

# Mailbox Permit

**\*\* All Forms Listed Must Be Completed Fully.**

1. Permit Application Completed
2. Copy of Survey
3. Home Owner Association Form
4. Home Owner Association Approval (if applicable)
5. Complete Area Calculation Form (if using stucco, brick, or other solid material)
6. Authorized Work Hours Form
7. Person Responsible for Project Form
8. Memorial Village Water Authority Approval
9. If submitting for a structure mailbox (stucco, brick), you must also provide two copied of detail sheets. Must include all foundation detail, measurements, material type, PSI and total height from the average natural grade.
10. Mailboxes cannot be greater than 30" wide at the side running parallel to the street right-of-way, 36" deep, and exceed 66" above the natural ground on which it is located.
11. Plans must be reviewed by the plan examiner.
12. All mailbox applications are to be **dropped-off** to the city.

Notes: The City of Piney Point Village has a mailbox ordinance. See Ordinance 956. All mailboxes must comply with the city ordinance, as well as the rules and regulations standard set by the U.S. Postal Service. All mailboxes must be within arm's reach for the mail carrier to easily distribute mail. Must list the Building Code: IRC 2018.

## Plan Examiners

- Jason Bienek
- Cary Moran



**Building, Planning & Development Department**  
**PERMITS AND INSPECTIONS DIVISION**  
7676 Woodway Dr, Suite 300  
Houston, Texas 77063  
Phone: (713) 782-1757 / Fax: (713) 782-3178  
bldgofficial@pineypt.org

## **PERMIT APPLICATION REQUEST**

**(ALL INFORMATION IS REQUIRED)**

### **PROPERTY OWNER INFORMATION**

DATE: \_\_\_\_\_  
SITE ADDRESS: \_\_\_\_\_  
LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ MOBIL: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### **CONTRACTOR INFORMATION**

CONTRACTOR COMPANY NAME: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ STATE LICENSE# \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ MOBIL: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**TOTAL COST OF IMPROVEMENTS:** \$ \_\_\_\_\_

### **TYPE OF PERMIT**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ACCESSORY STRUCTURE | <input type="checkbox"/> ELECTRICAL           | <input type="checkbox"/> NEW SINGLE FAMILY |
| <input type="checkbox"/> ADDITION            | <input type="checkbox"/> FENCE                | <input type="checkbox"/> PLUMBING          |
| <input type="checkbox"/> DECKING             | <input type="checkbox"/> FIRE SPRINKLER       | <input type="checkbox"/> REMODEL           |
| <input type="checkbox"/> DEMOLITION          | <input type="checkbox"/> GENERATOR            | <input type="checkbox"/> ROOF              |
| <input type="checkbox"/> DRAINAGE            | <input type="checkbox"/> HVAC                 | <input type="checkbox"/> SWIMMING POOL     |
| <input type="checkbox"/> DRIVEWAY/FLATWORK   | <input type="checkbox"/> IRRIGATION SPRINKLER | <input type="checkbox"/> OTHER             |

IF OTHER, PLEASE SPECIFY: \_\_\_\_\_

**JOB DESCRIPTION / DETAILED SCOPE OF WORK**

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**(Job description and detailed scope of work is required.)**

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SIGNATURE OF APPLICANT

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PRINT NAME OF APPLICANT

**(Signatures are required for all applications.)**

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SIGNATURE OF HOMEOWNER

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PRINT NAME OF HOMEOWNER

**(Homeowner signatures are required for all new single-family homes, additions, and renovations.)**

THE UNDERSIGNED, IN ACCORDANCE WITH PROVISIONS OF THE BUILDING AND ZONING ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, HEREBY APPLIES FOR THE PERMIT DESCRIBED HEREIN. APPLICANT HEREBY CERTIFIES THAT ALL PROVISIONS OF THE BUILDING LAWS AND ORDINANCES WILL BE COMPLIED WITH AND THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

**NOTE:** No use of any building is permitted without a Certificate of Occupancy, including the storage of any items. Use of building prior to issuance of a Certificate of Occupancy will require the gas and electric to be terminated. Not to exclude other penalties. The City of Piney Point Village has the right to include the current resident/home owner in every aspect of the building permitting process.



# Area Calculations Form

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

Type of Permit: \_\_\_\_\_

Area of Lot: \_\_\_\_\_ Square Footage: \_\_\_\_\_

## Lot Coverage Calculations

	Existing Area	Proposed Area	Total Area
Main Structure (Total Covered Area)			
Accessory Structure			
Driveways, Walkways & Sidewalks			
Pool and Pool Decking			
<b>Total Lot Coverage</b>			

Percent of Lot Coverage by Main Structure:

Area of Main Structure/ (divided by)	Area of Lot =	30% Max Coverage

Percent of Lot Coverage by Main Structure:

Total Lot Coverage/ (divided by)	Area of Lot =	50% Max. Coverage

Reference, City of Piney Point Code of Ordinances, Chapter 74- Section, 244. Regulations. (g)

The undersigned, in accordance with the provisions of the Zoning Ordinance of the City of Piney Point Village, hereby certifies that all statements made herein are true and correct.

