



New Pool Permit Application

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

bldgofficial@pineypt.org

Date: _____

Contractors Name: _____

Type of Application: _____

Contractors Phone: _____

Property Address: _____

Contractors Email: _____

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

NEW POOL SUBMITTAL CHECKLIST

	Type of Application	Description	Application Form (please print and attach forms)
	Pool Permit Application	This application is required for any new pool construction.	New Pool Permit Application
	Decking Permit Application	This application is required for any new pool decking.	Decking Permit 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
	Area Calculations	Area calculation form is required to determine current and proposed lot coverage. Pools are counted into lot coverage.	Area Calculations Form
	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
	Electrical Load Analysis	Electrical load analysis is required to show how the existing service will handle the new load.	Electrical Load Analysis Form
	MVWA Approval	The Memorial Village Water Authority must approve your new pool application.	MVWA Application
	Tree Disposition Plan	The form needs to be completed regardless of whether no trees are to be removed. City Forester reviews all applications. Show pool access and dumpster location.	Tree Disposition Application
	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
	Barrier requirements	All doors leading to the back yard and all fence gates must meet the pool barrier code requirements and specified in the IRC 2018.	Barrier Requirements for Review
	Pool Job Card	Help sheet on all required inspections. Must be on the job site.	Pool Job Card
	New Pool Construction Drainage	All pools must have an engineered drainage plan. All drainage must be done by a Professional Engineer. All drainage is uploaded to the city website.	Drainage Plan Requirements From
	Helpful Notes	This is helpful information that is useful for the new pool permit application.	Helpful Notes

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