

New Additions

** All Forms Listed Must Be Completed Fully.

- 1. Permit Application
- 2. Detailed Scope of Work
- 3. Copy of a Survey
- 4. Two Complete Sets of Plans
- 5. Construction Plans Must List the Property Address
- 6. Construction Plans Must List All of the Proposed Setbacks
- 7. A Pre-Construction Site Plan is Required
- 8. Memorial Village Water Authority Approval
- 9. Area Calculation Form
- 10. Fire Sprinkler Acknowledgement Form (if applicable)
- 11. Drainage Acknowledgement Form (if applicable)
- 12. Home Owner Association Form
- 13. Energy Conservation Approval
- 14. Electrical Load Analysis Form (all Electrical, Copper, and Underground Only)
- 15. City of Piney Point Authorized Work Hours Form
- 16. Person Responsible for Project Form
- 17. Tree Disposition Application
- 18. Drainage May be Required (See Drainage Criteria) (if applicable)
- 19. List All Required Codes to be Used
- 20. Provide Detail Sheets of Electrical, Plumbing, and Mechanical
- 21. All Structural Plans Must be Stamped and Signed by Professional Engineer of Record
- 22. All Architectural Plans Must be Stamped and Signed by the Registered Architect of Record
- 23. Plans Drafted and Designed by a Designer Must Include the Name, Address, and Design Firm
- 24. Show All New Stair Details

- 25. Show Foundation and Framing Details
- 26. Framing Detail Sheets Must Meet the 110 MPH Wind Loads
- 27. Show All Over Hand Details
- 28. Show All Tempered Windows and Doors (Must be labeled with TEMP)
- 29. Show Structure Height Details
- 30. If Installing a New Elevator, Must be State Inspected by Third Party, Must be Engineered
- 31. Friendly Resident Neighbor Notification Letters (Residents within 200 ft. of the Construction Site, Must be Notified, Front, Back & Side of the Construction Property Site) Letters Must be Stamped
- 32. Additional Information May be Required subject to the Project Scope of Work
- 33. A Pre-Submittal Meeting is Required and is by Appointment Only!
- 34. Please Allow Up to Two Weeks for Plan Review
- 35. Pre-Meetings are currently being held through Zoom. Ask me how.
- 36. All plan submittals are to be **dropped-off** to the city.
- 37. If Drainage is Required Per Your Scope of Work, All Drainage Plans are to be submitted electronically to Annette Arriaga at bldgofficial@pineypt.org

Helpful Notes

- A Temporary Tree Protection Fencing Inspection, Temporary Drainage, and a Pre-Construction Site Inspection are required before a general permit can be issued.
- Any required variance must have Board approval prior to issuing the building permit.

Plan Examiners

- Annette Arriaga
- Jason Bienek
- Cary Moran



7676 Woodway Dr, Suite 300

Houston, Texas 77063 Phone: (713) 782-1757 / Fax: (713) 782-3178

bldgofficial@pineypt.org

Contractor Registration 2021

Date:		
Name of Company:		
Address of Company:		
City:	State:	Zip Code:
Phone Number:	Fax Numbe	er:
Cell Phone Number:	E-Mail Address	:
Type:(For example: Builder, Der Plumbing, Pool, Remodelin	mo, Electrical, General Contractor	r, Generator, Irrigation, Mechanical
Issued State License #:		
Name of Licensee:		
Address of Licensee:		
City:	State:	Zip Code:

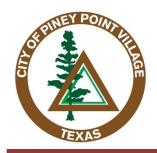
Please Note:

All contractors must provide a copy of the state license, driver's license and general liability in the amount of \$500,000.000 for the company and pay a \$60.00 contractor registration fee. Contractor registration will be valid until 12/31/2021.

** Electrical, Fire Sprinkler, and Plumbing contractors do not have to pay the application registration fee. However, all of the required paperwork must be provided.

