



New Construction Permit Application

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

bldgofficial@pinecvt.org

Date: _____

Contractor Name: _____

Type of Application: New Construction Application

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

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

New Construction Application Checklist			
	Type of Application	Description	Application Form (please print and attach forms)
	Contractor Registration	All new builders and contractors must register with The City of Piney Point. Please provide your certificate of insurance and valid driver's license. It is a \$60 registration fee.	Contractor Registration Application
	New Construction Plan Requirements	This is helpful information regarding how to submit new construction plans to the city. Please review every page.	Plan Requirements Information
	New Construction Permit Application	This is the permit application for the New Construction	Permit Application
	Homeowner Affidavit	Please read this form and initial accordingly, the form must be signed and notarized.	Homeowner Affidavit Form
	Area Calculations	Area Calculation form is required to determine proposed lot coverage.	Area Calculations Form
	Issuance of TCI	This form must be completed to ensure electrical services will	Issuance of TCI Application
	CenterPoint Energy Approval	CenterPoint Approval must be provided prior to submitting plans to the city.	How to Submit to CenterPoint
	Electrical Load Analysis	Must use the city's electrical load analysis form only.	Electrical Load Analysis Form
	Neighbor Notification Letters	Neighbor Letters must be stamped and unsealed. Please see Plan Requirements Information for additional requirements.	*Attach Neighbor Letters
	Builder Responsible for Construction	This form must be filled out by the builder to ensure the city has the correct contact information.	Builder Responsible for Construction Application
	Contractor Acknowledgement	This form must be filled out by the builder and any project super intendent for city contact.	Acknowledgement Application

	Memorial Village Water Authority Approval	The Memorial Village Water Authority must approve any new construction application.	Application for Water and/or Sewer Service
	Height Certificate	The height certification form is required to be submitted to the city before frame cover. Height is measured from average natural grade. Height not to exceed 35ft from grade.	Height Certificate Form
	Drainage Acknowledgement	Drainage plans are not to be submitted with the initial construction plan sets. All drainage must follow all city drainage ordinances and drainage criteria.	Drainage Acknowledgement 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 Form
	Sprinkler Ordinance Statement of Acknowledgement	Fire Sprinklers plans are not required to be submitted in the initial plan sets. All fire sprinkler plans are reviewed by the Memorial Village Fire Marshal.	Sprinkler Acknowledgement Form
	New Construction Job Card	This job card includes all the inspections required for a new house build.	Job Card for Review
	How to Schedule Inspections	This is a helpful form to know how to schedule an inspection on our online website.	Form
	City Inspectors Schedule	Tree and Drainage inspections are done Tuesdays and Thursdays only . All other inspections are done Monday – Friday.	Schedule for Review
	Work Hours	The city's work hours are 7:00am to 7:00pm Monday through Friday, 8:00am to 6:00pm Saturday and Sunday no work is allowed.	Work Hours PDF
	Sample of a Pre-Construction Site Set Up	This shows pictures of a typical pre-construction site, including fencing, staging areas, dumpster, port-o-can, and staging area	Pictures

Building Codes: IRC 2018, IPC 2018, IMC 2018, NFPA-70-2023, IECC 2018, Fire Code 2018

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