



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



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

Contractor Registration **2021**

Date: _____

Name of Company: _____

Address of Company: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ E-Mail Address: _____

Type: _____

(For example: Builder, Demo, Electrical, General Contractor, Generator, Irrigation, Mechanical, Plumbing, Pool, Remodeling, Trees, or Other)

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: _____ 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

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

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

(Signatures are required for all applications.)

SIGNATURE OF HOMEOWNER

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			
Total Lot Coverage			

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

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)

- Fence Construction (Submit plans)
- Driveway/sidewalk (Submit plans)
- Drainage Plan (Submit plans)
- Other - Describe: _____
(Submit construction plans if applicable)

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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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)

Demolition New Single Family Dwelling Garage Other: _____

Pool Remodel/Addition Tree Removal

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.

City Urban Forester – Cary Moran – (832) 952-1136 – cary@pineypt.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

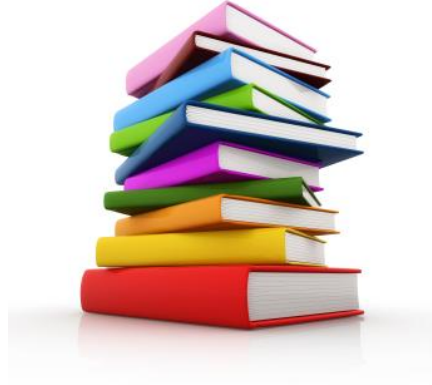
- IECC 2018

National Electrical Code

- NFPA 70 2020

For All Code Information

Please go to www.municode.com



Go to:

Municode Library

Click on:

State of Texas

Go To:

Piney Point Village

