



*City of*  
**PINEY POINT VILLAGE**  
TEXAS



**New Construction Builders  
Packet for  
2022**

## OVERVIEW

The City of Piney Point Village continues to offer property owners the opportunity for unique and innovative home designs on large wooded lots. Evidence of these designed projects is proudly on display and reflects the successful efforts to execute construction within an established community. Based on past proven experience, this construction, in an established wooded community, presents many challenges and requires the adherence to and the execution of rules to achieve those successful projects.

The following information provides property owners with the procedures to be taken in presenting plans for construction within the City of Piney Point Village. It also covers all the subsequent actions that will carry those plans to a successful completion. Information has been organized in a way that will give the property owner an overview of what must take place to have construction proceed in compliance with the applicable codes and regulations. This information is available to the property owners and to all parties who participate in the development and improvement within the boundaries of the City of Piney Point Village. Property owners choose and contract with the services necessary to bring their planned project to completion. Most often, the property owner will choose someone to handle the construction of their project. For purposes of identification, they are referred to as the contractor. However, it is important to remember that the property owner always remains accountable for the processes which take their project to completion.

The actions property owners are required to take for construction identified in these rules, regulations, permits and inspections are based on The International Building Codes. The City of Piney Point Village has adopted additional requirements to meet the needs of its community. A particular effort has been made to embrace the impact of construction to the neighboring property owners during the construction process. A good example of this concern can be found within requirements for the Drainage Plan. All plans for a project require a Drainage Plan, which is, essentially, a plan of how the water will move off the property once the project is completed. However, during the construction process, there can be temporary impediments to this flow. Such occurrences must be foreseen, planned and submitted for approval in the form of a Construction Drainage Plan; a requirement set forth, out of concerns for the neighboring property owners. Thus, we find that there can be plans within a plan to accommodate the preceding activity during construction. The Drainage Plan has been derived from those past experiences, and the subsequent requirements set forth seek to provide guidance for a successful project. It is important that the property owner become familiar with these requirements and incorporate them into their planning. Good planning is essential for a successful project. It is the desire of the city to clearly communicate these requirements and to facilitate the property owner with assistance in the planning of a project and the construction process. From the application process, to the certificate of completion all the steps are presented herein. And further assistance and information can always be obtained from the staff of the City of Piney Point Village.



**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

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## **Contractor Registration** **2022**

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:**

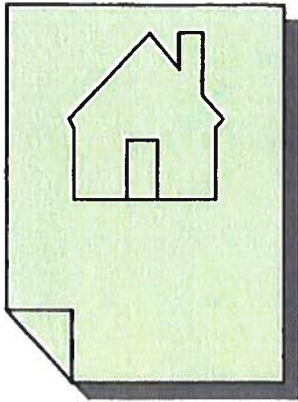
All contractors must provide a copy of the state license, driver's license and general liability in the amount of \$500,000.00 for the company and pay a \$60.00 contractor registration fee. Contractor registration will be valid until 12/31/2022.

\*\* 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](mailto:bldgofficial@pineypt.org)



City of Piney Point Village (Houston, Texas)

# New Construction Plan Requirements

for Single Family Dwelling

## Construction Plan Sheets

**All platting and variances must be applied for in advance of plan submittal.**

### 1.) First Page of Plan Sheet

- a.) Black & white rendering of what the house will look like from street side.
- b.) Must list the property address.
- c.) Must indicate, new construction or single family residence.
- d.) Must provide the name of the current property owner or owners.
- e.) Must list the builder and/or designer and engineer information.
- f.) Must include the, month and year.
- g.) Must list the home owner association name, if applicable.
- h.) Must list the, City of Piney Point Village, Texas.
- i.) Must include the current vicinity map.

### 2.) Second Plan Sheet Page

- a.) Must provide a copy of the survey. Old survey is acceptable.
- b.) Must show all building set back lines. As shown in Chapter 74, 244. Regulations.  
(C) Area regulations: size of yards (1) Front yards. (2) Side yards. (3) Rear yards.
- c.) If a *private road*, must show the 20 foot private road way easement in addition to the 50 foot front yard setback. For example, you will have a 70 foot front yard building line. Show all measurements.
- d.) Must show, temporary mail box, doc box, metal dumpster, two trash receptacles', five car packing pad and show staging area.
- e.) Must show old driveway flatwork if used for temporary staging.
- f.) Must list the City of Piney Point Village, required plan notes.
- g.) This page should be labeled, Pre-Construction Site Plan.

### 3.) Third Plan Sheet Page

- a.) Tree Disposition Information. Must provide a copy of the tree protection fencing plan, show tree protection signage and provide a copy of the tree disposition write up by the degreed forester. High light all of the tree protection fencing.

**4.) Forth Plan Sheet Page**

- a.) Must list all of the current building codes.
- b.) Must provide all of the area calculations. As shown in Chapter 74, 244. Regulations. (f) Building Area.
- c.) Must show the area calculation breaks down as it relate to all proposed structures, future structures, pervious and impervious surfaces?
- d.) Show the rear 1/3 of the lot. Identify all proposed structures located in this area. As it relates to any accessory structures. As it relates to Chapter 74-244. Regulations. (a) Accessory buildings and structures. (1) Rear yard. (2) Side yard.
- e.) Show proposed new driveway layout. As it relates to Chapter 74-245. Supplementary district regulations. (a) Visibility at intersections. (b) Driveways, walkways and sidewalks.
- f.) Show the location of all proposed AC units. As it relates to Chapter 74-244. Regulations. (2) Side yard. C.

**5.) Fifth Plan Sheet Page and Additional Plan Sheets must include the following. If applicable.**

- a.) Provide the 1st and 2nd floor plan sheet details. See structural.
- b.) Must show all of the main and secondary stair details. If decorative railing is to be installed and the railing has not been selected, a note must be included on the railing details that, the stairs must have city approval prior to install.
- c.) Must show all tempered glass on all the required windows and doors. A side elevation page is required. Use the TEMP on all of the windows and doors that are to be tempered.
- d.) Show all of the overhang details. As it relates to Chapter 74-244. Regulations. (g) Overhang into yard space.
- e.) Show the height of the main building structure. As it relates to Chapter 74-244. Regulations. (b) Height regulations. (1) Building or structure.
- f.) Must provide a note: Not to exceed 35 foot max height.
- g.) The height is measured from the average natural grade.
- h.) Provide the measured height of the proposed foundation.
- i.) Show any accessory building. As it relates to Chapter 74-244. Regulations. (2) Accessory Buildings. A. B. and C.
- j.) Additional Structures, buildings and uses. A. B. C & D.
- k.) Out Door Lighting. As it relates to Chapter 74-245. Supplementary district regulations. (d).
- l.) Fences and walls. As it relates to Chapter 74-245. Supplementary district regulations. (i) Fences and walls in required yards. (1) Fences, front yard. (2) Fences, side and rear yard not adjacent to a street. (3) Fences, side and rear yard adjacent to a street. (4) Fences, new construction. (5) Replacement of nonconforming fences. A. B. C. & D.

- m.) Must show the elevation of the main house as it relates to the sanitary sewer main hole.
- n.) Must show the location of the two-way-clean out. The clean out cannot be located within the property line but must have the approval and direction from the Memorial Village Water Authority. (713) 465-8318.

**6.) Electrical Plan Sheets**

- a.) Show the electrical load calculations. Use City form.
- b.) Show the proposed electrical service. Provide a diagram.
- c.) Show the location of all required smoke detectors.
- d.) Show the location of all required carbon monoxide detectors.
- e.) Show electrical plan details.
- f.) All electrical service must be designed for underground and not overhead service.
- g.) Must use all cooper wiring.
- h.) The electrical plan sheets should match the electrical load calculation form.

**7.) Plumbing Plan Sheets**

- a.) Provide the one line diagram.
- b.) Provide the plumbing riser diagram.
- c.) Provide the gas riser diagram.
- d.) Show waste and vents.
- e.) Total BTU's for CFH (Cupic Feet per Hour).
- f.) Show all of the water heaters and tank less water heaters.

**8.) Mechanical Plan Sheets**

- a.) Provide the mechanical load calculations.
- b.) Mechanical floor plan layout.
- c.) Size, type and layout of ducting.
- d.) Turning vanes, ductwork insulation.
- e.) Show fire places venting and show locations.
- f.) Gas connections.
- g.) No AC Units allowed on roof tops.

**9.) Fire Sprinkler System**

- a.) The fire sprinkler plan does not need to be included with the new construction plan sets. The fire sprinkler plan can be submitted directly to the Memorial Village Fire Department. A letter of acknowledgement is required to be submitted at the time of the plan submittal.
- b.) Fire sprinkler plans do not need to be submitted into the construction plans. All fire sprinkler plans will be submitted directly to the Fire Marshalls office.
- c.) Once approved by the Fire Marshall then a fire sprinkler permit can be obtained.

#### **10.) Structural Plan Sheets**

- a.) All structural plans must be stamped and signed by the registered engineer.
- b.) Stamped dates more than a year old will not be accepted.
- c.) Show all structural framing and foundation plan details.
- d.) Wall and roof framing details.
- e.) Windows, doors & chimneys details.
- f.) Must show that the plan meets the 110 MPH winds or greater.
- g.) Show all stair and railing details. Refer to the IBC/IRC 2018 codes.
- h.) Show all fireplace details. (Manufacture specifications may be required to be submitted separately.
- i.) All stairs, handrails and landing details must be shown and must comply with the IBC/IRC 2018 building codes.
- j.) If installing an elevator, must provide details. All elevators will be required to be inspected by a third party inspector as well as city inspector. A copy of the report will be required to be submitted to the city prior to closing. Note on plans, "All elevators must be third party, State inspected."
- k.) All Garage lip elevations must also be shown on the main house floor plans as well as the main house finish floor. These elevations must also be on the drainage plans.
- l.) Provide all elevations of the house.
- m.) Show all tempered glass. "TEMP," must be on all house elevation pages for all new windows and doors that are to be tempered.
- n.) Height not to exceed 35 ft. maximum height. Note on plan required. "Not to exceed 35 ft. maximum height). Must show average natural grade elevation, height of the slab and then from the average natural grade to the highest roof peak, show you actual height. How al measurements.
- o.) All overhangs not to exceed 36 inches past any building set back line. Note must also be on plans.
- p.) All fire places must be shown.
- q.) Plans must be to scale.

