



## Fence Permit Application

7660 Woodway Dr, Suite 460 Houston, Texas 77063, Phone: (713) 782-1757  
[bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)

Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Type of Application: Fence Permit Application

Contractors Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contractors Email: \_\_\_\_\_

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

<b>Fence Permit Application Checklist</b>			
	Type of Application	Description	Application Form <small>(please print and attach forms)</small>
	<b>Fence Permit Application</b>	This permit application is required for any new or existing fence.	<a href="#">Fence Application Form</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 Survey
	<b>MVWA Approval</b>	The Memorial Village Water Authority must approve the fence permit application.	<a href="#">MVWA Application Form</a>
	<b>Homeowner Affidavit Form (Must Be Notarized)</b>	This form is required to be completed. If in an active Homeowner Association neighborhood. You must have HOA approval. If not in a Homeowner Association neighborhood, this form still needs to be completed.	<a href="#">Homeowner Affidavit Form</a>
	<b>Tree Disposition Plan</b>	The form needs to be completed regardless if no trees are to be removed. City Forester reviews all applications.	<a href="#">Tree Disposition Form</a>
	<b>Area Calculations Form</b>	Area calculations form is required to determine current and proposed lot coverage. If you're adding stucco columns you must add the square footage in your overall calculations.	<a href="#">Area Calculation Form</a>
	<b>Non-Shared/Shared Fence Forms</b>	Must fill out these forms and show on your site survey which fence is shared or non-shared as it relates to your fence project.	<a href="#">Shared Fence Form</a> & <a href="#">Non-Shared Fence Form</a>
	<b>Helpful Notes</b>	This is helpful information that is useful for the fence permit.	<a href="#">Helpful Notes Form</a>

Ordinance for your review: (1)[Ordinance No. 2021.04.13.A](#), (2)[Chapter 74-245](#).

Building Codes: IRC 2018, NFPA-70-2023

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