



Detached Accessory Structure

1. Permit Application Completed
2. Detailed Scope of Work
3. Copy of Survey Required
4. Two Sets of Plans
5. Construction Plans & Drawings Must List the Property Address
6. A Pre- Construction Site Plan (Must List Proposed Set Backs)
7. Memorial Village Water Authority Approval (if applicable)
8. Area Calculation Form
9. Complete the Home Owner Association Form
10. Fire Sprinkler Acknowledgement Form (if applicable)
11. Drainage Acknowledgement Form (if applicable)
12. Energy Conservation Approval (if applicable)
13. Complete the Work Hour Form
14. Complete the Person responsible for the Job Site Form
15. Tree Disposition Application
16. Drainage May be Required (see Drainage Criteria)
17. List All Codes to be Used

18. Provide all Electrical, Plumbing & Mechanical Detail Sheets (if applicable)
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 Registered Architect of Record
21. If Structure is Designed by a Design Firm, all Design Firm Information Must be on the Plans, Name, Address etc.;
22. Provide the Height of the Structure
23. Provide the Highest Point of the Structure and the Distance from the Side and Back Property Line
24. Provide Over Hang Details
25. A Pre Submittal Meeting is Required and is by Appointment Only!
26. Plan Review Requirements are Subject to Change Depending on the Project Scope
27. All Variance Approvals are Required to Have Board Approval in Advance of a Building Permit Being Issued
28. Please Allow Up to Two Weeks for Plan Review

Notes: All accessory structures can only be one story and cannot contain any kitchen facilities. The overall height is not to exceed 20 ft. in height. Accessory structure has to be within the building set back lines or it can be located in the rear 1/3 of the lot, if the accessory structure is not less than ten feet from the property line. However, please refer to City of Piney Point Zoning Ordinance, Chapter 74, and Section 243. & Permitted uses and structures. Section 244. Regulations. (a) Accessory building and structures. (1) Rear yard. (2) Side yard.

Plan Examiner;

Mike Peloquin

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 DISCRIPTION/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 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
COUNTY OF HARRIS § AFFIDAVIT FOR RESIDENTIAL
§ 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
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

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



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)
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

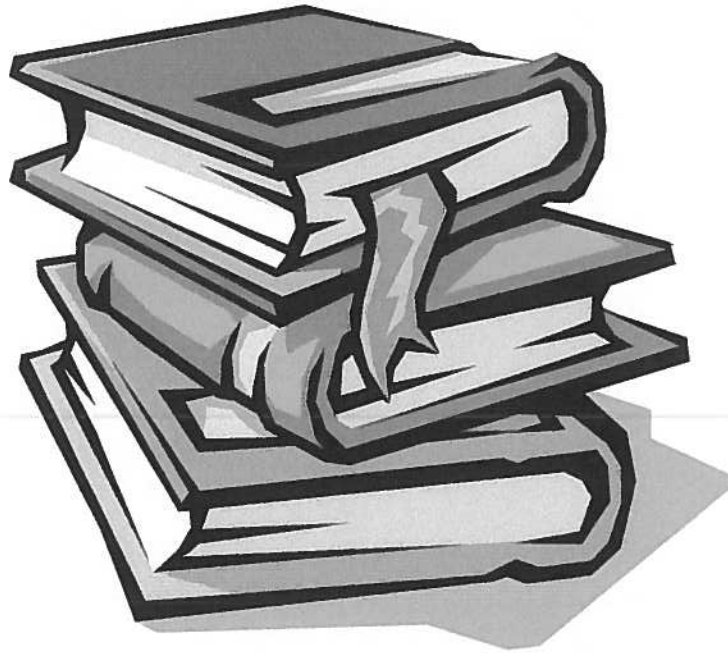
I hereby certify that I have completed the above information to the best of my ability.
I understand that any information submitted in error will result in
Tree Disposition Plans and Surveys being returned and an additional re-checking
fee being assessed.

Signature _____ Date _____

Name (print) _____ Title _____

City Forester _____ Date _____

NO OTHER TREE REMOVALS WITHOUT REVISED TDP AND CITY APPROVAL



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