disposition approval must be approved prior to a construction permit being issued.

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.)

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.

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

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: _____



MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD DRIVE, HOUSTON TEXAS 77024-2903

PHONE: (713) 465-8318 FAX: (713) 465-8387

APPLICATION FOR WATER AND/OR SEWER SERVICE AVAILABILITY

INSTRUCTIONS: This application is for the availability of (1) water and/or sewer service for a new residence, business, or other commercial type properties (2) water service for an irrigation system (3) meter enlargement for an existing meter (4) remodel/pool or (5) commercial fire service line. Businesses, Schools and Churches must submit specific information on the quantity of water and/or sewer capacity requested. The applicant must obtain an approval from Memorial Villages Water Authority (MVWA) granting water and/or sewer capacity before a Building Permit will be issued by any of the cities served by MVWA (Hedwig Village, Hunters Creek Village and Piney Point Village). MVWA is not required to provide water or sewer capacity greater than those available at the time of the application. Complete the application and submit in person, by mail at the address listed above, by fax at (713) 465-8387 or by email to brenda@mvwa.org and cori@mvwa.org.

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

Date: _____ Property Description: _____
Applicant Name: _____ Address: _____ Houston 77024 77063
Return Address: _____ City, State, Zip: _____
Applicants Signature: _____
Contact Information: Home: _____ Email: _____
Office: _____ Mobile: _____

THIS APPLICATION IS FOR: (Check all that apply)

- Water Service For: Residence Business School Church Irrigation System
 Fire Sprinkler Meter Enlargement Pool or Remodel
- Sewer Service For: Residence Business School Church Irrigation System
 Fire Sprinkler Meter Enlargement Pool or Remodel

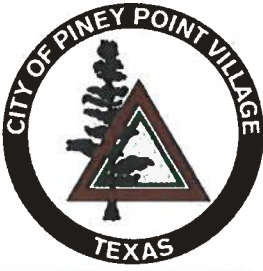
WATER METER(S) SIZE: If known at this time. Otherwise, complete water meter application form

- | | | |
|---|---|---|
| <u>DOMESTIC</u> | <u>IRRIGATION</u> | <u>COMMERCIAL FIRE SERVICE</u> |
| <input type="checkbox"/> ¾ Inch <input type="checkbox"/> 1-Inch | <input type="checkbox"/> ¾ Inch <input type="checkbox"/> 1-Inch | <input type="checkbox"/> 2-Inch <input type="checkbox"/> 3-Inch <input type="checkbox"/> 4-Inch <input type="checkbox"/> 6-Inch |

Applicants requesting residential water meters (domestic or irrigation) larger than 1-Inch must show written proof that the demand requirements prohibit the use of the smaller meter.

NOTE: This application goes through a review and approval process based on the information submitted by the applicant. If approved, you will be contacted by our office and will receive an executed "APPROVAL FORM" that you will need to sign and send a copy back to MVWA, then take to the City having jurisdiction to obtain the necessary permits.

Both the City having jurisdiction and Memorial Villages Water Authority require inspections of all work performed before continuous service is provided. To request inspection by the Water Authority, please call (713) 465-8318.



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bldgofficial@pineypt.org

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



Building, Planning & Development Department
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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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SPRINKLER ORDINANCE
STATEMENT OF ACKNOWLEDGEMENT

I have been informed that the City of Piney Point Village has enacted Ordinance 856 requiring the installation of the fire sprinkler systems as required in the 1996 edition of N.F.P.A. 13D and 13R with the City of Piney Point Village amendments, in all new construction including residential.

I understand that a licensed fire sprinkler company will be required to submit (2) two sets of plans, including hydraulic calculations and cut sheets to the Village Fire Department for approval, and such approval must be granted prior to beginning any framework. I further understand that the system must pass all required testing prior to the issuance of a certificate of occupancy from the building official.

