



# Pool Demolition Permit

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

1. Permit Application
2. Site Plan or Survey required (Old Survey is OK)
3. Memorial Village Water Authority Approval
  - a. Specifically for Pool Demo
  - b. Approval must be obtained before submitting to the city.
4. City Work Hours Form
5. Tree Disposition Plan
  - a. Show Dumpster Location
  - b. Show Pool Access Route
  - c. Show Trees Near and Around the Area
  - d. Indicate if Trees Have to be Removed
6. A Plumbing Contractor Must Submit an Application for Sewer Disconnect (if needed)
7. All pool demolition application packets are to be **dropped-off** to the city.

## **Helpful Notes**

- You will need to fill out the Memorial Village Water Authority form and either fax or drop off your pool demo application to them.
- This application from the Memorial Village Water Authority will take a few days.
- Once you have received an Approval from the MVWA, then you submit to the city.
- Typically, Trees are not authorized to be removed during the pool demo.
- If trees are to be removed, then you are subject to the Tree Ordinance as defined by the city's ordinance.

- If the forester requires you to put up temporary wood slates or chain link fencing, then an inspection is required prior to obtaining your pool demolition permit.
- No orange mesh is allowed.
- If more than one tree is being removed, then you may have to seek an independent Forester's Report.
- Pool Shells need to be taken out.
- Pool shells cannot remain in the ground.
- You must fill and grade the lot and restore the lot to its original natural condition.
- Streets must be maintained at all times and no dirt or mud is allowed in the roadway.
- A demolition final is required for this project.
- You must call 811 before you dig to stake out the utility lines.
- Must list the Building Code: IRC 2018.

#### Plan Examiners

- Annette Arriaga
- 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**

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

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SIGNATURE OF APPLICANT

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PRINT NAME OF APPLICANT

**(Signatures are required for all applications.)**

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SIGNATURE OF HOMEOWNER

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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.



**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318                      FAX: 713-465-8387

**APPLICATION FOR DEMOLITION APPROVAL**

**INSTRUCTIONS:** This application is for an approval from Memorial Villages Water Authority to demolish or move structures on property located in the City of Hedwig Village, Hunters Creek Village or Piney Point Village. Complete the application and submit in person or by mail at the address listed above, by fax or, by e-mail at (www.mvwa.org).

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

DATE: \_\_\_\_\_

PROPERTY DESCRIPTION: (where service is requested)

ADDRESS: \_\_\_\_\_ LEGAL: \_\_\_\_\_  
                   HOUSTON, TEXAS 77024 \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ (Legal description required for Demolition Approval)

ON BEHALF OF: \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ (initials if submitting on-line)

TELEPHONE NUMBER(S) Hm: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
   Ofc: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

**REQUEST FOR DEMOLITION APPROVAL** for:  Residence  Business **Pool Demo**

We, \_\_\_\_\_, are the owners of the above described property that is scheduled to be demolished or moved. We have contracted with \_\_\_\_\_ to perform this work on our behalf. Their contact person is \_\_\_\_\_ who may be reached at one of the following telephone numbers. \_\_\_\_\_ Or \_\_\_\_\_.

**We request that Memorial Villages Water Authority provide the following services:**

Remove the  Domestic Water Meter  Irrigation Water Meter – and terminate service to the account.

Turn off the meter(s) but leave in place for use by our contractor. Place the account(s) in the following name.

NAME: \_\_\_\_\_

SEND BILLS TO: \_\_\_\_\_  
 (Address) \_\_\_\_\_

**NOTE:** This application goes through a review and approval process base 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 must take to the City having jurisdiction to obtain the necessary permits. Fees may apply for removal and/or reinstallation of water meters.



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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)

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

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