



# New Additions

1. **Permit Application Completed**
2. **Detailed Scope of Work**
3. **Copy of Survey Required**
4. **Two Complete Sets of Plans**
5. **Construction Plans Must List the Property Address**
6. **Construction Plans Must List All of the Proposed Setbacks**
7. **A Pre-Construction Site Plan is Required**
8. **Memorial Village Water Authority Approval**
9. **Area Calculation Form Completed**
10. **Fire Sprinkler Acknowledgement Form (if applicable)**
11. **Drainage Acknowledgement Form (if applicable)**
12. **Home Owner Association Form**
13. **Energy Conservation Approval**
14. **Electrical Load Analysis Form ( All Electrical, Copper and Underground Only)**
15. **Work Hours Form**
16. **Person Responsible for Job Site Form**
17. **Tree Disposition Application**
18. **Drainage May be Required (See Drainage Criteria) (if applicable)**
19. **List All Codes to be Used**
20. **Provide Detail Sheets of Electrical, Mechanical and Plumbing**
21. **All Structural Plans Must be Stamped and Signed by Professional Engineer of Record**
22. **All Architectural Plans Must be Stamped and Signed by the Registered Architect of Record**
23. **Plans Drafted and Designed by a Designer Must Include the Name, Address and Design Firm**
24. **Show all New Stair Details**
25. **Show Foundation and Framing Details**
26. **Framing Detail Sheets Must Meet the 110 MPH Wind Loads**

- 27. Show All Over Hand Details**
- 28. Show All Tempered Windows and Doors (Must be labeled w/ TEMP)**
- 29. Show Structure Height Details**
- 30. If Installing a New Elevator, Must Be State Inspected by Third Party, Must be Engineered**
- 31. Friendly Resident Neighbor Notification Letters ( Residents within 200 ft. of the Construction Site, Must be Notified, Front, Back & Side of the Construction Property Site) Letters Must be Stamped**
- 32. Additional Information May be Required Subject to the Project Scope of Work**
- 33. A Pre Submittal meeting is required and is by Appointment Only!**
- 34. Please allow up to two weeks for plan review**

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**Notes: A Temporary tree protection fencing inspection, temporary drainage and a pre-construction site inspection is required before a general permit can be issued. Any required variance, must have Board approval prior to issuing the building permit.**

**Plan Examiner;**

**Mike Peloquin**

**Form Updated, ara, 01.02.2014**

The City of Piney Point Village  
7676 Woodway, Suite 300, Houston, TX. 77063  
Telephone: 713.782.1757 Fax: 713.782.3178

## PERMIT APPLICATION REQUEST

### 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 \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TOTAL COST OF IMPROVEMENTS:\$ \_\_\_\_\_

### TYPE OF PERMIT

NEW RESIDENCE:	SWIMMING POOL	ACCESSORY STRUCTURE:
PLUMBING:	FENCE:	FIRE SPRINKLER:
ELECTRICAL:	CULVERTS:	IRRIGATION SPRINKLER:
HVAC:	DRAINAGE:	DRIVEWAY/FLATWORK:
ADDITION:	REMODEL:	ROOF:
GENERATOR:	DECKING:	OTHER:

### JOB DISCRPTION/DETAIL SCOPE OF WORK

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

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SIGNATURE OF APPLICANT

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PRINT NAME OF APPLICANT

I ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED ALL OF THE FORMS AND DOCUMENTS LOCATED IN THE BUILDERS HANDBOOK FOR CONSTRUCTION.

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SIGNATURE OF HOMEOWNER

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PRINT NAME OF HOMEOWNER

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

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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: \_\_\_\_\_

Side/interior: \_\_\_\_\_

Minimum/maximum lot size: \_\_\_\_\_

Number of stories authorized: \_\_\_\_\_

Back/rear: \_\_\_\_\_

Side Street: \_\_\_\_\_

Minimum/minimum house size: \_\_\_\_\_

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
<b>Main Structure (Total Covered Area)</b>			
<b>Accessory Structure</b>			
<b>Driveways, Walkways &amp; Sidewalks</b>			
<b>Pool and Pool Decking</b>			
<b>Total Lot Coverage</b>			

### Percent of Lot Coverage by Main Structure:

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

### Percent of Lot Coverage by Main Structure:

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

**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:** \_\_\_\_\_



## Builder Responsible for Construction Correspondence:

Date: \_\_\_\_\_

Permit Number: P# \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Title: \_\_\_\_\_  
Example: superintendent

Contact Phone Numbers: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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 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.

*Annette R. Arriaga*

Building Official

Official Form Date 10.18.07



**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, 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.

(b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation for which a city permit is not required, or to any such work performed within an enclosed building or structure and for which the noise therefrom is inaudible from all adjacent properties.

(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. 777, §§ 2--5, 8-22-94)

Cross references: Environment, ch. 26.

**Sec. 10-5. Penalty.**

Any person who shall violate or cause to be violated any provision of this chapter or who shall fail to comply herewith, or with any of the requirements hereof, or who shall erect, construct, alter, repair, move or demolish any structure, or who shall have erected, constructed, altered, repaired, moved or demolished a building or structure in violation of a detailed statement or drawing submitted and approved hereunder shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as provided in section 1-11.

(Ord. No. 875, § 2, 11-26-01; Ord. No. 884, § 1, 6-24-02)

I have read all of the contractor work hours for the City of Piney Point Village & 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: \_\_\_\_\_  
Signature of applicant: \_\_\_\_\_  
Print name of applicant: \_\_\_\_\_  
Project address: \_\_\_\_\_  
Project type: \_\_\_\_\_





**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318 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.

**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

\_\_\_\_\_



## City Building Codes

International Residential Code IRC 2009

International Plumbing Code IPC 2009

International Mechanical Code IMC 2009

International Energy Conservation Code IECC 2009

International Fire Code IFC 2009

International Fuel Gas Code IFGC 2009

International Electrical Code NFPA 70 2011