



New Addition Permit Application

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

bldgofficial@pineypt.org

Date: _____

Contractor Name: _____

Type of Application: New Addition

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

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

New Addition Application Checklist			
	Type of Application	Description	Application Form (please print and attach forms)
	New Addition Application	This application is required for any new addition application.	New Addition Application
	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
	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 new addition application.	MVWA Application
	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 new addition application is approved
	Helpful Notes	This is helpful information for the new addition 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.**