



# Mailbox 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: Mailbox

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

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

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

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

Mailbox Application Checklist			
	Type of Application	Description	Application Form (please print and attach forms)
	<b>Mailbox Permit Application</b>	This permit application is required for any new or replacement of a solid structural mailbox.	<a href="#">Mailbox Permit Application Request</a>
	<b>Copy of the Survey</b>	A copy of an existing survey is required with this application request. Survey copies do not need to be brand new.	*Submit survey
	<b>Homeowner Affidavit Form</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.	<a href="#">Homeowner Affidavit Application</a>
	<b>Homeowner Association Approval (If applicable)</b>	If in an active HOA, an email approval or stamped approval is applicable.	*Homeowner Association Approval
	<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 mailbox 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. City Forester reviews all applications.	<a href="#">Tree Disposition Plan Application</a>
	<b>Mailbox Ordinance</b>	<i>Mailboxes.</i> It shall be unlawful for any person to construct or install a mailbox which is greater than 30 inches wide at the side running parallel to the street right-of-way, 36 inches deep, and exceeds 66 inches above the ground on which it is located.	<a href="#">Ordinance No. 74-245 (I)</a>

**This application only applies to a structural mailbox. Mailboxes on pole are exempted from this application.**

**Building Codes: IBC 2018**

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