**Signature of Property Owner and/or Applicant:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_



**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318    Email: Info@MVWA.ORG    FAX: 713-465-8387

## APPLICATION FOR CONSTRUCTION PROJECT APPROVAL

(TYPE OR PRINT) Incomplete or illegible applications may be delayed in processing.

Date: \_\_\_\_\_

PROJECT LOCATION

APPLICANTS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_ CITY OF: Hedwig – Hunters Creek – Piney Point  
(If different than project address)

City, State, Zip: \_\_\_\_\_ SIGN: \_\_\_\_\_

(HM) \_\_\_\_\_ (Ofc) \_\_\_\_\_ (Cell) \_\_\_\_\_

**THIS APPLICATION IS FOR:** (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fence Construction<br><small>(Submit plans)</small>                                 | <input type="checkbox"/> Driveway/sidewalk<br><small>(Submit plans)</small> | <input type="checkbox"/> Drainage Plan<br><small>(Submit plans)</small> |
| <input type="checkbox"/> Other - Describe: _____<br><small>(Submit construction plans if applicable)</small> |   |   |

COMMENTS: \_\_\_\_\_

**NOTE:** ALL PLANS SHALL SHOW LOCATION OF EXITING WATER METER(S), SANITARY SEWER CLEANOUTS, MANHOLES, FIRE HYDRANTS, WATER VALVES and EASEMENTS.

DO NOT WRITE BELOW THIS LINE

DO NOT WRITE BELOW THIS LINE

### MVWA ACTION TAKEN

**APPROVED**     **APPROVED as noted**     **RE-SUBMIT as noted**     **DENIED as noted**

Fence Construction - \_\_\_\_\_

Driveway/sidewalk - \_\_\_\_\_

Drainage Plan - \_\_\_\_\_

Other - \_\_\_\_\_

Acknowledgement by Owner/Representative

MVWA Official

\_\_\_\_\_  
**Print Name, Initial & Date** (at the time form is picked up)

\_\_\_\_\_



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**Important Contractor**  
**Notification & Acknowledgement**  
**NO WORK ON SUNDAYS**

**Sec. 10-1. - Time limitations on building activities.**

(a) It shall be unlawful for any person to cause, permit or perform any construction, renovation, alteration, repair or demolition of any building or structure, or any excavation related thereto ("building activities"), within the city, except between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays, and between the hours of 8:00 a.m. and 6:00 p.m. on Saturdays. All building activities are strictly prohibited on Sundays and Holidays. Holidays shall include Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day.

(b) The provisions of subsection (a) shall not apply to any construction, renovation, alteration, repair, demolition or related excavation which is conducted by a governmental entity, or for which a city permit is not required.

(c) The city building official is hereby authorized and directed to issue stop work orders as are necessary to assure compliance with the provisions of this section.

(d) Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as prescribed in section 1-11.

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

**Cross reference**— Environment, [ch. 26](#).

**Sec. 10-6. - Penalty for violation of chapter.**

Any person who shall violate or cause to be violated any provision of this chapter, including a provision of a code adopted by this chapter, or who shall fail to comply with any of the requirements of this chapter or any code adopted by this chapter, shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in [section 1-11](#) of the City Code. Each such person shall be deemed guilty of a separate offense for each violation and for each day during which any violation is committed or continued.

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

I have read all of the contractor work hours for the City of Piney Point Village and acknowledge the required work hours and violations. I am aware that no work shall be performed on Sundays for projects that are currently under construction.

Date: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Type: \_\_\_\_\_



## New Building Codes

### International Residential Code

- IRC 2018

### International Fire Code

- IFC 2018

### International Plumbing Code

- IPC 2018

### International Mechanical Code

- IMC 2018

### International Energy Code Council

- IECC 2018

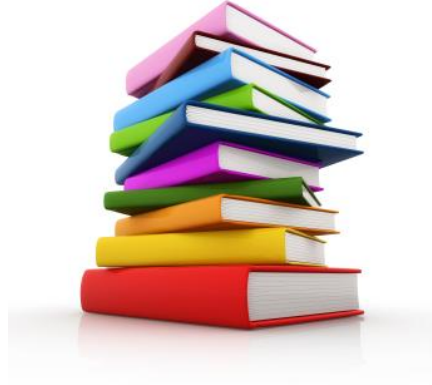
### National Electrical Code

- NFPA 70 2020



# For All Code Information

Please go to [www.municode.com](http://www.municode.com)



Go to:

**Municode Library**

Click on:

**State of Texas**

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**Piney Point Village**