Village Fire Department

Address: 901 Corbindale Rd
Houston, Texas 77024

Fire Marshall: Rusty Kattner
Email: kattner@villagefire.org

Phone Number: (713) 468-7941

- Exceed 50%
- NEW Single Family Home

SIGNATURE OF APPLICANT: _____

PRINT NAME OF APPLICANT: _____

REPRESENTING: _____

PERMIT ADDRESS: _____

DATE: _____

OWNER: _____ DATE: _____

ADDRESS: _____

LOAD ANALYSIS: OPTIONAL CALCULATION

1 NO. 1	LOAD DESCRIPTION	1 VOLT-AMPERES
_____	GENERAL LIGHTING	SQ. FT. X 3VA = _____ VA
_____	SMALL APPLIANCE CKTS: @ 1500 VA EA	= _____ VA
_____	LAUNDRY CKTS: @ 1500 VA EA	= _____ VA
_____	IRONING BOARD CKT: @ 1440 VA	= _____ VA
_____	DRYER: 240V, 5KW	= _____ VA
_____	RANGE: 240V, 11 KW	= _____ VA
_____	COOKTOP: 240V, 6.7 KW	= _____ VA
_____	DOUBLE OVEN: 240V, 10.2 KW	= _____ VA
_____	SINGLE OVEN: 240V, 7 KW	= _____ VA
_____	MICROWAVE: @ 1500 VA	= _____ VA
_____	DISPOSAL: 120V, 1176 VA	= _____ VA
_____	DISHWASHER: 120 V, 1500 VA	= _____ VA
_____	TRASH COMPACTOR: 120V, 864 VA	= _____ VA
_____	VENT HOOD: 120V, 480 VA	= _____ VA
_____	READY HOT: 120V, 1500 VA	= _____ VA
_____	WARMING DRAWER: 120V, 750 VA	= _____ VA
_____	ICEMAKER: 120V, 528 VA	= _____ VA
_____	REFRIG/FREEZER: 120V, 1320 VA	= _____ VA
_____	BAR REFRIG: 120V 528 VA	= _____ VA
_____	WHIRLPOOL: 120V, 1656 VA	= _____ VA
_____	CEILING FAN: 120V, 336 VA	= _____ VA
_____	VENT FAN: 120V, 96 VA	= _____ VA
_____	VENT FAN/LIGHT: 120V, 180 VA	= _____ VA
_____	VENT FAN/HEAT: 120V, 1540 VA	= _____ VA
_____	VENT FAN/HEAT/LIGHT: 120V, 1640 VA	= _____ VA
_____	ATTIC VENT FANS: 120V, 528 VA	= _____ VA
_____	GARAGE DOOR OPENERS: 120V, 864 VA	= _____ VA
_____	GATE OPENERS: 120V, 1176 VA	= _____ VA
_____	ELEVATOR: 240V, 4080 VA	= _____ VA
_____	DUMB-WAITER: 120V, 864 VA	= _____ VA
_____	OUTSIDE LTG CKTS. 20 A @ 1920VA/15A @ 1440VA	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL LIGHTS: 120V, 500W / 100 W	= _____ VA

_____ WATER HEATER: 240V, 5.5 KW / 4.5 KW	= _____ VA
_____ MISC: _____	= _____ VA
_____ MISC: _____	= _____ VA
"OTHER LOAD" TOTAL	= _____ VA
"OTHER LOAD" DEMAND <u>10,000</u> VA @ 100% (1)	= <u>10,000</u> VA
REMAINDER OF LOAD _____ VA @ 40% (2)	= _____ VA
ADD LINES (1) AND (2) TOTAL DEMAND	= _____ VA

ENVIRONMENTAL LOAD

HEATING: (OMIT IF SMALLER THAN AIR CONDITIONING LOAD)

_____ UNIT: 240V, KW @ 65%	= _____ VA
_____ UNIT: 240V, KW @ 65%	= _____ VA
_____ UNIT: 240V, KW @ 65%	= _____ VA
_____ UNIT: 240V, KW @ 65%	= _____ VA
_____ UNIT: 240V, KW @ 65%	= _____ VA

AIR CONDITIONING:(OMIT IF SMALLER THAN HEATING LOAD)

_____ UNIT: TON, 240V, A @ 100%	= _____ VA
_____ UNIT: TON, 240V, A @ 100%	= _____ VA
_____ UNIT: TON, 240V, A @ 100%	= _____ VA
_____ UNIT: TON, 240V, A @ 100%	= _____ VA
_____ UNIT: TON, 240V, A @ 100%	= _____ VA

AIR HANDLER MOTORS:

_____ MOTOR: HP, V, A	= _____ VA
_____ MOTOR: HP, V, A	= _____ VA
_____ MOTOR: HP, V, A	= _____ VA
_____ MOTOR: HP, V, A	= _____ VA
_____ MOTOR: HP, V, A	= _____ VA

TOTAL VOLT - AMPERE LOAD = _____ VA

SERVICE AMPERE LOAD

I = _____ VA = . _____ AMPERES

240V



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New Construction Permits
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

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.



New Building Codes

International Residential Code

- IRC 2018

International Fire Code

- IFC 2018

International Plumbing Code

- IPC 2018

International Mechanical Code

- IMC 2018

International Energy Code Council

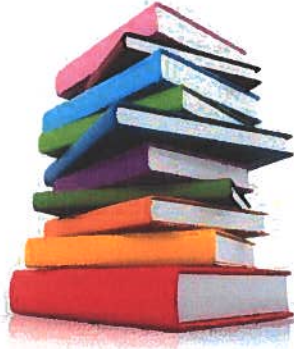
- IECC 2018

National Electrical Code

- NFPA 70 2020

For All Code Information

Please go to www.municode.com



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Piney Point Village

