



Interior Remodel Projects

- 1.) Permit Application Completed
- 2.) Detailed Scope of Work
- 3.) Two Sets of Complete Drawings (address must be listed on the plan sets)
- 4.) Copy of a Survey
- 5.) Memorial Village Water Authority Approval
- 6.) Home Owner Association Form Completed
- 7.) Energy Conservation, may be Required
- 8.) Tree Disposition Application Required (for, no trees to be removed).
- 9.) Person Responsible for Project, Form
- 10.) Authorized Work Hours, Form
- 11.) List All Required Codes to be Used
- 12.) List All Electrical, Plumbing and Mechanical Details
- 13.) If Changing Out Windows (Need Window Detail Spec Sheets)
- 14.) All Architectural & Structural Drawings Must be Stamped and Signed
- 15.) Friendly Resident Neighbor Notification Letters may be Required (if applicable)
- 16.) Pre Meeting is Required with the Plan Examiner!

Notes: Contractor can't start demolition of the interior until a building permit has been issued from the City. A temporary document permit box, dumpster and port-o-let may be required. Must be in compliance with all of the current building codes and City Ordinances. Make sure that on your application you complete the total cost of construction. Please allow up to two weeks for plan review.

Plan Examiner; Mike Peloquin

Form updated, ara,01.02.2014

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

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.

SIGNATURE OF APPLICANT

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.

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

THE STATE OF TEXAS

§
§
§
§
§

DEED RESTRICTION AND
DEVELOPMENT PLAT
AFFIDAVIT FOR
RESIDENTIAL
BUILDING PERMIT

COUNTY OF HARRIS

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/maximum 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

MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD • HOUSTON, TEXAS 77024 • (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 property (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 or by mail at the address listed above, by fax at (713-465-8387) or by e-mail at (www.mvwa.org).

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

DATE: _____

PROPERTY DESCRIPTION: _____

APPLICANT NAME: _____ ADDRESS: _____

HOUSTON, TEXAS 77024

RETURN ADDRESS: _____

APPLICANTS SIGNATURE: _____

TELEPHONE NUMBER(S) Hm: (____) _____ Fax: (____) _____
Ofc: (____) _____ Mobile: (____) _____

THIS APPLICATION IS FOR: (check all that apply)

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

WATER METER(S) SIZE REQUESTED: If known at this time. Otherwise, complete Water Meter Application Form.

DOMESTIC

IRRIGATION

COMMERCIAL FIRE SERVICE

- 3/4-inch 1-inch 3/4-inch 1-inch 2-inch 3-inch 4-inch 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 take to the City having jurisdiction to obtain the necessary permits. Both the City and the Water Authority require inspections of all work performed before continuous service is provided. For inspections by the Water Authority, call 713-465-8318.



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: _____

**CITY OF PINEY POINT VILLAGE
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)
Species, 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