



## Interior Renovation Permit Application

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

[bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)

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

Contractors Name: \_\_\_\_\_

Type of Application: Interior Renovation

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

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

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

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

### INTERIOR RENOVATION SUBMITTAL CHECKLIST

	Type of Application	Description	Application Form (please print and attach forms)
	Interior Renovation Application	This application is required for any interior renovation.	<a href="#">Interior Renovation Application</a>
	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
	MVWA Approval	The Memorial Village Water Authority must approve any interior renovation.	<a href="#">MVWA Application</a>
	Area Calculations	Area calculation form is required to determine current and proposed lot coverage.	<a href="#">Area Calculations Form</a>
	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.	<a href="#">Homeowner Affidavit Form</a>
	Tree Disposition Plan	This form needs to be completed regardless of whether no trees are to be removed. City Forester reviews all applications.	<a href="#">Tree Disposition Application</a>
	Fire Sprinkler Approval (If Applicable)	If the cost of construction exceeds 50 % of the improvements cost as shown on Harris County Appraisal District, then it triggers the fire sprinkler installation, and you will have to bring everything up to code.	<a href="#">Sprinkler Ordinance Acknowledgement</a> <a href="#">50 % Cost of Improvements Ordinance Regulations</a>
	Friendly Neighborhood Letters	Contractors are required to submit a friendly neighbor letter to everyone on the street. Friendly Neighbor letters are submitted as part of your New Pool Application. The letter must be stamped and unsealed and turned into the city. The letter must include an estimate starting date and a point of contact in case they have any questions or concerns and please provide emergency contact information.	*Attach Letters
	Helpful Notes	This is helpful information that is useful for the new pool permit application.	<a href="#">Helpful Notes</a>

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

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