



# Demolition Permit

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

1. Permit Application (Completed by the Demolition Contractor)
2. Site Plan or Survey required
3. Memorial Village Water Authority Approval (specifically for demolition)
4. Proof of Ownership
5. Authorized Work Hours Form
6. Person Responsible for Project Form
7. Submit Tree Disposition Plan for Tree Protection Fencing
8. If a New Construction Project, Refer to the Tree Ordinance
9. A Plumbing Contractor Must Submit an Application for Sewer Disconnect
10. If using a Port-O-Lets (Must be screened with cedar pickets)
11. All demolition application packets are to be **dropped-off** to the city.
12. Contractors must notify affected homeowners 10 days prior. (Letters will be submitted to the city for approval and mailing, letters will be prepared to be mailed but not sealed.)

## **Helpful Notes**

- A temporary tree protection fence inspection is required.
- Tree protection signs may be required.
- If new construction, a tree disposition plan will need to be completed.
- If trees are to be removed, then it must be done by a degreed forester as you will need to follow the rules and regulation as per our city tree ordinance.
- If no trees are to be removed, you will still fill out the tree disposition application.
- We do not allow any orange plastic for temporary fencing.
- **Must only use chain link.**
- The chain link must be 4 'high and the post must be no further than 8 'apart.
- For demo only permits, tree protection fencing has to be removed after 6 months.
- Plumbing contractors must show the area they plan on excavating.

- The proposed excavation must show where the water meter is in relation to any nearby trees.
- Memorial Village Water Authority will need to inspect the future stub out connection and you will have to call and schedule the inspection directly to the water authority.
- The City of Piney Point Village will do sewer disconnect final inspection, but all the water, sewer, electrical and gas must be disconnected at the time of the plumbing final.
- Demolition contractors are required to call 811 before the scheduled digging.
- Demolition contractors are required to follow all safety procedures when demolishing a house.
- For pool demolishing, the pool shells must be removed.
- All debris is to be removed from the site.
- A demolition final is required after its completion.
- All structures are to be removed on the property, no pools are to remain.
- All streets are to be cleaned and maintained and remain in good condition or better.
- Any damage to the roadway or sidewalks will result in total roadway and sidewalk replacement.
- Destruction of the house prior to a demolition permit being issued will result in a municipal court ticket.
- Demo permits are good for only 30 days.
- Must list the Building Code: IBC 2018.

#### Plan Examiners

- Jose J Gomez
- Annette Arriaga
- 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/jgomez@pineypt.org

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.)**

**(NOT REQUIRED)**

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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.



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**Important Contractor**  
**Notification & Acknowledgement**  
**NO WORK ON SUNDAYS**

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

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

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

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

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

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

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

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

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

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

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

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

Print Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

Project Type: \_\_\_\_\_



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**Builder Responsible for Construction Correspondence**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

**Responsible Party**

Name & Title: \_\_\_\_\_  
First Last Title (Ex: Superintendent)

Contact Phone Numbers: \_\_\_\_\_  
Cell Phone Home

E-Mail: \_\_\_\_\_

**Alternate Contact**

Name & Title: \_\_\_\_\_  
First Last Title (Ex: Superintendent)

Contact Phone Numbers: \_\_\_\_\_  
Cell Phone Home

E-Mail: \_\_\_\_\_

Estimated Build-Out Time: \_\_\_\_\_

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

*Annette R. Arriaga*  
Building Official



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 bldgofficial@pineypt.org

## 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





**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.



# DEMOLITION ORDINANCE FOR PINEY POINT VILLAGE, TEXAS

## Article I General

### Section 1. Definitions

**Demolition:** Any act or method of pulling down, destroying, removing, razing, or moving a structure or any portion thereof, or commencing the work of moving or of total or substantial destruction of a structure or portion thereof.

**Excavation:** The act or operation of excavating; to dig, compress, or remove earth, rock, or other materials in or on the ground, or structures in or on the ground by use of mechanized equipment or blasting; including, but not limited to auguring, boring, backfilling, drilling, grading, pile driving, plowing in, pulling in, trenching, tunneling, and plowing; and including manipulation of any tools or equipment by human effort only.

**Demolition/Remodel/New Construction Permit:** Removal of any and all structures on property when immediate remodeling or new construction is planned, and plans therefore have been submitted to the building official, and approved.

**Demolition-Only Permit:** Removal of any or all structures on property without any tree removal.

**Cross Reference**—Buildings and Building Regulations Ch.10, Article VII. Rights-of-Way – additional requirements for demolition and/or excavation in City ROW.

## Article II Permitting Application Requirements

### Section 1. Demolition Permitting Requirements

- The application is to be completed by the demolishing contractor. The contractor must be the owner of record or the authorized agent of the owner.
- Application must include:
- Proof of ownership on the property to be demolished must be provided; i.e. bank or mortgage company record or deed of record.
- Details of all structures to be demolished.
- Two copies of the lot Survey showing access to lot for demolition and necessary tree protection, approved by City Forester.
- Two copies of Tree Survey, Tree Disposition application, and Tree Disposition Plan showing trees to be removed and trees to remain, all approved by the City Forester. Tree surveys must be less than six months old.
- Name and State license number and Piney Point Village registration number of plumber who will be doing the work, in order to obtain a plumbing sewer disconnect permit.
- Application to and written approval from Memorial Village Water Authority for demolition.
- Temporary water account set up in contractor's name.
- Application filling fee.