#### **11.) Architectural**

- a.) All architectural plans must be stamped and signed by the registered architect
- b.) Stamped dates more than a year old will be accepted
- c.) First and second floor plan details
- d.) Provide all architectural notes

#### **12.) City Required Forms**

- a.) Permit Application
- b.) Area Calculation
- c.) Home Owner Affidavit
- d.) TCI, Electrical Service Agreement
- e.) Electrical Load Analysis

- f.) Energy Conservation
- g.) Memorial Village Water Authority Service Availability
- h.) Memorial Village Water Authority Approval for Location of Sanitary Sewer Man Hole, Water Meter Location, Must Provide Finish Floor Location of New House and Rim Elevation of Nearest Sanitary Sewer main Hole that Services the New House
- i.) Drainage Acknowledgement
- j.) Fire Sprinkler Acknowledgement
- k.) CenterPoint Approval
- l.) Contractor Responsible for Job Site
- m.) No Work on Sundays

**13.) Reports Needed**

- a.) Solis Report.
- b.) Engineered Trusses.

**14.) Letters to neighbors**

- a.) Neighbor letters should be too addressed to all residents within 200 foot of the property. Front, back sides and rear of the construction site.
- b.) Friendly letter to neighbors. Must include that you understand the city authorized work hours and building and zoning regulations.
- c.) Please provide e-mail and basic contact information.
- d.) Make sure correct postage is on the resident neighbor letters.
- e.) Letters are provided to the city, un sealed at the time of the pre-submittal meeting.

**15.) CD/PDF/ZIP DRIVE**

- a.) Provide a PDF of all of the architectural and structural plans.
- b.) CD must be labeled with the month, year, property address and labeled, new construction.
- c.) Must scan all of the architectural and structural. CD will be verified.
- d.) Zip Drive

**16.) City Required Notes on Plans**

- a.) Any grass within the City's right-of-way which is damaged during construction shall be replaced with St. Augustine grass.
- b.) Any damage to existing roads, driveways, sidewalks or other appurtenances with in the Cities right-of-way shall be saw-cut, removed and replaced with material at least equal to that which was damaged. All replacement shall be performed to Cities standards and will require a building permit issued prior to starting the work.
- c.) During the construction process the contractor shall maintain proper drainage to assure that no water flows onto adjacent properties.



- d.) Any and all revisions to (the new construction house plans, drainage and tree dispositions plans) must have city approval prior to making any changes or adjustments.
- e.) All accessory buildings, play & sport courts, pools, driveways, sidewalks, flatwork, fences, generators shall be permitted separately.
- f.) All area calculations include all of the improvements for this project.
- g.) No work allowed on Sundays.
- h.) Temporary tree protections to remain up at all times until the tree final.
- i.) Temporary drainage (re-enforced filter fabric) to remain in place until the drainage final.
- j.) No run off of any kind can be placed or dumped into the storm drains.
- k.) A final as built topo is required at the end of the project. A final as built topo is to be submitted at least 4 to 6 weeks in advance of the closing of the property. The topo must be approved by the Cities engineers and must pass drainage final before a certificate of occupancy can and will be issued.
- l.) Builder, architect and or designer is responsible for any changes as it relates to any new building codes, city zoning ordinances and amendments and all administrative procedures and policy changes.

**17.) Plan Size Sheets**

- a.) Any plans larger than 42 or 48 in width or length will not be accepted.
- b.) New construction plan size can vary 30" x 42" and 36" x 48".
- c.) 26 X 36 is ideal.

**18.) Pre-Construction Meeting**

- a.) A pre-construction meeting is required prior to any new construction plan submittal. This is to better assist you in understanding all of the required paper work and plan review requirements.
- b.) Zoom conference meetings are now available.
- c.) All new construction plan submittals are by appointment only.

**19.) Building Process**

- a.) After the tree disposition, drainage and new construction house plans are approved.
- b.) Once approved, City Forester will have you sign your tree disposition documentation. Tree fencing will be allowed to be constructed. A tree fencing inspection will need to be performed. Tree fencing must be installed as per approved tree plan. At the time of inspection, the tree signage must be posted up at the time of inspection. Tree fencing inspections are on Tuesdays and Thursdays only.
- c.) After the tree fencing has passed. The new construction drainage permit will be issued. The drainage permit is the first permit that is issued.

d.) The drainage permit allows you to install the temporary drainage as per the city approved drainage plan. Under the drainage permit you can remove trees as per the approved tree disposition plan; in addition you can have your electrician pull a permit for the temporary saw pole permit. If a sump pump is required you will need to make sure the sump pump is operable. During this phase you can also prep your site for pre-construction.

e.) Temporary drainage will need to be inspected. All temporary drainage must be installed as per the city approved drainage plan. If sumps pumps are required, they will need to be connected at the time of the temporary drainage inspection. Drainage inspections are on Thursdays only from 9:00 a.m. until 12 noon only. Times are subject to change.

f.) Pre-construction site inspections require a metal dumpster, two trash receptacles, a construction doc box with both the drainage permit and the new construction permit posted. The permits must be laminated and visible. A mailbox with the property address listed on the mail box, a screened port-o-can (door of port-o-can must not face the city street), city work hours posted, emergency contact phone number posted. There should be an area for five car parking inside the building property area. Rip rock stone or gravel can be placed with city approval.

g.) An inspection is required for both the temporary drainage and the pre-construction site set up. Both inspections must pass before the new construction building permit can be issued.

h.) The property must be maintained at all times while under construction.

## **20.) Home Owner Associations**

a.) All areas that have home owner associations, within the City of Piney Point must meet with the HOA prior to a new construction plan submittal. Any changes or revisions must also have HOA approvals as well.

## **21.) Building Codes (New)**

a.) International Residential Code 2018, International Plumbing Code 2018, International Mechanical Code 2018, International Fire Code 2018, International Fuel Gas Code 2018, IECC 2018 International Energy Conservation Code, NFPA 70-2020, National Electrical Code. International Building Code IBC 2018.

## **22.) Helpful Tips!**

a.) Please remember that older surveys may not show correct building setbacks. Please re-verify the building setbacks lines as it relates to the cities front, side and rear yard setback lines. As specified and defined in Chapter 74, 244. Regulations; ( c ) Area regulations: size of yards. (1) Front yard. (2) Side yards and (3) Rear yards.

b.) Side yard setbacks lines are measured and calculated by following the contour of the front building line. If any questions pertaining to this please contact the city's building planning department for clarification.

c.) When planning for a new construction development, all structures on the lot are to conform to the current regulations. Existing structures such as accessory structures, driveways, tennis courts and fences may not meet the required setback and zoning regulations. Please verify with the city on any structure that you wish to remain on site.

d.) Please make sure you are using the cities survey bench mark system only. As referred to in Chapter 50-102. Monuments and markers. Assumed bench mark systems will not be accepted.

e.) All house elevations must be 12 inches higher than the nearest sanitary sewer man hole. This must be shown on the construction plans and the drainage plans that are submitted to the city for review. For the closest sanitary sewer man hole location, please contact the Memorial Village Water Authority at (713) 465-8318.

f.) Temporary construction trailers require a separate permit and must be approved by the city prior to having them set on the property site.

g.) Orange mesh is not allowed for tree protection fencing.

h.) Pools are considered as impervious and must be calculated into your lot coverage calculations.

i.) Decorative roof finials cannot exceed beyond the required building height requirements. The maximum height for a single family home is 35 foot.

j.) Third party energy inspections are required for the new construction development. It is the responsibility of the contractor to know the required inspections. At the end of the project, an energy conservation final certificate is required. The final report must show that the development (passes) and meets the IECC 2018 energy code.

k.) Gas meter deposits are required before gas can be released while under construction. The fee for the gas meter deposit is \$2,000.00. All gas meter deposits will be returned after the house has been issued a Certificate of Occupancy.

l.) All plans revisions must be submitted and approved by the city prior to making any field adjustments or changes. All revisions must have a permit application and a revised detailed scoop of work attached. The city requires 2 new sets of construction plan revisions.



# *Annette Arriaga*

Director of Planning, Development & Permits



City Building Official.



**Building, Planning & Development Department**  
**PERMITS AND INSPECTIONS DIVISION**  
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 Houston, Texas 77063  
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FOR OFFICE USE ONLY	
P#	_____
PERMIT FEE:	_____
INSPECTION FEE:	_____
GRAND TOTAL:	_____

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

**Percent of Lot Coverage by Main Structure:**

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

**Percent of Lot Coverage by Main Structure:**

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

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

**Issuance of Temporary Cut-In (TCI)**  
**For Electrical Services**

**Builder Section**

Before a permit for electrical services can be issued, the undersigned must agree by their signature to obtain a final inspection prior to use of or occupying the residence at \_\_\_\_\_ (list the property address). Should either the owner or the general contractor violate this agreement, the TCI will be cancelled and the residence will be left without electrical service, until such time a final inspection is made and service is approved.

Agreed to: \_\_\_\_\_ (Owner Signature Required)

Sworn to and subscribed before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for THE STATE of TEXAS

**Electrician Section**

Agreed to: \_\_\_\_\_ (General Contractor/ Builder)

Sworn to and subscribed before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for THE STATE of TEXAS

Annette R. Arriaga

Annette R. Arriaga  
Director of Planning, Development & Permits



To submit a new electric service/facility relocate/removal request, please visit us at [www.centerpointenergy.com/esr](http://www.centerpointenergy.com/esr).

Upon submission and to avoid delays, please have the following information available (if applicable) when submitting your [Electric Service Request Form](#):

- 1) Electrical Load Analysis
  - i. General nature and estimated amount of electrical load, such as lighting, motors, air conditioning and heating applications, including voltage, rating and number of Motors and other items to be used.
- 2) One-Line Diagram (if three-phase greater than 200 Amps)
  - i. This is a general design of how your electric service will be constructed.
- 3) Detailed Site Plan
  - i. Include measured distances identifying the location of the desired point of power connection.
- 4) Recorded Warranty Deed (if easements are required)
  - i. An easement may be required if power lines are to be brought onto the property more than 100 ft. Permission may be required; an easement gives permission.

Once this form has been submitted a Service Consultant will be assigned to your project and will reach out to you within one business day. If further information is required, you will receive a follow up email along with a phone call from one of our Service Area Coordinators.

**An official service address is required to connect service. It is very important this be taken care of quickly.** If you have not obtained an official service address, you will need to contact the city or county in which your project is located, or CenterPoint Energy's Maps & Records Department at 713-207-4460 or by email at [MapsandRecords@CenterpointEnergy.com](mailto:MapsandRecords@CenterpointEnergy.com) to acquire this.

The assigned Service Consultant will schedule any needed site meetings with you, provide additional documentation, and communicate any payments required to establish electrical service. Construction will be scheduled after all pertinent documents are received with any required payment.

CenterPoint Energy is committed to the safe and reliable delivery of electricity to all of our communities. We appreciate your help in submitting complete and accurate information so that we may serve you in a timely manner.