Ms. Annette R. Arriaga

Director of Planning, Development & Permits bldgofficial@pineypt.org



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PERMIT APPLICATION REQUEST

(ALL INFORMATION IS REQUIRED)

PROPERTY OWNER INFORMATION			
DATE:			
SITE ADDRESS:			
LOT:BLOC	K: SUBI	DIVISION:	
PROPERTY OWNER:			
MAILING ADDRESS:		STATE: ZIP:	
PHONE NUMBER:	MOBIL:		
FAX NUMBER:	E-MAIL:		
	CONTRACTOR INFORMA	ATION	
CONTRACTOR COMPANY NAME			
CONTRACTOR COMPANY NAME	:		
CONTACT NAME:	STAT	E LICENSE#	
MAILING ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE NUMBER:	MOBIL:		
FAX NUMBER:	E-MAIL:		
TOTAL COST OF IMPROVEMENTS: \$			
TYPE OF PERMIT			
☐ ACCESSORY STRUCTURE	☐ ELECTRICAL	☐ NEW SINGLE FAMILY	
☐ ADDITION	☐ FENCE	☐ PLUMBING	
DECKING	☐ FIRE SPRINKLER	☐ REMODEL	
☐ DEMOLITION	☐ GENERATOR	ROOF	
☐ DRAINAGE	☐ HVAC	☐ SWIMMING POOL	
☐ DRIVEWAY/FLATWORK	☐ IRRIGATION SPRINKLER	□ OTHER	
IE OTHED DI FACE CDECIEV	— Maddiffoli of Minibali		

JOB DESCRIPTION / DETAILED SCOPE OF WORK		
·		
		
(Job description and detailed scope of work is <u>required</u> .)		
SIGNATURE OF APPLICANT		
PRINT NAME OF APPLICANT		
(Signatures are <u>required</u> for all applications.)		
SIGNATURE OF HOMEOWNER		
PRINT NAME OF HOMEOWNER (Homeowner signatures are required for all new single family homes additions and renevations)		
(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.

The City of Piney Point Village

7676 Woodway Suite #300 Houston, Texas 77063 (713) 782-1757 phone (713) 782-3178 fax

§ THE STATE OF TEXAS **DEED RESTRICTION AND DEVELOPMENT PLAT**

AFFIDAVIT FOR RESIDENTIAL

COUNTY OF HARRIS	§ AFFIDAVIT FOR RESIDEN § BUILDING PERMIT	IIIAL
ADDRESS OF PROPERTY:		
TYPE OF PERMIT:		
Before me, the undersigned authority, on legibly print name of Affiant) who being first of "This affidavit is given in connection with eighteen years or older, and I am of sound reincluding, without limitation, personal known application appertains, of the plans and specissued, and of the intended use of the improve (a) (Each Affiant must initial (1) or (2) as applicable): (1) I am owner of the real property to which this (2) I am the duly designated agent of the owner appertains, and I have been expressly authorized by the (b) (Each Affiant must initial this term): The building permit application to which this single family detached residence or auxiliary structure residential use exclusively. (c) As used in this part (c), the term "deed restriction affecting the use and enjoyment of the land that is contextually to the property to which this building permit application has expired through lapse of time by its own terms of include any covenant or restriction to the extent, the competent national origin of persons who may enjoy affiant shall initial item (1) below; if there are deed restriction in the initial item (1) below; if there are deed restriction in the submitted plans will violate in the personal knowledge that this real property is encumber (2) I am personally familiar with the title to the personal knowledge that this real property is encumber (3) Nothing on the submitted plans will violate in the submi	duly sworn by me, on her/his oath deposed the the application for a building permit the mind. I have personal knowledge of the fiveledge of the title to the real property the edifications for the work to be performed elements to be constructed thereunder. This building permit application appertains are or owners of the real property to which the owner or owners to make this affidavit on a saffidavit appertains is for the repair, remains any and every restriction or notained in or incorporated by reference in a vision or portion thereof inside its boundaries on appertains. The term shall not include an every restrictions are the use of the property. (If there are not estrictions then the Affiant must initial and the real property to which this building permit and restrictions. The real property to which this building applied real property to which this building applied restrictions. The real property to which this building applied the property of the property of the provide in parany deed restrictions. The real property to which this building applied the property of the provide in parany deed restrictions. The real property to which this building applied the property of the provide in parany deed restrictions. The real property to which this building applied the property of the provide in parany deed restrictions. The provided in parany deed restrictions.	and said the following: nat is attached hereto. I am acts set forth in this affidavi o which the building permit under the building permit, i nis building permit application their behalf. nodeling or construction of a nd intended for single family convenant running with and properly recorded plan, plat ies that relates in any manne by covenant or restriction tha ditionally, the term shall no by final order of a court o to deed restrictions, then the complete item (2) below.) t application appertains, and I have art as follows:
Application – Affiant		
SWORN TO AND SUBSCRIBED before me, the undersign 20, to certify witness my hand and seal of office.	ned authority on thisday of	