## **Article III. Demolition Requirements and Procedures**

### **Section 1. Procedures Required before Demolition**

- Trees marked on the Tree Survey to remain shall have temporary protective fencing and signage erected. Approval of such fencing by the City Forester after field verification is required. In the case of Demo Only Permits, trees marked on the lot survey as needing protection for lot access shall meet the above criteria.
- Trees authorized to be removed on the Tree Disposition Plan shall be removed. Removal of any trees not authorized on the plan will cause the job to be halted, penalties to be assessed, tree replacement to be required, and a new Demolition permit to be required.
- Prior to digging up sewer and water service lines, the licensed plumber must mark the existing plug and sewer service line and water line at the property line and stake out the excavation area. The City Forester must view the proposed excavation area. If any tree critical root areas are involved, the City Forester must prescribe any methods needed for protection of such root areas before excavation is done. If the sewer disconnect is found to be at another location from where originally staked, City Forester must be notified and approve the change in location. Any excavation work prior to City Forester approval will cause the job to be halted, city citations to be issued, and penalties to be assessed.
- Electrical and gas service shall be cut off and disconnected as required by local and/or State procedures.
- Piney Point must inspect water, sewer, electrical, and gas service disconnects, and MVWA must inspect water and sewer disconnects. Written approval is required on passed inspections from Piney Point and Memorial Village Water Authority before excavation is backfilled.

**.Cross Reference**—Vegetation, Ch. 66, Sec.66-45 5. Demo-only permit; Sec.66-40 Management of vegetation on public Rights-of-Way.

### **Section 2. Demolition Procedures**

- Prior to actual demolition, removal of any elements of structures to be preserved rather than demolished, may take place. This includes any/all elements of structures such as roofing, windows, trim, brick, and fencing. No material shall be placed or allowed to fall in such a manner as to overload any part of the remaining structures, which may be caused to fall on any adjacent properties or street sidewalk or rights-of way
- During demolition, safety, erosion, and dust control measures shall be taken as directed by the Building Official and/or City Inspector. An erosion control plan shall be in place that includes provisions for addressing airborne dust and debris. Proper procedures shall be followed regarding hazardous material removal. During the course of extreme winds, all necessary measures must be taken to prevent any flying material from being blown into any street or onto adjoining properties and to insure the safety of the site and to preserve the environment and its neighboring surroundings.
- During demolition, all fencing, tree protection, and tree signs must remain intact.
- During demolition, grass on the lot must be kept mowed.
- Any and all structures must be removed from the premises, including but not limited to all accessory structures, detached garages, storage sheds, ponds, fountains, and fencing. Pools and decking must be completely removed out of the ground and dirt put back to the original ground level.
- Exception: Pools and decking may remain on the lot if completely fenced, secured, and locked. A \$10000 deposit must be placed in Escrow with the City to ensure that the condition and security of the property is maintained while the property is being sold or under redevelopment.

- Trash and debris must be cleaned up and cleared from the site. No structure or debris of any kind can be left for residential solid waste collection.
- The lot must be graded to the natural grade level or street level.
- Any and all sidewalks and right-of-way grass or other vegetation must be restored to the condition existing prior to demolition.
- For a Demo Only Permit, before final inspection and demo completion all fencing and tree protection must be removed. After final inspection and demo completion, the lot must be maintained in a sanitary and mowed condition as per Chapter 26, Sec.32-36.
- For a Demo/Remodel/New Construction Permit, if no plans have been submitted within 6 months of final inspection and demo completion, all fencing and tree protections must be removed and the lot must continue to be maintained in a sanitary and mowed condition as per Chapter 26, Sec.32-36.

#### **Article IV. Demolition Permit Term**

- The Demolition Permit is valid for 30 days from date of issuance. Extensions for circumstances preventing work to be performed may be granted at the discretion of the building official.
- If at any time after the demolition permit is issued the ownership of the property changes hands, all outstanding unfulfilled requirements of the permit will be passed to the new owner of the property. If the demolition permit is for remodeling or new construction, any changes to plans for structures under which the permit was issued must fit within the area from which protected or RMD trees have been removed, or all permits are cancelled and the entire demolition/building permitting process must be redone.

#### **Article IV. Penalties**

Chapters in our code refer to emergencies, but are generally talking about restoring public services and operating emergency vehicles. There's no reference to cleaning up debris after emergencies like windstorms or floods. Ch.10, Sec.10-294 authorizes users of facilities in public rights-of-way to make repairs and then notify the City (rather than waiting to have the City do the repairs). So there's some logic to putting your debris cleanup somewhere in chapter 10. Some reference might be made to Ch.18 Civil Emergencies, or Ch.34 Floods, or something could be put in those chapters with cross-reference to Ch.10.



## 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

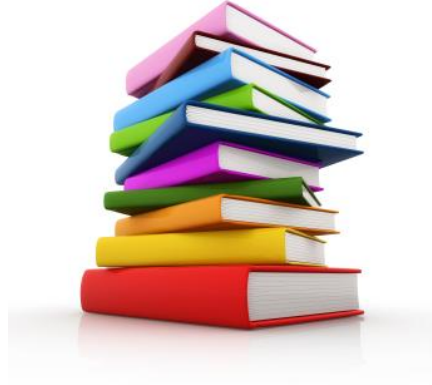
- IECC 2018

### National Electrical Code

- NFPA 70 2020

# For All Code Information

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



Go to:

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**Piney Point Village**