## SERVICE OUTLET LOCATION AND DATA STATEMENT FOR ELECTRIC SERVICE

CUSTOMER	DAY PHONE
SERVICE ADDRESS	EVENING PHONE
MAILING ADDRESS	PAGER
ELECTRICIAN	CELL PHONE

Dear Customer,

CenterPoint Energy Houston Electric, LLC is grateful to meet with you on, \_\_\_\_\_ to discuss the requirements needed to provide you electric service.

<ul style="list-style-type: none"> <li>• CenterPoint Energy Construction Required? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>• The following steps must be complete prior to construction:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay any up-front contributions for non-standard service \$ _____</li> <li><input type="checkbox"/> Clear trees along extension route</li> <li><input type="checkbox"/> Easement charges \$ _____</li> <li><input type="checkbox"/> Easement execution</li> </ul> </li> </ul>	<p>To begin the process we request that you provide the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan and Elevation Plan: Hard Copies</li> <li><input type="checkbox"/> Site Plan: Electronic Copy with XY Coordinates</li> <li><input type="checkbox"/> One Line Diagram</li> <li><input type="checkbox"/> Load Analysis</li> <li><input type="checkbox"/> Easements Required-Recorded Warranty Deed Required</li> <li><input type="checkbox"/> Specifications on Modular Metering Enclosure.</li> </ul>
---	--

The following steps must be completed prior to meter installation:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Installation of meter pole or weather head (as located on sketch)
<input type="checkbox"/>	<input type="checkbox"/>	Obtain city or county permit - For contact information, call 713-207-2222 or 1-800-332-7143, or visit the website <a href="http://www.centerpointenergy.com/houston/builders">http://www.centerpointenergy.com/houston/builders</a>
<input type="checkbox"/>	<input type="checkbox"/>	Obtain an ESI ID# for your account - Either you the customer or your Competitive Retailer can get this number by calling 713-207-2222 or 1-800-332-7143
<input type="checkbox"/>	<input type="checkbox"/>	Choose a Competitive Retailer - For listing, visit the website <a href="http://www.powertochoose.org">http://www.powertochoose.org</a> or call 1-866-PWR-4-TEX(1-866-797-4839)

CenterPoint Energy Houston Electric, LLC's target completion date to provide your construction requirements, per the working sketch, is a mutually agreed upon negotiated date by CenterPoint Energy and customer. *Please be aware our ability to meet the target completion date may be affected by weather, availability of construction crews and materials, ability to secure easements, and timely completion of your requirements (see above). In addition, as a condition to this service, you agree to comply with all of CenterPoint Energy standards, the National Electrical Code, the National Safety Code, all Occupational Safety and (OSHA) requirements, the International Building code and all local governing body codes.*

We appreciate the opportunity to do business with you and look forward to the successful completion of this project. Your signature below insures that both parties understand the requirements toward completion that will allow you electrical service. Thanks for your cooperation in this matter.

Sincerely,

Jonathan Wilson

Service Consultant

SERVICE CONSULTANT Jonathan Wilson	PHONE NUMBER (713) 945-4578
ADDRESS 3401 Brittmooore	
E-MAIL ADDRESS jonathan.wilson@centerpointenergy.com	

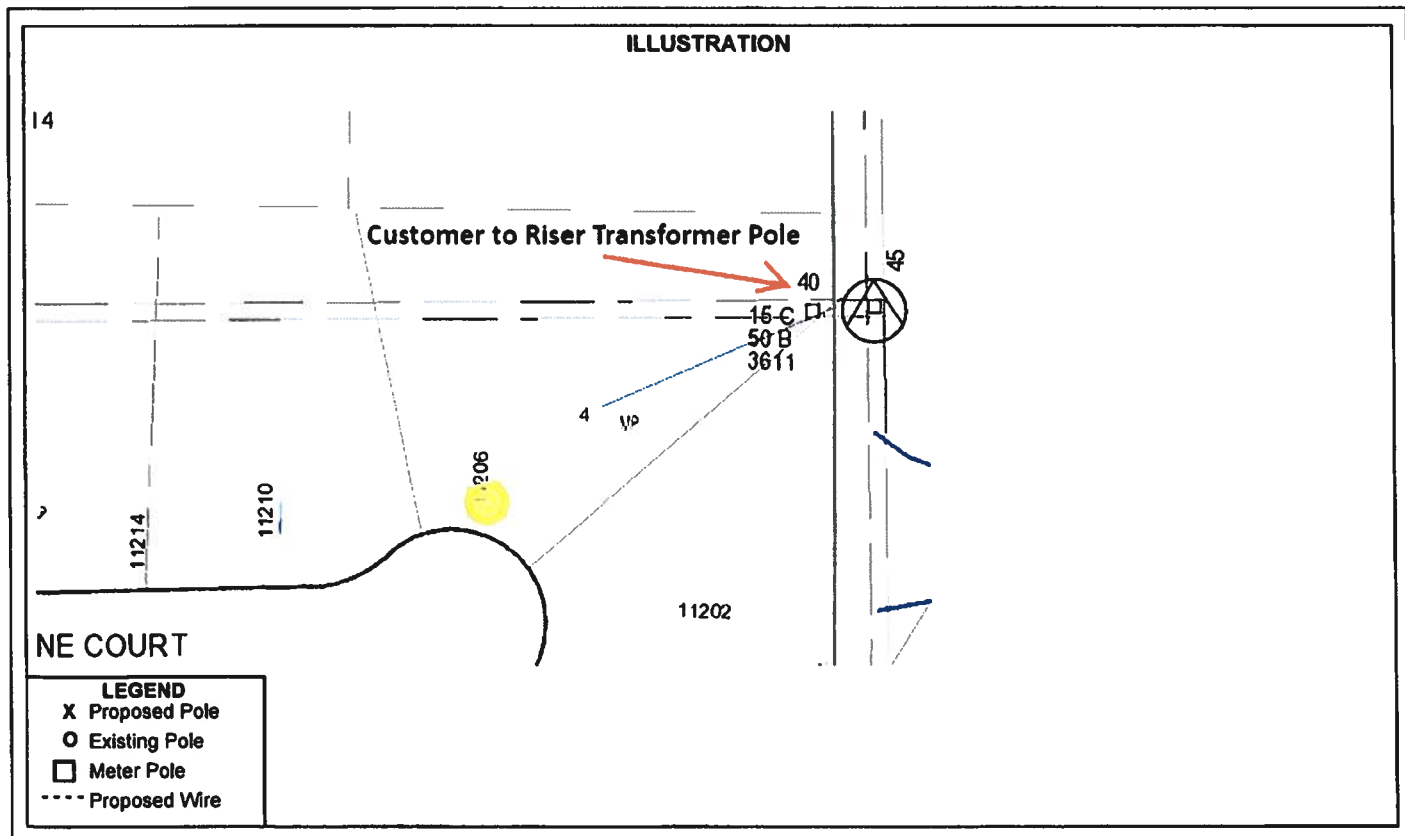
CUSTOMER'S SIGNATURE	
CUSTOMER'S PRINTED NAME	DATE

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Will Customer have Back-up Generation?
<input type="checkbox"/>	<input type="checkbox"/>	Will Customer have Motor Greater than 250 HP?
<b>APPLICABLE FORMS</b>		
<input type="checkbox"/>		Power Quality
<input type="checkbox"/>		Primary Meter
<input type="checkbox"/>		Motor Start
<input type="checkbox"/>		Emergency Generation
<input type="checkbox"/>		Distributed Generation
<input type="checkbox"/>		Major UG Checklist

GENERAL SERVICE	SERVICE TYPE
<input type="checkbox"/> 1Ø 3W 120/208 <input checked="" type="checkbox"/> 1Ø 3W 120/240 <input type="checkbox"/> 3Ø 4W Δ 240V <input type="checkbox"/> 3Ø 4W Y 120/208V <input type="checkbox"/> 3Ø 4W Y 277/480V*    *10 X 26 PT can mounted on 480V Service? <input type="checkbox"/> 3Ø 3W Δ 480V*    *1-1/4" conduit connecting CT & PT can run? <input type="checkbox"/> Primary Metering Job <input type="checkbox"/> Major UG Job <input type="checkbox"/> Other: (Explain) _____ _____	_____ FT <sup>2</sup> <input type="checkbox"/> All Electric <input type="checkbox"/> Gas & Electric Size Wire Pulled _____ Cust's Load 1 Ø _____ +3 Ø _____ = <u>30</u> Total KVA Fault Current: Initial <u>12300</u> Ultimate <u>93300</u> Amperes RMS Symmetrical at <u>240</u> Volts

CT CAN TYPE	CONDUITS ON POLE	For Information Regarding:
<input type="checkbox"/> 320 Amp (self contained) <input type="checkbox"/> 30 X 42 <input type="checkbox"/> Bus Head Outdoor <input type="checkbox"/> Bus Head with CT Can <input type="checkbox"/> Stainless Steel Rack <input type="checkbox"/> Primary Job	Size of Conduit _____ No. of Conduits _____	CenterPoint Energy service standards visit <a href="http://www.centerpointenergy.com/electricservicestandards">www.centerpointenergy.com/electricservicestandards</a> or For Gas service call (713) 659-2111

**COMMENTS OR NOTES**  
 Customer to riser CNP transformer pole



**TEXAS LAW AN ACT  
TEXAS HEALTH AND SAFETY CODE TITLE 9**

CHAPTER 752 - Safety of persons engaged in activities in proximity of high voltage electric lines; restrictions

**SECTION 001. DEFINITIONS**

(1) "High voltage" means more than 600 volts measured between conductors or between a conductor and the ground.

(2) "Overhead line" means a bare or insulated electric conductor installed above ground but does not include a conductor that is de-energized and grounded or that is enclosed in a rigid metallic conduit.

**SECTION 002. EXEMPTION FOR CERTAIN EMPLOYEES AND ACTIVITIES**

(A) This chapter does not apply to the construction, reconstruction, operation, or maintenance by an authorized person of overhead electrical or communication circuits or conductors and their supporting structures and associated equipment that are part of a rail transportation system, an electrical generating, transmission, or distribution system or a communication system.

(B) In this section, "authorized person" means:

- (1) an employee of a light and power company, an electric cooperative, or a municipality working on his employer's electrical system;
- (2) an employee of a transportation system working on the system's electrical circuits;
- (3) an employee of a communication utility;
- (4) an employee of a state, county, or municipal agency that has authorized circuit construction on the poles or structures that belong to an electric power company, an electric cooperative, a municipal or transportation system, or a communication system;
- (5) an employee of an industrial plant who works on the plant's electrical system; or
- (6) an employee of an electrical or communications contractor who is working under the contractor's supervision.

**SECTION 003. TEMPORARY CLEARANCE OF LINES**

(A) A person, firm, corporation, or association responsible for temporary work or a temporary activity or function closer to a high voltage overhead line than the distances prescribed by this chapter must notify the operator of the line at least 48 hours before the work begins.

