



Detached Accessory Structure Permit Application

7660 Woodway Dr, Suite 460 Houston, Texas 77063, Phone: (713) 782-1757

bldgofficial@pineypt.org

Date: _____

Contractor Name: _____

Type of Application: Detached Accessory Structure

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

Note: Submittal will not be accepted unless all items in the checklist have been completed.

Detached Accessory Structure Application Checklist

	Type of Application	Description	Application Form (please print and attach forms)
	Detached Accessory Structure Application	This application is required for any new detached accessory structure.	Detached Accessory Structure Application
	Copy of Survey	A copy of an existing survey is required with this application request. Survey copies do not need to be brand new.	*Attach Copy of Survey
	Homeowner Affidavit	This form is required to be completed. If in an active Homeowner Association neighborhood, you must have an HOA Approval. If not in an HOA, then the form still needs to be completed. If in an active HOA, an email approval or stamped approval is applicable.	Homeowner Affidavit Form
	Area Calculations	Area calculation form is required to determine current and proposed lot coverage.	Area Calculations Form
	MVWA Approval	The Memorial Village Water Authority must approve any detached accessory structure application.	MVWA Application
	Tree Disposition Plan	The form needs to be completed regardless, if no trees are to be removed. The City's forester reviews all applications.	Tree Disposition Application
	Ordinance for your Review	Please review our city's ordinance regarding detached Accessory structures. This provides in-depth information. Chapter 74 Section 1-Definitions through Chapter 74 Section 245-Supplementary District regulations.	Ordinance
	Helpful Notes	This is helpful information for the detached accessory structure application.	Helpful Notes

Building Codes: IRC 2018, NFPA-70-2023, IPC 2018

**Please print this document and attach this to all the documents.
You can drop off during normal business hours.**