

Mailbox Permit

** All Forms Listed Must Be Completed Fully.

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

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

Plan Examiners

- Jason Bienek
- Cary Moran



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

PERMIT APPLICATION REQUEST

(ALL INFORMATION IS REQUIRED)

PROPERTY OWNER INFORMATION

DATE:		
SITE ADDRESS:		
LOT: BLOO	CK: SUB1	DIVISION:
PROPERTY OWNER:		
MAILING ADDRESS:		STATE: ZIP:
FAX NUMBER:	E-MAIL:	
	CONTRACTOR INFORM	ATION
CONTRACTOR COMPANY NAM	E:	
CONTACT NAME:	STAT	E LICENSE#
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER:	MOBII	.:
FAX NUMBER:	E-MAIL:	
TOTAL COST OF IMPROVEMEN	<mark>TS</mark> : \$	
	TYPE OF PERMIT	
ACCESSORY STRUCTURE	□ ELECTRICAL	□ NEW SINGLE FAMILY
□ ADDITION	FENCE	
DECKING	□ FIRE SPRINKLER	□ REMODEL
D DEMOLITION	GENERATOR	□ ROOF
D DRAINAGE	HVAC	SWIMMING POOL
DRIVEWAY/FLATWORK	□ IRRIGATION SPRINKLER	□ OTHER
IF OTHER, PLEASE SPECIFY:		

The City of Piney Point Village – Permit Application Request (Rev. 10/28/20)

JOB DESCRIPTION / DETAILED SCOPE OF WORK

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

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

(Signatures are <u>required</u> for all applications.)

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

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

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

The City of Piney Point Village

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

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THE STATE OF TEXAS

COUNTY OF HARRIS

DEED RESTRICTION AND DEVELOPMENT PLAT AFFIDAVIT FOR RESIDENTIAL BUILDING PERMIT

ADDRESS OF PROPERTY:	 	
TYPE OF PERMIT:		

Before me, the undersigned authority, on this day personally appeared ______(Type or legibly print name of Affiant) who being first duly sworn by me, on her/his oath deposed and said the following:

"This affidavit is given in connection with the application for a building permit that is attached hereto. I am eighteen years or older, and I am of sound mind. I have personal knowledge of the facts set forth in this affidavit including, without limitation, personal knowledge of the title to the real property to which the building permit application appertains, of the plans and specifications for the work to be performed under the building permit, if issued, and of the intended use of the improvements to be constructed thereunder.

(a) (Each Affiant must initial (1) or (2) as applicable):

(1) _____ I am owner of the real property to which this building permit application appertains.

(2) ______ I am the duly designated agent of the owner or owners of the real property to which this building permit application appertains, and I have been expressly authorized by the owner or owners to make this affidavit on their behalf.

(b) (Each Affiant must initial this term):

_____ The building permit application to which this affidavit appertains is for the repair, remodeling or construction of a single family detached residence or auxiliary structure thereto (e.g., a garage) that is designed and intended for single family residential use exclusively.

(c) As used in this part (c), the term "deed restrictions" means any and every restriction or convenant running with and affecting the use and enjoyment of the land that is contained in or incorporated by reference in a properly recorded plan, plat, re-plat, deed or any other instrument affecting a subdivision or portion thereof inside its boundaries that relates in any manner to the property to which this building permit application appertains. The term shall not include any covenant or restriction that has expired through lapse of time by its own terms without renewal, revival or extension. Additionally, the term shall not include any covenant or restriction to the extent, that it has expressly been declared invalid by final order of a court of competent national origin of persons who may enjoy the use of the property. (If there are no deed restrictions, then the Affiant shall initial item (1) below; if there are deed restrictions then the Affiant must initial and complete item (2) below.)

(1) ______ I am personally familiar with the title to the real property to which this building permit application appertains, and I swear that this property is not encumbered by any deed restrictions.

(2) _____ I am personally familiar with the title to the real property to which this building application appertains, and I have personal knowledge that this real property is encumbered by deed restrictions, which provide in part as follows:

(3) _____ Nothing on the submitted plans will violate any deed restrictions.

Uses authorized:	
Setbacks:	
Front:	Back/rear:
Side/interior:	Side Street:
Minimum/maximum lot size:	Minimum/minimum house size:
Number of stories authorized:	Number of structures authorized:

Application – Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority on this _____day of _____, 20____, to certify witness my hand and seal of office.

Notary Public in and for the State of TEXAS

Area Calculations Form

Property Address:	Date:
Type of Permit:	
Area of Lot:	Square Footage:

Lot Coverage Calculations

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

Percent of Lot Coverage by Main Structure:

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

Percent of Lot Coverage by Main Structure:

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

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

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



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:	AI	DDRESS:	
RETURN ADDRESS:(If different than project address)	Cľ	TY OF: Hedwig – Hunte	rs Creek – Piney Point
City, State, Zip:	SI	GN:	
(HM)	(Ofc)	(Cell)	
THIS APPLICATION IS FOR: (CI	heck all that apply)		
Fence Construction (Submit plans)	Driveway/side (Submit plans)	(Submit	plans)
Describe	(Submit construc	ction plans if applic	cable)
COMMENTS:			
<u>NOTE</u> : ALL PLANS SHALL SHO SEWER CLEANOUTS, MANHOLES,			
DO NOT WRITE BELOW THIS LINE	WA ACTION		WRITE BELOW THIS LINE
APPROVED APPROVE	D as noted	E-SUBMIT as noted	DENIED as noted
Fence Construction -			
Driveway/sidewalk -			
Drainage Plan -			
Other -			
Acknowledgement by Owner/Re	presentative	MVW	A Official



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Important Contractor Notification & Acknowledgement

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

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

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

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

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

(Ord. No. <u>20.02.24.B</u>, § 1, 2-24-20)

Cross reference— Environment, ch. 26.

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

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

(Ord. No. 20.02.24.B, § 1, 2-24-20)

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

Date:
Print Name of Applicant:
Signature of Applicant:
Project Address:
Project Type:



Builder Responsible for Construction Correspondence

Date:		Permit Number:		
Property Addre	ess:			
Responsible Pa	arty			
Name & Title:				
	First	Last	Title (Ex: Superintendent)	
Contact Phone	Numbers:			
		Cell Phone	Home	
E-Mail:				
Alternate Con	<u>tact</u>			
Name & Title:				
	First	Last	Title (Ex: Superintendent)	
Contact Phone	Numbers:			
		Cell Phone	Home	
E-Mail:				
Estimated Build	d-Out Time:			

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

Annette R. Arriaga Building Official

Enforcement Department, 832-849-8446.

The City of Piney Point Village – Builder Responsible Form (Rev. 01/14/21)



New Building Codes

International Residential Code

• IRC 2018

International Fire Code

• IFC 2018

International Plumbing Code

• IPC 2018

International Mechanical Code

• IMC 2018

International Energy Code Council

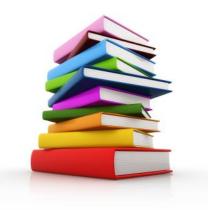
• IECC 2018

National Electrical Code

• NFPA 70 2020

For All Code Information

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



Go to: Municode Library

Click on: State of Texas

Go To: Piney Point Village