(B) A person, firm, corporation, or association may not begin the work, activity, or function under this section until the person, firm, corporation, or association responsible for the work, activity, or function and the owner or operator, or both, of the high voltage overhead line have negotiated a satisfactory mutual arrangement to provide temporary de-energization and grounding, temporary relocation or raising of the line, or temporary mechanical barriers to separate and prevent contact between the line and the material or equipment or the person performing the work, activity or function.

(C) The person, firm, corporation, or association responsible for the work, activity, or function shall pay the operator of the high voltage overhead line the actual expense incurred by the operator in providing the clearance prescribed in the agreement. The operator may require payment in advance and is not required to provide the clearance until the person, firm, corporation, or association responsible for the work, activity, or function makes the payment.

(D) If the actual expense of providing the clearance is less than the amount paid, the operator of the high voltage overhead line shall refund the surplus amount.

**SECTION 004. RESTRICTION ON ALL ACTIVITIES NEAR LINES**

(A) Unless a person, firm, corporation, or association effectively guards against danger by contact with the line as prescribed by Section 752.003, the person, firm, corporation, or association, either individually or through an agent or employee, may not perform a function or activity on land, a building, a highway, or other premises if at any time it is possible that the person performing the function or activity may:

- (1) move or be placed within six feet of a high voltage overhead line while performing the function or activity; or
- (2) bring any part of a tool, equipment, machine, or material within six feet of a high voltage overhead line while performing the function or activity.

(B) A person, firm, corporation, or association may not require an employee to perform a function or activity prohibited by Subsection (A).

**SECTION 005. RESTRICTION ON OPERATION OF MACHINERY AND PLACEMENT OF STRUCTURES NEAR LINES**

Unless a person, firm, corporation, or association effectively guards against danger by contact with the line as prescribed by Section 752.003, the person, firm, corporation, or association, either individually or through an agent or employee, may not:

- (1) erect, install, transport, or store all or any part of a house, building, or other structure within six feet of a high voltage overhead line;
- (2) install, operate, transport, handle, or store all or any part of a tool, machine, or equipment within six feet of a high voltage overhead line; or
- (3) transport, handle, or store all or any part of supplies or materials within six feet of a high voltage overhead line.

**SECTION 006. RESTRICTION ON OPERATION OF CERTAIN MACHINERY OR EQUIPMENT**

(A) A person, firm, corporation, or association, individually, through an agent or employee, or as an agent or employee, may not operate a crane, derrick, power shovel, drilling rig, hayloader, haystacker, mechanical cotton picker, pile driver, hoisting equipment, or similar apparatus any part of which is capable of vertical, lateral, or swinging motion unless:

- (1) a warning sign is posted and maintained as prescribed by Subsections (B) and (C);
- (2) an insulated cage-type guard or protective device is installed about the boom or arm of the equipment, except a backhoe or dipper; and
- (3) each lifting line, if the equipment includes a lifting hook device, is equipped with an insulator link on the lift hook connection.

(B) The warning sign required by Subsection (A) (1) must be a weather-resistant sign of not less than five inches by seven inches with a yellow background and black lettering that reads: "WARNING — UNLAWFUL TO OPERATE THIS EQUIPMENT WITHIN TEN FEET OF HIGH VOLTAGE LINES."

(C) The warning sign must be legible at 12 feet and placed:

- (1) within the equipment so that it is readily visible to the equipment operator while at the equipment controls; and
- (2) on the outside of the equipment in the number and location necessary to make it readily visible to a mechanic or other person engaged in the work.

(D) Notwithstanding the distance limitations prescribed by Sections 752.004 and 752.005, unless a person, firm, corporation, or association effectively guards against danger by contact with the line as prescribed by Section 752.003, the person, firm, corporation, or association may not operate all or any part of a machine or equipment described by this section within 10 feet of a high voltage overhead line.

**SECTION 007. CRIMINAL PENALTY**

(A) A person, firm, corporation, or association or an agent or employee of a person, firm, corporation, or association commits an offense if the person, firm, corporation, association, agent, or employee violates this chapter.

(B) An offense under this section is punishable by a fine of not less than \$100 or more than \$1,000, confinement in jail for not more than one year, or both.

**SECTION 008. LIABILITY FOR DAMAGES**

If a violation of this chapter results in physical or electrical contact with a high voltage overhead line, the person, firm, corporation, or association that committed the violation is liable to the owner or operator of the line for all damages to the facilities and for all liability that the owner or operator incurs as a result of the contact.

Acts 1989, 71st Leg., ch. 678, [ 1, eff. Sept. 1, 1989

Prior Laws:

Acts 1971, 62nd Leg., p. 76, ch. 41.

Vernon's Ann. Civ. St. art. 1436c, [ 7(B).

This is only a part of the entire act. The complete act is available for review.

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

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

**LOAD ANALYSIS: OPTIONAL CALCULATION**

<b>1 NO. 1</b>	<b>LOAD DESCRIPTION</b>	<b>1 VOLT-AMPERES</b>
_____	GENERAL LIGHTING	SQ. FT. X 3VA = _____ VA
_____	SMALL APPLIANCE CKTS: @ 1500 VA EA	= _____ VA
_____	LAUNDRY CKTS: @ 1500 VA EA	= _____ VA
_____	IRONING BOARD CKT: @ 1440 VA	= _____ VA
_____	DRYER: 240V, 5KW	= _____ VA
_____	RANGE: 240V, 11 KW	= _____ VA
_____	COOKTOP: 240V, 6.7 KW	= _____ VA
_____	DOUBLE OVEN: 240V, 10.2 KW	= _____ VA
_____	SINGLE OVEN: 240V, 7 KW	= _____ VA
_____	MICROWAVE: @ 1500 VA	= _____ VA
_____	DISPOSAL: 120V, 1176 VA	= _____ VA
_____	DISHWASHER: 120 V, 1500 VA	= _____ VA
_____	TRASH COMPACTOR: 120V, 864 VA	= _____ VA
_____	VENT HOOD: 120V, 480 VA	= _____ VA
_____	READY HOT: 120V, 1500 VA	= _____ VA
_____	WARMING DRAWER: 120V, 750 VA	= _____ VA
_____	ICEMAKER: 120V, 528 VA	= _____ VA
_____	REFRIG/FREEZER: 120V, 1320 VA	= _____ VA
_____	BAR REFRIG: 120V 528 VA	= _____ VA
_____	WHIRLPOOL: 120V, 1656 VA	= _____ VA
_____	CEILING FAN: 120V, 336 VA	= _____ VA
_____	VENT FAN: 120V, 96 VA	= _____ VA
_____	VENT FAN/LIGHT: 120V, 180 VA	= _____ VA
_____	VENT FAN/HEAT: 120V, 1540 VA	= _____ VA
_____	VENT FAN/HEAT/LIGHT: 120V, 1640 VA	= _____ VA
_____	ATTIC VENT FANS: 120V, 528 VA	= _____ VA
_____	GARAGE DOOR OPENERS: 120V, 864 VA	= _____ VA
_____	GATE OPENERS: 120V, 1176 VA	= _____ VA
_____	ELEVATOR: 240V, 4080 VA	= _____ VA
_____	DUMB-WAITER: 120V, 864 VA	= _____ VA
_____	OUTSIDE LTG CKTS. 20 A @ 1920VA/15A @ 1440VA	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL MOTOR: HP, V, A	= _____ VA
_____	POOL LIGHTS: 120V, 500W / 100 W	= _____ VA



_____ WATER HEATER: 240V, 5.5 KW / 4.5 KW	= _____ VA
_____ MISC: _____	= _____ VA
_____ MISC: _____	= _____ VA
"OTHER LOAD" TOTAL	= _____ VA
"OTHER LOAD" DEMAND <u>10,000</u> VA @ 100% (1)	= <u>10,000</u> VA
REMAINDER OF LOAD _____ VA @ 40% (2)	= _____ VA
<b>ADD LINES (1) AND (2)      TOTAL DEMAND</b>	= _____ VA

**ENVIRONMENTAL LOAD**

**HEATING: (OMIT IF SMALLER THAN AIR CONDITIONING LOAD)**

_____ UNIT: 240V,                      KW      @ 65%	= _____ VA
_____ UNIT: 240V,                      KW      @ 65%	= _____ VA
_____ UNIT: 240V,                      KW      @ 65%	= _____ VA
_____ UNIT: 240V,                      KW      @ 65%	= _____ VA
_____ UNIT: 240V,                      KW      @ 65%	= _____ VA

**AIR CONDITIONING:(OMIT IF SMALLER THAN HEATING LOAD)**

_____ UNIT:            TON, 240V,            A @ 100%	= _____ VA
_____ UNIT:            TON, 240V,            A @ 100%	= _____ VA
_____ UNIT:            TON, 240V,            A @ 100%	= _____ VA
_____ UNIT:            TON, 240V,            A @ 100%	= _____ VA
_____ UNIT:            TON, 240V,            A @ 100%	= _____ VA

**AIR HANDLER MOTORS:**

_____ MOTOR:            HP,            V,            A	= _____ VA
_____ MOTOR:            HP,            V,            A	= _____ VA
_____ MOTOR:            HP,            V,            A	= _____ VA
_____ MOTOR:            HP,            V,            A	= _____ VA
_____ MOTOR:            HP,            V,            A	= _____ VA

