

Pool Renovation Permit

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

1. Permit Application
2. Site Plan or Survey required (Old Survey is OK)
3. Memorial Village Water Authority Approval (must be obtained prior submitting to the city)
4. Builder Responsible for Job Site Form
5. City Work Hours Form
6. Tree Disposition Plan
7. A Plumbing Contractor Must Submit an Application for Sewer Disconnect (if needed)
8. All pool renovation permit packets are to be **dropped-off** to the city.

Helpful Notes

- All existing fencing must comply with current fence latch requirements.
- It is a requirement to have door alarms properly working for the duration of this project.
- Must show all backyard doors, door alarm locations, and alarm height details.
- Any replacement of pool steel needs to be engineered.
- Decking is not part of this permit and it needs to be pulled separately.
- Decking must show length, width, thickness and material type.
- All electrical and plumbing permits must be pulled separately.
- No pre-demo of the pool is allowed until the renovation permit has been issued.
- You will need to fill out the Memorial Village Water Authority form and either fax or drop off your pool renovation application to them.
- This application from the Memorial Village Water Authority will take a few days.
- Once you have received an Approval from the MVWA, then you submit to the city.
- Typically, Trees are not authorized to be removed during the pool demo.

- If trees are to be removed, then you are subject to the Tree Ordinance as defined by the city's ordinance.
- If the forester requires you to put up temporary wood slates or chain link fencing, then an inspection is required prior to obtaining your pool renovation permit.
- No orange mesh is allowed.
- If more than one tree is being removed, then you may have to seek an independent Forester's Report.
- Pool Shells need to be taken out.
- Pool shells cannot remain in the ground.
- You must fill and grade the lot and restore the lot to its original natural condition.
- Streets must be maintained at all times and no dirt or mud is allowed in the roadway.
- You must call 811 before you dig to stake out the utility lines.
- Must list the Building Code: IRC 2018.

Plan Examiners

- Kimberly Perez – Intake
- Annette Arriaga – Building Official
- Cary Moran – City Forester



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

PERMIT APPLICATION REQUEST

(ALL INFORMATION IS REQUIRED)

PROPERTY OWNER INFORMATION

DATE: _____
SITE ADDRESS: _____
LOT: _____ BLOCK: _____ SUBDIVISION: _____
PROPERTY OWNER: _____
MAILING ADDRESS: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ MOBIL: _____
FAX NUMBER: _____ E-MAIL: _____

CONTRACTOR INFORMATION

CONTRACTOR COMPANY NAME: _____
CONTACT NAME: _____ STATE LICENSE# _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ MOBIL: _____
FAX NUMBER: _____ E-MAIL: _____

TOTAL COST OF IMPROVEMENTS: \$ _____

TYPE OF PERMIT

- | | | |
|--|---|--|
| <input type="checkbox"/> ACCESSORY STRUCTURE | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> NEW SINGLE FAMILY |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> FENCE | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> DECKING | <input type="checkbox"/> FIRE SPRINKLER | <input type="checkbox"/> REMODEL |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> GENERATOR | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> DRAINAGE | <input type="checkbox"/> HVAC | <input type="checkbox"/> SWIMMING POOL |
| <input type="checkbox"/> DRIVEWAY/FLATWORK | <input type="checkbox"/> IRRIGATION SPRINKLER | <input type="checkbox"/> OTHER |

IF OTHER, PLEASE SPECIFY: _____

JOB DESCRIPTION / DETAILED SCOPE OF WORK

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

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

(Signatures are required for all applications.)

SIGNATURE OF HOMEOWNER

PRINT NAME OF HOMEOWNER

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

THE UNDERSIGNED, IN ACCORDANCE WITH PROVISIONS OF THE BUILDING AND ZONING ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, HEREBY APPLIES FOR THE PERMIT DESCRIBED HEREIN. APPLICANT HEREBY CERTIFIES THAT ALL PROVISIONS OF THE BUILDING LAWS AND ORDINANCES WILL BE COMPLIED WITH AND THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

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



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 and cori@mvwa.org.

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

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

THIS APPLICATION IS FOR: (Check all that apply)

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

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

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

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

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

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



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Builder Responsible for Construction Correspondence

Date: _____ Permit Number: _____

Property Address: _____

Responsible Party

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone Home

E-Mail: _____

Alternate Contact

Name & Title: _____
First Last Title (Ex: Superintendent)

Contact Phone Numbers: _____
Cell Phone Home

E-Mail: _____

Estimated Build-Out Time: _____

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

Annette R. Arriaga
Building Official



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Important Contractor
Notification & Acknowledgement
NO WORK ON SUNDAYS

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

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

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

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

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

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

Cross reference— Environment, [ch. 26](#).

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

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

(Ord. No. [20.02.24.B](#), § 1, 2-24-20)

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

Date: _____

Print Name of Applicant: _____

Signature of Applicant: _____

Project Address: _____

Project Type: _____



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Tree Disposition Plan

Date: _____

Project Address: _____

SQ FT of Property: _____

Contractor Name: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner: _____

Phone: _____ Fax: _____

The following items must be attached:

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

Project (Please circle one of the following)

Demolition New Single Family Dwelling Garage Other: _____

Pool Remodel/Addition Tree Removal

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

Signature: _____ Date _____

Name (Print): _____ Title _____

City Forester: _____ Date _____

NO OTHER TREE REMOVALS WITHOUT REVISED TDP AND CITY APPROVAL.

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



New Building Codes

International Residential Code

- IRC 2018

International Fire Code

- IFC 2018

International Plumbing Code

- IPC 2018

International Mechanical Code

- IMC 2018

International Energy Code Council

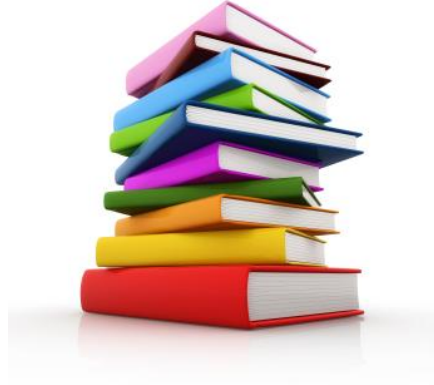
- IECC 2018

National Electrical Code

- NFPA 70 2020

For All Code Information

Please go to www.municode.com



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Piney Point Village

