



Major Renovation Permit Application

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

bldgofficial@pinecvt.org

Date: _____

Contractors Name: _____

Type of Application: Major Renovation

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

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

Major Renovation Application Checklist

	Type of Application	Description	Application Form (please print and attach forms)
	Major Renovation Application	This application is required for any major renovation application.	Major Renovation Application
	Copy of Survey	A copy of an existing survey is required with this application request. Surveys over a year old are not allowed.	*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 major renovation application.	MVWA Application
	Fire Sprinkler	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.	Sprinkler Ordinance Acknowledgement 50% cost of improvements Ordinance Regulations
	Electrical Load Analysis	Electrical load analysis is required to show how the existing service will handle the new load.	Electrical Load Analysis Form
	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
	Neighbor Notification Letter	Contractors must submit a friendly neighbor letter to residents within 200ft of the construction site. Letters must be stamped and unsealed and submitted along with your new addition application. The letter must include an estimate starting date and a point of contact in case they have any questions or concerns.	*These letters are mailed by the city once the major renovation application is approved
	Helpful Notes	This is helpful information for the major renovation 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.**