**TOTAL VOLT - AMPERE LOAD = \_\_\_\_\_ VA**

**SERVICE AMPERE LOAD**

I = \_\_\_\_\_ VA = \_\_\_\_\_ AMPERES

240V

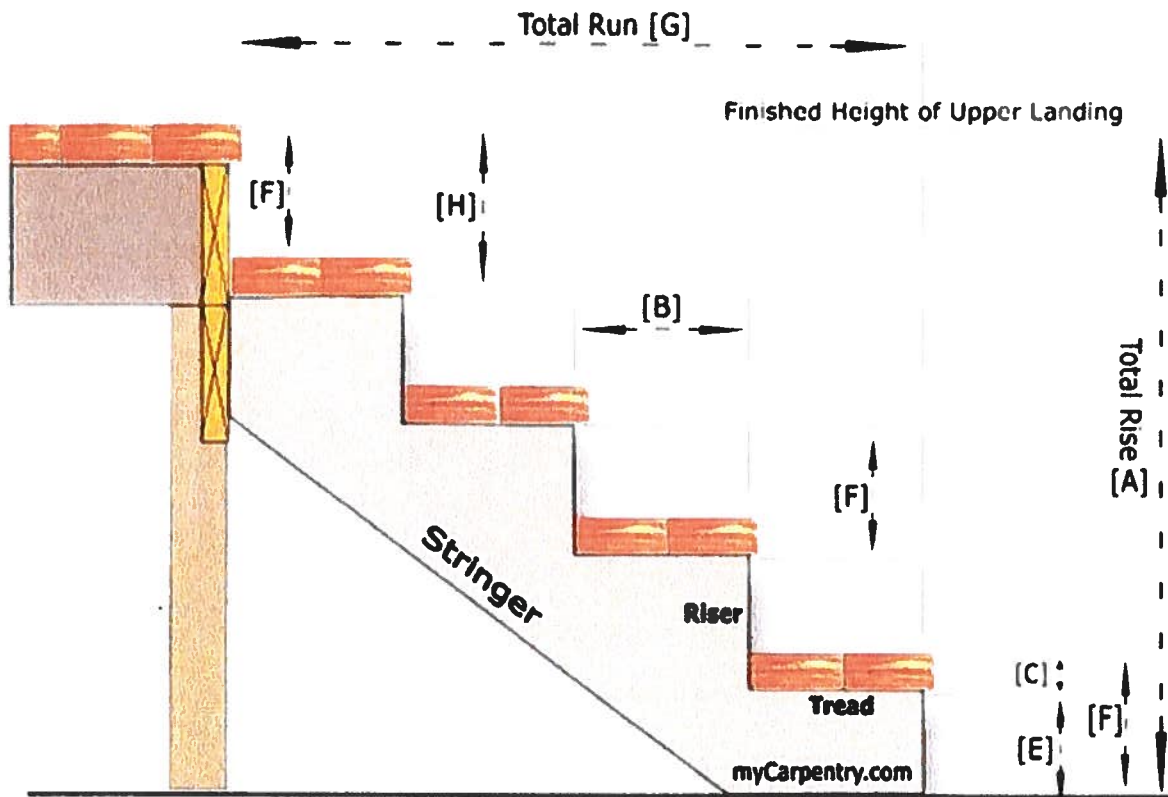


## City of Piney Point Village

### Stair Framing Details Acknowledgment Form

	Proposed Measurements							
	A	B	C	E	F	G	H	
Main Stairs								
Main Stair Landing 1								
Main Stair Landing 2								
Secondary Stair Case (Location: _____)								
Secondary Stair Case Landing 1								
Secondary Stair Case Landing 2								
Secondary Stair Case (Location: _____)								
Secondary Stair Case Landing 1								
Secondary Stair Case Landing 2								

\*Please use an additional form for more stair locations\*



The builder shall confirm that the stair detail is designed and in compliance to meet the 2009 IRC (International Building Code) - R311 & R312. The stair must pass the plan review, and all field site inspections and the overall building final. A separate railing plan/design review is required.

Acknowledgement by Builder: \_\_\_\_\_

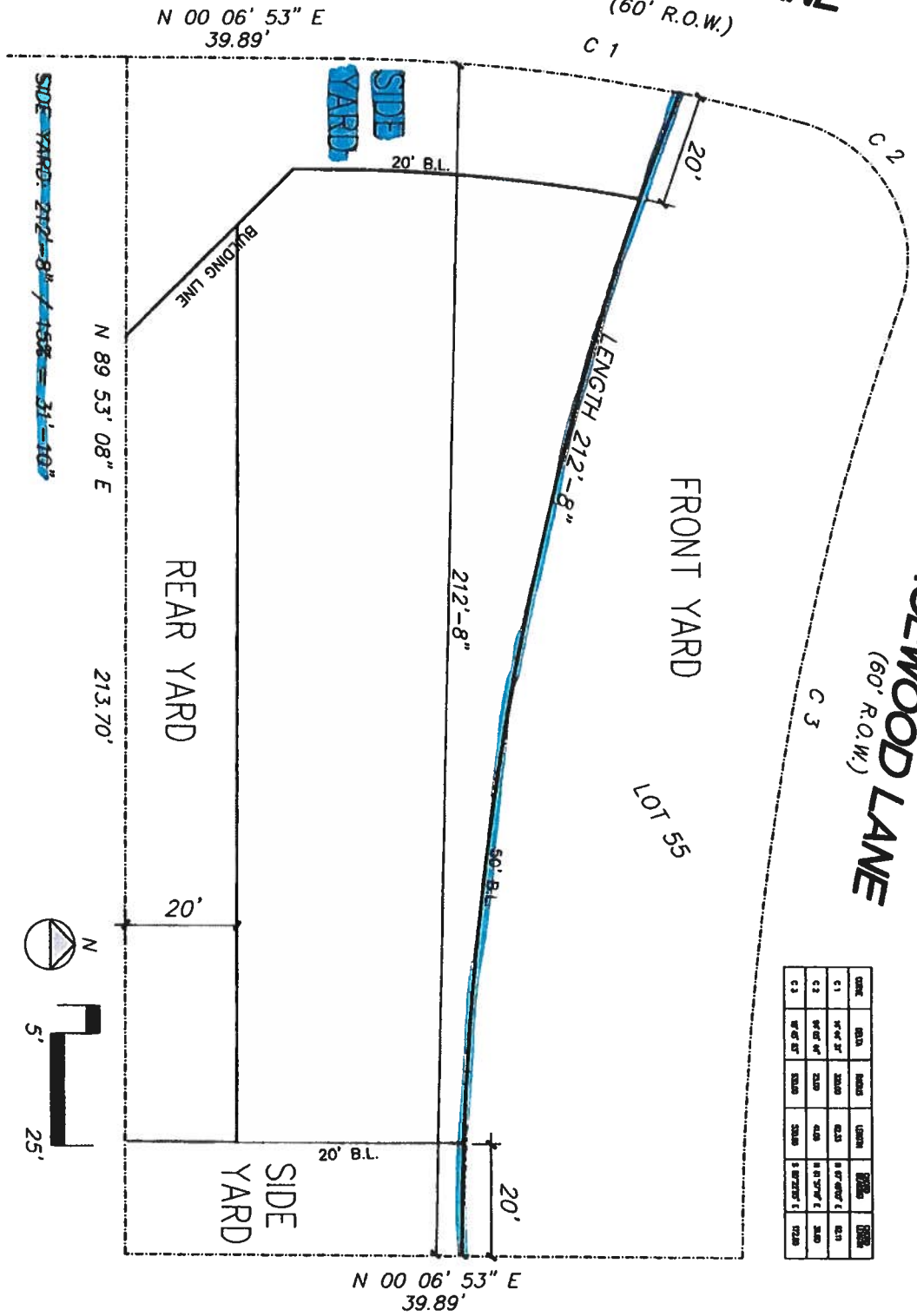
Company: \_\_\_\_\_

Job Address: \_\_\_\_\_

Date: \_\_\_\_\_ Inspector Approval: \_\_\_\_\_

**TYNEBROOK LANE**  
(60' R.O.W.)

**LACEWOOD LANE**  
(60' R.O.W.)



AREA REGULATIONS : SIZE OF YARDS





**Cunningham  
Development, Ltd**

**COPY**

**Greetings Piney Point Neighbors,**

**I am writing this letter to all of the surrounding neighbors as we are getting ready to begin construction on 11219 Tynewood Ln. Please allow me to introduce myself, my name is Keith Murray. I will be the project manager for Cunningham Development, Ltd, who is building the home.**

**As you know this process will cause some changes to your neighborhood, however, I would like you to know we are here to make this as pleasant and friendly an experience for everyone as possible. We have built many homes in Piney Point Village, so we understand what it takes to build at this level. We also understand that our construction can be a bother to the neighbors, which is why we do everything we can to maintain a clean and organized jobsite.**

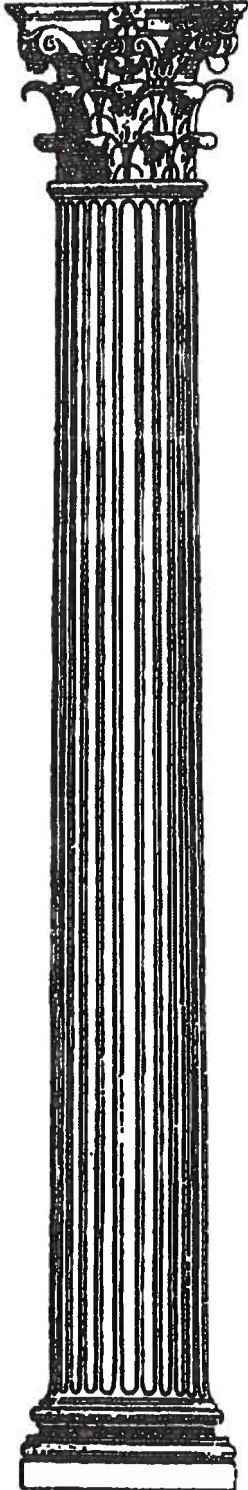
**Should you have any questions or if a problem does arise, please feel free to contact me and I will be happy to speak with you. My contact numbers are listed below. I really appreciate your understanding in this matter, and if I can provide any further assistance please let me know. Thanks for your attention to this matter.**

**Sincerely,**

**Keith Murray  
Senior Project Manager  
Cunningham Development, Ltd.  
cellular 281-850-6346  
office 713-838-1212**

**RICHARD PRICE**  
CUSTOM HOMES

**COPY**



Greetings Piney Point Neighbor,

I am writing this letter to all of the surrounding neighbors as we are getting ready to begin construction on 22 N. Cheska Lane. As you know, this process will cause some changes to your neighborhood. I would like you to know that we are here to make this as pleasant and friendly an experience as possible.

We have built approximately 100 homes throughout the close-in Houston area, so we understand what it takes to build a home of the quality level seen in Piney Point and the rules and regulations to be followed in Piney Point. We also understand that our construction can be a bother to the neighbors, which is why we do everything we can to maintain a clean and organized jobsite.

Should you have any questions, or if a problem arises, please feel free to contact me at the number below, and I will be happy to speak with you.

Regards,

A handwritten signature in black ink, appearing to read 'Richard Price'.

Richard Price





**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

**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: \_\_\_\_\_



# MEMORIAL VILLAGES WATER AUTHORITY

8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903

PH: 713-465-8318

FAX: 713-465-8387

## APPLICATION FOR DEMOLITION APPROVAL

**INSTRUCTIONS:** This application is for an approval from Memorial Villages Water Authority to demolish or move structures on property located in the City of Hedwig Village, Hunters Creek Village or Piney Point Village. Complete the application and submit in person or by mail at the address listed above, by fax or, by e-mail at (www.mvwa.org).

