



## Detached Accessory Structure Permit Application

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

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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)
	<b>Detached Accessory Structure Application</b>	This application is required for any new detached accessory structure.	<a href="#">Detached Accessory Structure Application</a>
	<b>Copy of Survey</b>	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
	<b>Homeowner Affidavit</b>	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.	<a href="#">Homeowner Affidavit Form</a>
	<b>Area Calculations</b>	Area calculation form is required to determine current and proposed lot coverage.	<a href="#">Area Calculations Form</a>
	<b>MVWA Approval</b>	The Memorial Village Water Authority must approve any detached accessory structure application.	<a href="#">MVWA Application</a>
	<b>Tree Disposition Plan</b>	The form needs to be completed regardless, if no trees are to be removed. The City's forester reviews all applications.	<a href="#">Tree Disposition Application</a>
	<b>Neighbor Notification Letters</b>	Contractors must submit a friendly neighborhood letter to residents within 200ft of the construction site. Letters must be stamped and unsealed and submitted along with your detached accessory structure application. The letter must include an estimate starting date and a point of contact in case they have any questions or concerns.	*Attach Letters
	<b>Ordinance for your Review</b>	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.	<a href="#">Ordinance</a>
	<b>Helpful Notes</b>	This is helpful information for the detached accessory structure application.	<a href="#">Helpful Notes</a>

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

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