



# Interior Remodeling Projects

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

1. Permit Application
2. Detailed Scope of Work
3. Two Sets of Complete Drawings (address must be listed on the plan sets)
4. Copy of a Survey
5. Memorial Village Water Authority Approval
6. Home Owner Association Form
7. Energy Conservation (may be required)
8. Tree Disposition Application (required for no trees to be removed)
9. Person Responsible for Project Form
10. City of Piney Point Authorized Work Hours Form
11. Fire Sprinkler Form (if applicable)
12. List All Required Codes to be Used
13. List All Electrical, Plumbing, and Mechanical Details
14. If Changing Out Windows, We Need Window Detail Specification Sheets
15. All Architectural structural Drawings Must be Stamped and Signed
16. Friendly Resident Neighbor Notification Letters may be Required (if applicable)
17. Pre-Meeting is Required with the Plan Examiner !
18. Pre-Meetings are currently being held through Zoom. Ask me how.
19. All plan submittals are to be **dropped-off** to the city.

## **Helpful Notes**

- Contractor cannot start demolition of the interior until a building permit has been issued from the City.
- A temporary document permit box, dumpster and port-o-let may be required. All port-o-lets must be screened.

- Temporary chain link fencing is required to be installed, with green mesh for screening.
- Temporary fencing is required to be installed as part of a renovation and new addition project. All plans must be in compliance with all of the current building codes and City ordinances.
- Make sure that on your application you complete the total costs of construction.
- All forms are necessary to complete your review.
- Building Code: IBC 2018.
- Plans are required to be reviewed by the plan examiners.
- Please allow up to two to three weeks for plan review.

**Plan Examiners**

- Annette Arriaga
- 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:** \_\_\_\_\_





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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: \_\_\_\_\_



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**Builder Responsible for Construction Correspondence**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

**Responsible Party**

Name & Title: \_\_\_\_\_  
First Last Title (Ex: Superintendent)

Contact Phone Numbers: \_\_\_\_\_  
Cell Phone Home

E-Mail: \_\_\_\_\_

**Alternate Contact**

Name & Title: \_\_\_\_\_  
First Last Title (Ex: Superintendent)

Contact Phone Numbers: \_\_\_\_\_  
Cell Phone Home

E-Mail: \_\_\_\_\_

Estimated Build-Out Time: \_\_\_\_\_

If any of this information changes or you are no longer in charge of the property as indicated above, please contact the city to inform of the update and/or change. The City of Piney Point Village can contact the current owner of the property, for example the property owner, to discuss any construction activity while the building is still under a permit and all final inspections have not been finalized with the city. All contact information will be passed on to the city's Code Enforcement Department, 832-849-8446.

*Annette R. Arriaga*  
Building Official





**MEMORIAL VILLAGES WATER AUTHORITY**

**8955 GAYLORD DRIVE, HOUSTON TEXAS 77024-2903**

**PHONE: (713) 465-8318 FAX: (713) 465-8387**

**APPLICATION FOR WATER AND/OR SEWER SERVICE AVAILABILITY**

**INSTRUCTIONS:** This application is for the availability of (1) water and/or sewer service for a new residence, business, or other commercial type properties (2) water service for an irrigation system (3) meter enlargement for an existing meter (4) remodel/pool or (5) commercial fire service line. Businesses, Schools and Churches must submit specific information on the quantity of water and/or sewer capacity requested. The applicant must obtain an approval from Memorial Villages Water Authority (MVWA) granting water and/or sewer capacity before a Building Permit will be issued by any of the cities served by MVWA (Hedwig Village, Hunters Creek Village and Piney Point Village). MVWA is not required to provide water or sewer capacity greater than those available at the time of the application. Complete the application and submit in person, by mail at the address listed above, by fax at (713) 465-8387 or by email to [brenda@mvwa.org](mailto:brenda@mvwa.org) and [cori@mvwa.org](mailto:cori@mvwa.org).