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

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

**PROPERTY DESCRIPTION:** (where service is requested)

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

LEGAL: \_\_\_\_\_

HOUSTON, TEXAS 77024

APPLICANT NAME: \_\_\_\_\_ (Legal description required for Demolition Approval)

ON BEHALF OF: \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ (initials if submitting on-line)

TELEPHONE NUMBER(S) Hm: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Ofc: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

**REQUEST FOR DEMOLITION APPROVAL** for:  Residence  Business

We, \_\_\_\_\_, are the owners of the above described property that is scheduled to be demolished or moved. We have contracted with \_\_\_\_\_ to perform this work on our behalf. Their contact person is \_\_\_\_\_ who may be reached at one of the following telephone numbers. \_\_\_\_\_ Or \_\_\_\_\_.

**We request that Memorial Villages Water Authority provide the following services:**

Remove the  Domestic Water Meter  Irrigation Water Meter – and terminate service to the account.

Turn off the meter(s) but leave in place for use by our contractor. Place the account(s) in the following name.

NAME: \_\_\_\_\_

SEND BILLS TO: \_\_\_\_\_

(Address)

**NOTE:** This application goes through a review and approval process base 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 must take to the City having jurisdiction to obtain the necessary permits. Fees may apply for removal and/or reinstallation of water meters.





**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.**





**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)

\_\_\_\_\_



**MEMORIAL VILLAGES WATER AUTHORITY**  
 8955 GAYLORD DRIVE, HOUSTON, TEXAS 77024-2903  
 PH: 713-465-8318                      FAX: 713-465-8387

**UTILITY CONNECTION COMPLIANCE CERTIFICATE**

Date: \_\_\_\_\_ PASS:  FAIL:

This Utility Connection Compliance Certificate is issued by Memorial Villages Water Authority as evidence that the **Public Water Connection(s)** to \_\_\_\_\_ have been installed in compliance with the general policies and guidelines of Memorial Villages Water Authority.

**Meter(s):**

House - \_\_\_\_\_ - inch Connected to house service line: Y N Fire Suppression System: Y N  
 Irrigation - \_\_\_\_\_ - inch Connected to irrigation system: Y N Approved BFPD installed: Y N

Comments: \_\_\_\_\_

**Meter Box(es):** Condition: Good Replace Unencumbered: Y N Clean & Level: Y N

**Meter Connections:** In Place: Public Side: Y N Private Side: Y N Leaks/Issues: Y N

**Meter Stop(s) & Fittings:** Accessible: Y N In Place: Y N Leaks/Issues: Y N

Comments: \_\_\_\_\_

**Service Lines:**

MVWA Side - House Meter: \_\_\_\_\_ -inch Irrigation Meter: \_\_\_\_\_ -inch Properly Connected: Y N  
 Private Side - House Meter: \_\_\_\_\_ -inch Irrigation System: \_\_\_\_\_ -inch Properly Connected: Y N

Comments: \_\_\_\_\_

This Utility Connection Compliance Certificate is issued by Memorial Villages Water Authority as evidence that the **Public Sanitary Sewer Connection** to \_\_\_\_\_ has been installed in compliance with the general policies and guidelines of Memorial Villages Water Authority.

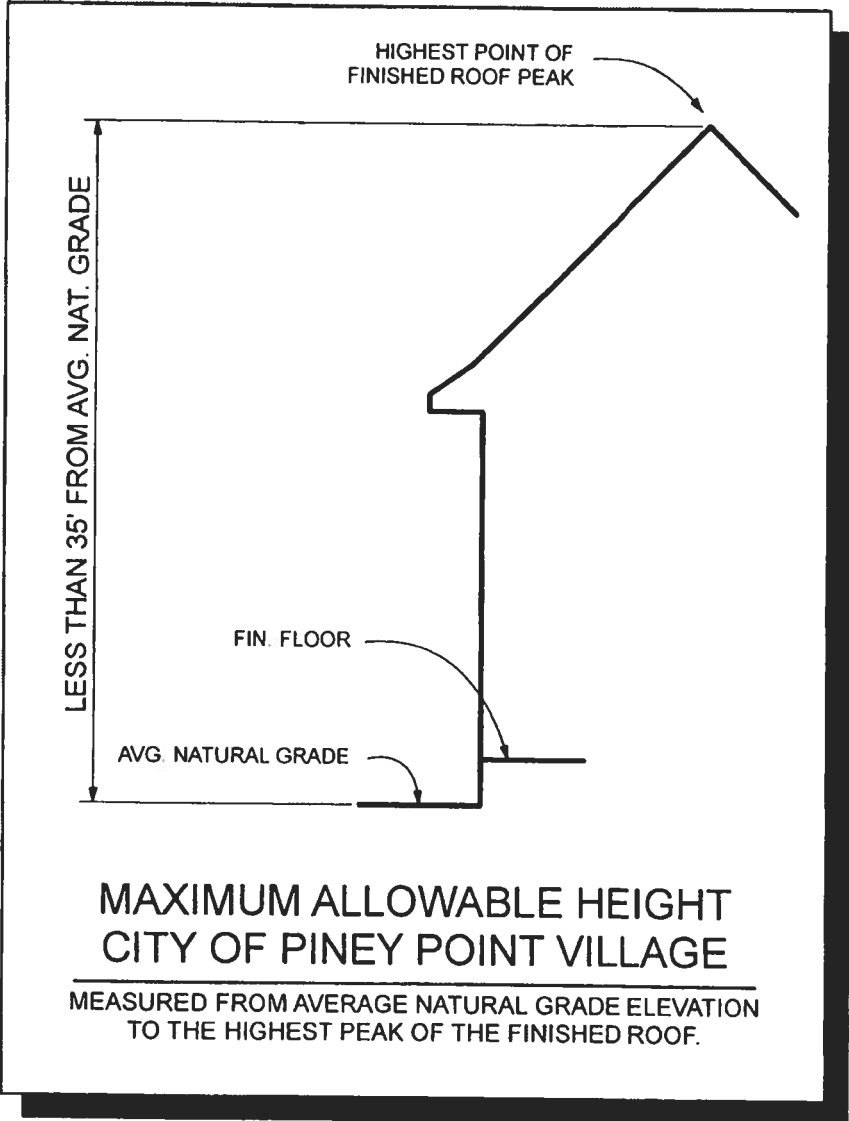
**Two-way Clean Out:** Located: Y N Cap in Place: Y N Unencumbered: Y N

Location: \_\_\_\_\_

**San. Swr. Manhole:** On Property: Y N Encumbered: Y N Tap in Manhole: Y N

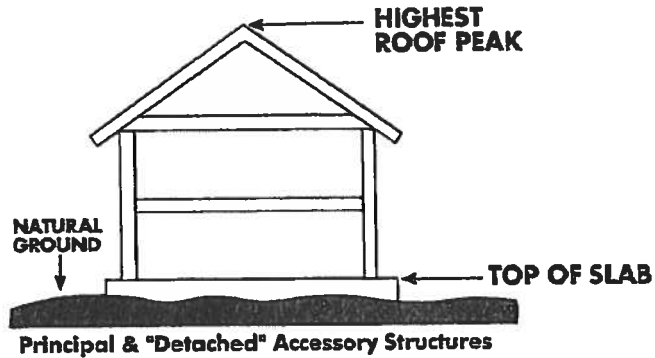
Comments: \_\_\_\_\_

By: \_\_\_\_\_ Signed: \_\_\_\_\_



# HEIGHT CERTIFICATION

## Principal & Accessory Structures



**PROJECT BENCHMARK** \_\_\_\_\_

**LOCATION OF PROJECT BENCHMARK**

Top of Curb     Nail on Power Pole  
 Nail in Tree     Other \_\_\_\_\_

**STEPS TO DETERMINE THE HEIGHT OF STRUCTURES:**

1. From PROJECT BENCHMARK, determine TOP OF SLAB ELEVATION.
2. When framing is complete, determine distance from TOP OF SLAB to HIGHEST ROOF PEAK.
3. Subtract AVERAGE NATURAL GROUND ELEVATION from HIGHEST ROOF PEAK ELEVATION to determine STRUCTURE HEIGHT above Adjacent Natural Ground.

PRINCIPAL STRUCTURE	ACCESSORY STRUCTURE
TOP OF SLAB ELEVATION _____	<input type="checkbox"/> Attached <input type="checkbox"/> Detached (check one)
TOP OF SLAB TO HIGHEST ROOF PEAK + _____	+ _____
HIGHEST ROOF PEAK ELEVATION = _____	= _____
AVERAGE NATURAL GROUND <small>(AVERAGE OF HIGHEST &amp; LOWEST ELEVATIONS ADJACENT TO STRUCTURE)</small> - _____	- _____
<b>HEIGHT OF STRUCTURE*</b> = _____	= _____
*MAX Height = 35' above Natural Ground	*MAX Height = ____ above Natural Ground

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

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Section** \_\_\_\_\_

**Subdivision** \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
ORIGINAL ENGINEER OR SURVEYOR SIGNATURE

\_\_\_\_\_  
DATE

## Drainage Acknowledgement

It is understood and acknowledged that any site improvements including driveways, flatwork, landscaping, etc. performed on the property must adhere to the permitted drainage plan. If site improvements do not adhere to the permitted drainage plan, a Certificate of Occupancy will NOT be issued. Prior to issuing a Certificate of Occupancy, it will be required that either the site improvements be revised to adhere to the permitted drainage plan, or the permitted drainage be revised to incorporate site changes, submitted to the City, and receive a letter of no objections. A letter of no objections will not be issued for a revised drainage plan if it does not adhere to the City drainage criteria and the City Code of Ordinances, **no exceptions**.

Additionally, it is understood and acknowledged that all site improvements including driveways, flatwork, landscaping, etc. will comply with Section 34-122 of the City Code of Ordinances that states: "the height to which any point on the lot can be filled, other than the foundation, shall be limited to no more than the amount needed to create a maximum elevation equal to one percent slope from the existing top of curb, edge of road (if no curb exists), existing high bank or property lines from all sides. The calculation only applied to additional fill above the existing ground elevation (pre-construction elevations). In no case shall more than twelve inches of fill be allowed on any lot."

If such site improvements including driveways, flatwork, landscaping, etc. do not adhere to the City Code of Ordinances, a Certificate of Occupancy will NOT be issued. In the event that the site improvements, including driveways, flatwork, landscaping, etc., are in conflict with the permitted Code of Ordinances, then such site improvements shall be changed to adhere to the Code of Ordinances.