Notary Public in and for the State of TEXAS

Area Calculations Form

Property Address	:			Da	ite:
Type of Permit:					
Area of Lot:	Area of Lot: Square Footage:				
Lot Coverage	Cal	culations			
	Exi	sting Area	Proposed A	Area	Total Area
Main Structure (Total Covered Area)					
Accessory Structure					
Driveways, Walkways & Sidewalks					
Pool and Pool Decking					
Total Lot					
Coverage					
Percent of Lot Cove	erage k	oy Main Struc	ture:		
Area of Main Struc (divided by)	7 3 2		_ot =	30% Max Coverage	
Percent of Lot Coverage by Main Structure:					
(divided by)		Max. Coverage			
Reference, City of Pine	y Point C	ode of Ordinances	, Chapter 74- Secti	on, 244. R	egulations. (g)
The undersigned, in accordance wit statements made herein are true at Signature of Property C	nd correct. Owner a l	nd/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. <u>20.02.24.B</u>, § 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 <u>section 1-11</u> 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 contactor work hours for the City of Piney Point Village and acknowledge the required work hours and violations. I am aware that <u>no</u> 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 Nun	nber:
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



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

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

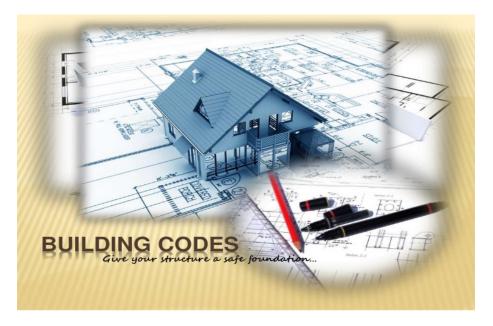
(TYPE OR PRINT) Incomplete or illegible applications may be delayed in processing. PROJECT LOCATION Date: APPLICANTS NAME: _____ ADDRESS:_ CITY OF: Hedwig – Hunters Creek – Piney Point RETURN ADDRESS: (If different than project address) City, State, Zip: _____ SIGN: (HM)_____(Ofc)____(Cell)____ THIS APPLICATION IS FOR: (check all that apply) Fence Construction Driveway/sidewalk Drainage Plan (Submit plans) (Submit plans) (Submit plans) Other - Describe: _____ (Submit construction plans if applicable) COMMENTS: 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 **DENIED** as noted **RE-SUBMIT** as noted Fence Construction - _____ Driveway/sidewalk - _____ Drainage Plan Other Acknowledgement by Owner/Representative **MVWA** Official



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Tree Disposition Plan

Date:			
Project Addre	ess:		
SQ FT of Pro	perty:		
Contractor Na	ame:		
Phone:	Fax:		E-Mail:
Owner:			
Phone:		Fax:	
The following	g items must be attached:		
TreeOProp	es Removed YES NO es Survey (signed by a certified forest Specie, Trees 3" > DBH Narrative/Report on Trees (i.e. removals, replacements, treat cosed Site Plan	ter)	
,	e circle one of the following)	G	0.1
Pool	New Single Family Dwelling Remodel/Addition	Garage Tree Remov	Other:
I hereby certifunderstand the	fy that I have completed the above is at any information submitted in error returned and an additional re-chec	nformation to the	ne best of my ability. I Tree Disposition Plans and
Signature:			Date
Name (Print):			Title
City Forester:			Date
NO OTHER 7	TREE REMOVALS WITHOUT RI	EVISED TDP A	ND CITY APPROVAL.
City Urban Fo	orester – Cary Moran – (832) 952-1	136 – cary@pin	eypt.org



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

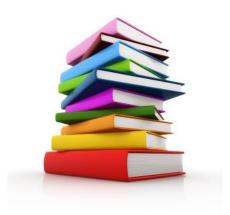
• IECC 2018

National Electrical Code

• NFPA 70 2020

For All Code Information

Please go to <u>www.municode.com</u>



Go to:

Municode Library

Click on:

State of Texas

Go To:

Piney Point Village