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

Date: \_\_\_\_\_ Property Description: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Houston 77024 77063  
Return Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Applicants Signature: \_\_\_\_\_  
Contact Information: Home: \_\_\_\_\_ Email: \_\_\_\_\_  
Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

- Water Service For:  Residence  Business  School  Church  Irrigation System  
 Fire Sprinkler  Meter Enlargement  Pool or Remodel
- Sewer Service For:  Residence  Business  School  Church  Irrigation System  
 Fire Sprinkler  Meter Enlargement  Pool or Remodel

**WATER METER(S) SIZE:** If known at this time. Otherwise, complete water meter application form

- DOMESTIC                      IRRIGATION                      COMMERCIAL FIRE SERVICE  
 ¾ Inch  1-Inch               ¾ Inch  1-Inch               2-Inch  3-Inch  4-Inch  6-Inch

**Applicants requesting residential water meters (domestic or irrigation) larger than 1-Inch must show written proof that the demand requirements prohibit the use of the smaller meter.**

**NOTE:** This application goes through a review and approval process based on the information submitted by the applicant. If approved, you will be contacted by our office and will receive an executed "APPROVAL FORM" that you will need to sign and send a copy back to MVWA, then take to the City having jurisdiction to obtain the necessary permits.

**Both the City having jurisdiction and Memorial Villages Water Authority require inspections of all work performed before continuous service is provided. To request inspection by the Water Authority, please call (713) 465-8318.**



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**New Construction Permits**  
**Tree Disposition Plan**

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

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

SQ FT of Property: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The following items must be attached:

- Trees Removed YES \_\_\_\_\_ NO \_\_\_\_\_
- Tree Survey (signed by a Certified Forester)
  - Specie, Trees 3" > DBH
  - Narrative/Report on Trees  
(i.e. removals, replacements, treatments)
- Proposed Site Plan

Project (Please circle one of the following)

New Single Family Dwelling	Remodel/Addition	Pool
Garage	Demolition	Tree Removal
		Other

I hereby certify that I have completed the above information to the best of my ability. I understand that any information submitted in error will result in Tree Disposition Plans and Surveys being returned and an additional re-checking fee being assessed.

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

Name (Print): \_\_\_\_\_ Title \_\_\_\_\_

City Forester: \_\_\_\_\_ Date \_\_\_\_\_

**NO OTHER TREE REMOVALS WITHOUT REVISED TDP AND CITY APPROVAL.**



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**SPRINKLER ORDINANCE**  
**STATEMENT OF ACKNOWLEDGEMENT**

I have been informed that the City of Piney Point Village has enacted Ordinance 856 requiring the installation of the fire sprinkler systems as required in the 1996 edition of N.F.P.A. 13D and 13R with the City of Piney Point Village amendments, in all new construction including residential.

I understand that a licensed fire sprinkler company will be required to submit (2) two sets of plans, including hydraulic calculations and cut sheets to the Village Fire Department for approval, and such approval must be granted prior to beginning any framework. I further understand that the system must pass all required testing prior to the issuance of a certificate of occupancy from the building official.

**Village Fire Department**

Address: 901 Corbindale Rd  
Houston, Texas 77024

Fire Marshall: Rusty Kattner  
Email: [kattner@villagefire.org](mailto:kattner@villagefire.org)

Phone Number: (713) 468-7941

- Exceed 50%
- NEW Single Family Home

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME OF APPLICANT: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

PERMIT ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_



## 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

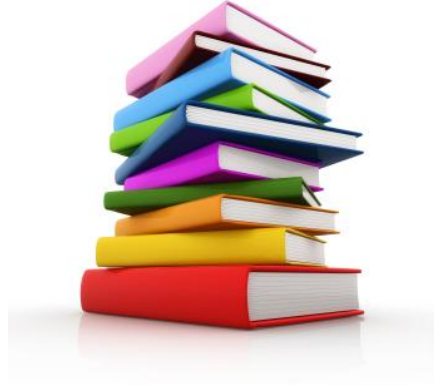
- IECC 2018

### 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**

Go To:

**Piney Point Village**