PROPERTY ADDRESS: \_\_\_\_\_

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
PRINT NAME OF HOMEOWNER

\_\_\_\_\_  
DATE



**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

**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.**



**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](mailto:bldgofficial@pineypt.org)

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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: \_\_\_\_\_



**Fire Marshal**  
**Fire Sprinkler Inspection Request**  
**Village Fire Department**  
**901 Corbindale Rd.**  
**Houston, Texas 77024**

713-468-7941 Office / 713-468-5249 Fax  
 Kattner@VillageFire.org



**Date of Request:** Click here to enter a date.

**City:** Choose an item.

**City Construction Permit #:** Click here to enter text.

**Date of Issue:** Click here to enter a date.

**Job Address:** Click here to enter text.

**Requesting Contractor:** Click here to enter text. **Phone:** Click here to enter text.

**Type of Inspection Request:**

- NFPA:  13                       13R                       13D
- Hydro / Cover                       Final                       Re-Inspection

**(Re-inspection fees must be paid and receipt must be attached)**

Click here to enter text. **I acknowledge that I have inspected and/or hydrostatically tested the above property on** Click here to enter a date. **and found that the sprinkler system type indicated above is in compliance with NFPA standard indicated above, the Village Fire Department policies, and if required, passed a hydrostatic pre-test of at least 200 psi for two hours.**

Click here to enter text. **I acknowledge that my sprinkler company will be accessed a re-inspection fee established by the City of** Choose an item. **and that I agree to pay such fees should the inspection requested above fail and produce a receipt upon request.**

Click here to enter text. **I acknowledge that should I cancel the inspection requested above, that I agree to pay a re-inspection fee established by the City of** Choose an item. **and produce a receipt upon request.**

**Notes:** Click here to enter text.

Click here to enter text.  
\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

Click here to enter text.  
\_\_\_\_\_  
**Contact Phone Number**





**Fire Marshal**  
**Fire Sprinkler Inspection Request**  
**Village Fire Department**  
**901 Corbindale Rd.**  
**Houston, Texas 77024**

713-468-7941 Office / 713-468-5249 Fax  
 Kattner@VillageFire.org



Date of Request: \_\_\_\_\_ City: \_\_\_\_\_

City Construction Permit: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Job Address: \_\_\_\_\_

Requesting Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Inspection Request:

- NFPA:  13                       13R                       13D
- Hydro / Cover               Final                       Re-Inspection
- (Re-inspection fees must be paid and receipt must be attached)

\_\_\_\_\_ I acknowledge that I have inspected and/or hydrostatically tested the above property on the date of \_\_\_\_\_, and found that the sprinkler system type indicated above is in compliance with NFPA standard indicated above, the Village Fire Department policies, and if required, passed a hydrostatic pre-test of at least 200psi for two hours.

\_\_\_\_\_ I acknowledge that my sprinkler company will be assessed a re-inspection fee established by the City of \_\_\_\_\_ and that I agree to pay such fees should the inspection requested above fail and produce a receipt upon request.

\_\_\_\_\_ I acknowledge that should I cancel the inspection requested above, that I agree to pay a re-inspection fee established by the City of \_\_\_\_\_ and produce a receipt upon request.

Notes:

\_\_\_\_\_

Print NameSignatureContact Phone Number

City of Piney Point Village

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

Builder Company Name: \_\_\_\_\_

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

<b>Permit Number</b> #P _____	<b>New Construction- Builder Project- Job Card for</b> <b>2022/2023</b>			
<b>Temporary Tree Protection Fencing Inspection for New Construction</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pre- Construction Site Inspection</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Piers</b> (Original Engineer Letter Required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Form Survey</b> (Required –In Office Approval) Must be an original form survey, faxed copies is not accepted	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Foundation Steel</b> (Original Engineer Letter Required)*All steel must be completed at the time of inspection	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Finished Floor Form Survey</b> (Original Stamped Survey) Required Before You Pour Must Be Verified	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Hurricane Strapping</b> (Exterior Wall)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Wall Board Exterior</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Ridge Height</b> (Must Complete Height Certificate)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Engineer Letters Required</b> All Original Engineer Letters & Height Certificate Must Be Submitted to the City Before Scheduling the Frame Cover	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Stair Compliance</b> (Certification Letter Required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Framing/Frame Cover</b> (Original Engineer Letter Required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Poly Seal</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Insulation</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Wall Board Interior</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

City of Piney Point Village

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

Builder Company Name: \_\_\_\_\_ Date Issued: \_\_\_\_\_

<b>Brick Tie</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Stucco Lathe</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Partial Pre-Walk Building Final</b> (can only be scheduled when house has passed all interior inspections)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Building Final</b> (Required for Certificate of Occupancy)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Tree Final</b> (Tree Survey Required and Trees Must be Planted)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Driveway/Steel</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Driveway Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Sidewalk/Flatwork/Pavers Steel</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Sidewalk/Flatwork/Paver Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Generator Concrete Steel Pad</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Generator Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Partial Trench Inspection</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Trench Inspection</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Irrigation Final</b> (PVB Certification Report Required) Must be used on City of Piney Point Form	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Fence Post Hole</b> (string line required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Fence Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Temporary Drainage</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

City of Piney Point Village

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

Builder Company Name: \_\_\_\_\_ Date Issued: \_\_\_\_\_

<b>Drainage Cover</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Drainage Culvert</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Drainage Final</b> (Final As Built-Topo Required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Water Line</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Sewer Line</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Ground</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Shower Pan/Wall Board</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Gas (GT0)</b> (Gas Deposit Required \$2K-City Ordinance required prior to releasing the gas )	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Plumbing Cover</b>	Pass/Fail	Pass/Fail	Pass/Final	Pass/Fail
<b>Plumbing Final</b> (All fixtures must be installed)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Memorial Village Water Authority Approval Clean Out</b> (Call the MVWA for Inspection)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Electrical T-Pole</b> (Separate Permit Required)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Electrical Ditch Cover</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

City of Piney Point Village

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

Builder Company Name: \_\_\_\_\_ Date Issued: \_\_\_\_\_

<b>Electrical TCI</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Electrical Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Vent Hood</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Grill Seal</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Box Seal</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Air make Up</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Final</b> (AC Units Must Be Screened from Street Side View)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Cover</b> (WINE ROOM) Separate Permit Required	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Mechanical Final</b> (WINE ROOM) Separate Permit Required	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Fire Sprinkler Cover</b> (MVFD must pass the cover before scheduling w/ the City)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Fire Sprinkler Final</b> (MVFD must pass the final before scheduling w/ the City) Back Flow Certification Required. Must Use City of Piney Point Village Form.	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Stake Out &amp; Pool Doc Box Set Up</b> If pool permits are pulled, while the house is under construction, then the pool will need to be completed in its entirety. Pool drainage, may be required and may need to be inspected to ensure that temporary drainage is still being maintained. Pool Doc Box inspection is required to be installed at the time of the pool stake out inspection.	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

City of Piney Point Village

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

Builder Company Name: \_\_\_\_\_ Date Issued: \_\_\_\_\_

<b>Deck Steel</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Deck Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Barrier Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Electrical Underground</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Electrical Cover</b> (Covers not typically required, but may be depending on the project type)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Electrical Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Plumbing Cover</b> (Covers not typically required, but may be depending on the project type)	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Pool Plumbing Vacuum Breaker, P-Trap, Gas Final</b> (Certification Required)	Pass/Fail	Pass/Fail	Pass/ Fail	Pass/Fail
<b>Plumbing Pool Final</b>	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail

**City Inspector Bob Baldwin 713 480-6734**

**City Inspector Jason Bienek 713 898-6502**

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

Builder Company Name: \_\_\_\_\_

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

**City of Piney Point Inspectors are the only ones authorized to fill in the project job cards. The job cards are to remain on site at all times until the completion of the project.**

**This is to help assist you in your new construction process as it pertains to new construction inspections.**

**All re inspections are \$50.00 and must be paid in advance of re scheduling the inspection on line.**

**You have up until mid night the night before to schedule your inspection.**

**All inspections are done on line and a day in advance.**

**[www.cityofpineypoint.com](http://www.cityofpineypoint.com)**




## How to Schedule an Inspection Online

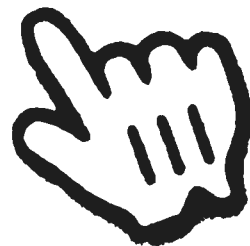
- 1.) Go to the Cites Website
- 2.) [www.cityofpiney.com](http://www.cityofpiney.com)
- 3.) When the main page comes up, look for the **brown box** on the right hand side of the screen. Look for the word **Building Permits**.

- 4.) **Click on Building Permits**



- 5.) Look toward the left hand screen, you will see  **Quick links**

- 6.) Scroll down to **"Schedule an Inspection"**







You must have your permit number and always leave a detailed description in the additional comments for the inspector!!

All Inspections must be scheduled a day in advance (Before 12 O' Clock Midnight) in order to be on the inspection schedule- for the next business day!



For More Questions:

E-mail [bldgofficial@pineypt.org](mailto:bldgofficial@pineypt.org)

Thanks, *Annette Arriaga*



City Inspectors Schedule for

**2022**

**JASON BIENEK**

Structural, Electrical, Plan Examiner & Code Enforcement

Monday through Friday

Cell Phone: (713) 898-6502

E-Mail: [jason.pineypt@gmail.com](mailto:jason.pineypt@gmail.com)

**BOB BALDWIN**

Structural, Plumbing, Mechanical & Electrical

Monday through Friday

Cell Phone: (713) 480-6734

E-Mail: [robertbaldwin@outlook.com](mailto:robertbaldwin@outlook.com)

**CARY MORAN (CITY FORESTER)**

Tuesdays & Thursdays Only

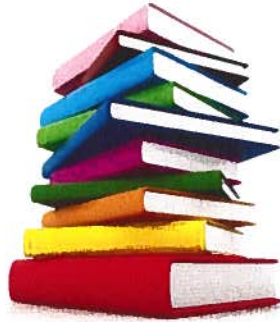
E-Mail: [cary@pineypt.org](mailto:cary@pineypt.org)

**CITY ENGINEERS**

Thursdays Only from 9 AM until 12 Noon

# For All Code Information

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



Go to:

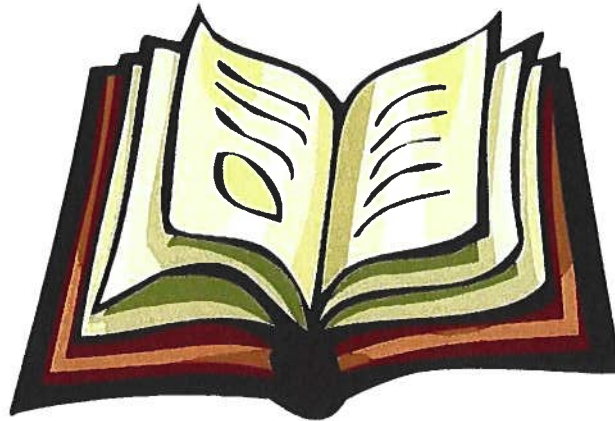
**Municode Library**

Click on:

**State of Texas**

Go To:

**Piney Point Village**





**CENTERPOINT ENERGY NATURAL GAS  
DISTRIBUTION AND TRANSMISSION**

1111 Louisiana St.  
Houston, TX 77002

Web site: [www.centerpointenergy.com/safety](http://www.centerpointenergy.com/safety)

**EMERGENCY NUMBERS:**  
888-876-5786 (AR, LA, MS, OK, TX)  
800-296-9815 (MN)

**About CenterPoint Energy**

CenterPoint Energy's natural gas distribution businesses have been serving customers for more than a century. We deliver more than 400 billion cubic feet of natural gas each year to about 3.3 million residential, commercial, and industrial customers. This makes CenterPoint Energy one of the largest publicly traded natural gas distribution companies in the country.

We own and operate about 118,000 miles of main and service lines that deliver gas to more than 990 communities in Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma and Texas including the high growth areas of Houston and Minneapolis.

**Commitment to Safety, Health & Environment**

According to the National Transportation and Safety Board, pipelines are the safest and most economical way to transport products. We are committed to the safe operation of our pipelines in your community. We monitor the operations of our pipelines from our control centers, 24 hours a day, seven days a week. Our pipelines are designed, installed, tested, operated and maintained in accordance with all applicable federal and state requirements. CenterPoint Energy maintains its safety record with routine inspections, corrosion protection, maintenance and testing programs, employee training, integrity management programs, and a public awareness program.

If a gas pipeline emergency were to occur, CenterPoint Energy personnel will work directly with local emergency responders. Our priorities at the scene of a pipeline emergency are the same as yours-- protect people, property and the environment. CenterPoint Energy field personnel are trained in Incident Command Structure

(ICS) and familiar with how to work with local responders within the ICS framework. CenterPoint Energy personnel will restrict the flow of gas and implement other operating actions as needed to minimize the impact of the emergency. Public safety officials and other non-company personnel should not attempt to operate pipeline valves. Improper operation of pipeline valves can cause other accidents to occur.

To view and download maps of transmission pipelines in your county, see the National Pipeline Mapping System website [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov), an online mapping program managed by the federal government.

Pipeline markers are placed along the pipeline route to indicate the approximate location of the line and to identify where the pipeline intersects with a street, highway, railway or river. Markers display the material transported in the line, the name of the pipeline operator and an emergency telephone number.

Integrity Management Programs have been implemented for areas designated as "high consequence areas" in accordance with federal regulations. For more information about CenterPoint Energy pipeline safety programs, our Integrity Management Program, or Emergency Response Plans see our website listed above or by contacting us directly.

For your safety, always call before you dig-drill-blast. Call 811, the Call Before You Dig number, or your local one-call center at least 48 hours before you dig. It's easy, it's free and in some states it's the law.



Know what's below.  
Call before you dig.

**PRODUCTS TRANSPORTED**

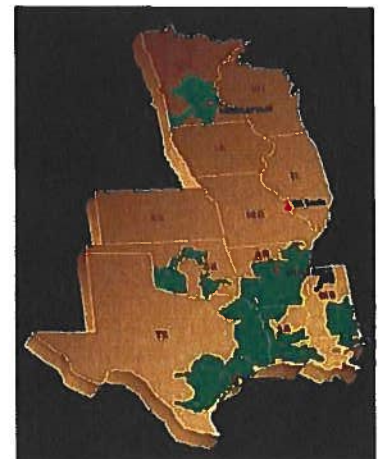
**PRODUCTS TRANSPORTED IN YOUR AREA**

PRODUCT	LEAK TYPE	VAPORS
NATURAL GAS	Gas	Lighter than air and will generally rise and dissipate. May gather in a confined space and travel to a source of ignition.
<b>HEALTH HAZARDS</b>	Natural gas is non-toxic however, in high concentrations it may cause dizziness or asphyxiation without warning. Natural gas leaking into the atmosphere can cause flammable mixtures that can ignite. Keep ignition sources away such as sparks, flames or machinery.	

**PIPELINE MARKER**



**SYSTEM MAP**



Three LDCs serving more than 3 million customers in 6 states.

# WORK HOURS

**Monday-Friday**  
**7:00am-7:00pm**

**Saturday**  
**8:00am-6:00pm**

**NO**  
**WORK ON**

**Sundays!**





**LOWE'S**

11103

LOT | JOB

MARKING

WARNING  
UNLICENSED  
CONSTRUCTION OR  
TRUCKING  
WILL BE PENALIZED  
BY THE STATE  
DEPT. OF HIGHWAYS

**For  
Emergencies  
Call  
713-681-1558**

**WORK  
HOURS**

**MONDAY-FRIDAY  
7:00 AM - 7:00 PM**

**SATURDAY  
8:00 AM - 6:00 PM**

**NO WORK ON  
SUNDAYS!**







**WORK HOURS**  
MONDAY - FRIDAY  
7:30 AM - 7:30 PM  
SATURDAY  
8:00 AM - 4:00 PM  
NO WORK ON  
SUNDAYS

NO PARKING  
IN THIS ZONE



11202

Tyne Court

FOR  
EMERGENCIES  
Call  
713-688-0274

WORK  
HOURS  
HORAS DE TRABAJO  
MONDAY - FRIDAY  
LUNES - VIERNES  
7:00 AM - 7:00 PM  
SATURDAY/SABADO  
8:00 AM - 6:00 PM  
SUNDAY/DOMINGO  
NO WORK ON  
SUNDAYS  
NO TRABAJO EL  
DOMINGO

BOEBO  
11202  
Tyne Court  
LOT JOB  
REPUBLIC  
PERMIT

3281

WASTE

SS0275525

SS0255105





**NÚMERO DE EMERGENCIAS:**  
 877-876-6786 (AR, LA, MS, OK, TX)  
 800-296-9815 (MN)

## Acerca de CenterPoint Energy

Los negocios de distribución de gas natural de CenterPoint Energy han estado brindando servicio a clientes por más de un siglo. Nosotros repartimos mas de 400,000 millones de pies cúbicos de gas natural al año a aproximadamente 3.3 millones de clientes residenciales, comerciales e industriales. Esto hace que CenterPoint Energy sea una de las compañías más grandes de distribución de gas natural en el intercambio de comercio público.

Nosotros somos dueños y operamos aproximadamente 118,000 millas de líneas principales y de servicio que entregan gas a mas de 990 comunidades en Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma y Texas incluyendo las áreas de alta expansión de Houston y Minneapolis.

## Compromiso con la Seguridad, Salud y el Medio Ambiente

De acuerdo con la el Consejo Nacional de Transporte y Seguridad, las líneas de tuberías son la manera más segura y económica de transportar productos. Nosotros estamos comprometidos con la operación segura de nuestras líneas de tuberías en su comunidad. Monitoreamos las operaciones de nuestras líneas de tuberías desde nuestros centros de control, las 24 horas del día, los siete días de la semana. Nuestras líneas de tuberías están diseñadas, instaladas, comprobadas y mantenidas de acuerdo con todos los requisitos federales y estatales aplicables. CenterPoint Energy mantiene su record de seguridad a través de inspecciones rutinarias, protección contra la corrosión, programas de mantenimiento y de pruebas, programas de manejo de integridad y de un programa de conciencia pública.

Si ocurriese una emergencia en la línea de tubería, el personal de CenterPoint Energy trabajará directamente con los respondedores locales de emergencias. Nuestras prioridades en el lugar de la emergencia en la línea de tuberías son las mismas que las suyas – proteger a las personas,

la propiedad y el medio ambiente. El personal del campo de CenterPoint Energy está entrenado en Estructura de Manejo de Incidentes ("ICS" por sus siglas en inglés) y están familiarizados con la manera de trabajar con los respondedores locales dentro de la estructura de "ICS". El personal de CenterPoint Energy restringirá el flujo de gas e implementará otras acciones de seguridad de acuerdo a como sea necesario para minimizar el impacto de la emergencia. Los oficiales de seguridad pública y el personal de otras compañías fuera de la nuestra no deben intentar operar las válvulas de la línea de tuberías. El operar inadecuadamente las válvulas de la línea de tuberías puede causar que ocurran otros accidentes.

Para ver y descargar los mapas de las líneas de tuberías de transmisión de su condado, vea el sitio web del Sistema Nacional de Mapas de las Líneas de Tuberías en [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov), un programa de mapas en el internet que es manejado por el gobierno federal.

Los marcadores de líneas de tuberías son colocados a lo largo de la ruta de la línea de tuberías para indicar la ubicación aproximada de la línea y para identificar donde la línea de tuberías intercepta con una calle, carretera, vía de ferrocarril o un río. Los marcadores indican el material que está siendo transportado en la línea, el nombre del operador de la línea de tuberías y un número de teléfono en caso de emergencias.

Programas de Gestión de Integridad han sido implementadas en las zonas designadas como "zonas de alto riesgo", de acuerdo con las regulaciones federales. Para obtener más información acerca de los programas de seguridad, el programa de Manejo de Integridad o de los Planes de Respuesta a Emergencias en las líneas de tuberías de CenterPoint Energy vea nuestro sitio web [www.centerpointenergy.com/safetyenespanol](http://www.centerpointenergy.com/safetyenespanol) o póngase en contacto con nosotros directamente.

Para su seguridad, llame siempre antes de cavar-taladrar-detonar. Llame al 811, el número de "Llame Antes de Cavar" o llame a su centro local de una llamada por lo menos 48 horas antes de comenzar a cavar. Es fácil, gratis y en algunos lugares es la ley hacerlo.

## PRODUCTOS TRANSPORTADOS

### PRODUCTOS TRANSPORTADOS EN SU AREA

PRODUCTO	TIPO DE FUGA	VAPORES
GAS NATURAL	Gas	Es más liviano que el aire y generalmente se eleva y se disipa. Se puede acumular en espacios confinados y viajar hasta fuentes de encendido.
<b>PELIGROS PARA LA SALUD</b>	El gas natural no es tóxico, sin embargo en altas concentraciones puede causar mareos o asfixia inesperadamente. El gas natural que se escapa a la atmosfera puede crear mezclas inflamables que se pueden incendiar. Mantenga alejada toda fuente de incendio, tales como chispas, llamas o maquinaria.	

## MARCADORES DE TUBERÍAS



## CENTERPOINT ENERGY NATURAL GAS DISTRIBUTION AND TRANSMISSION

1111 Louisiana St.  
 Houston, TX 77002

Sitio web: [www.centerpointenergy.com/safety](http://www.centerpointenergy.com/safety)



Detonante lo que está bajo tierra.  
 Llámalo antes de excavar.

## MAPA DEL SISTEMA



Tres Compañías de Distribución Local ("LDC" por sus siglas en inglés) sirviendo a más de 3 millones de clientes en 6 estados.