



City of Hunters Creek Village

#1 HUNTERS CREEK PLACE
HUNTERS CREEK VILLAGE, TEXAS 77024
(713) 465-2150 phone
(713) 465-8357 fax

PERMIT CHECKLIST – NEW BUILDING

Date: _____ Job Site Address: _____
Lot: _____ Block: _____ Subdivision: _____
Value of the Work: \$ _____ Square Footage (HCV to provide): _____
Living Area Sq.Ft. _____ Other Sq.Ft. _____ Total Sq.Ft. _____

Forms Needed

- C1 [] Application properly filled out
- C2 [] Contractor Registration Current
- C3 [] Contractor Insurance Current
- C4 [] Contractor Drivers License Current (copy also)
- C5 []
- C6 [] Construction Site Ordinance and Consent To Enter Form
- C7 [] CD in PDF Format of final plans for New Residence

Documents Submitted

- C8 [] Two sets of Plans & CD in an as-built PDF File form
- C9 [] Survey of Property
CH.44.Sub-Sect.44-28 HUNTERS CREEK VILLAGE CODE
- C10 [] Tree Survey (TS)
CH.18. SECT. 18-20(c)(1) HUNTERS CREEK VILLAGE CODE
- C11 [] Tree Disposition Plan (TDP)
CH. 18.SECT. 18-20(c)(1) HUNTERS CREEK VILLAGE CODE
- C12 [] Drainage Plan
- C13 [] Letter from HOA's ARC to show approval of plans, or
- C14 [] Letter from builder stating there is no HOA or ARC.
- C15 [] Forms from Memorial Village Water Authority (MVWA)
- C16 [] (a) Approved Demolition Form from MVWA
- C17 [] (b) Approved Availability Form from MVWA
- C18 [] 2009 IECC Compliance Report
- C19 [] Electrical Load Analysis and Service Recommendation
- C20 [] Geotechnical Soils Report
- C21 [] Approved Fire Sprinkler Plans – Fire Marshal
- C21 [] Elevation Certificate – The top of slab may be up to 24" higher than required by all other applicable codes and may be added without affecting the maximum allowed height. For any elevation amount exceeding the 24" allowance above, the allowed height of the building shall be diminished by an equal amount.
Note: If property is in 100 year floodplain, survey and site plan must show contours.
- C22 [] Property is in 100 year floodplain, survey and site plan must show contour.

Site Information (Conforming Minimum)

- [] Existing house to be demolished
- [] Vacant Lot (structure already removed)
- Lot size (22,500 sq. ft. or greater): _____ sq. ft.
- Width of the lot at front B.L. (75 ft. min.): _____ ft.
- Depth of lot (120 ft. min.): _____ ft.
- Any measurement below the minimum above makes the lot non-conforming.
- Type of Lot (check one): [] Conforming lot (22,500 sq. ft. or greater) – buildable area (25%): _____ (***)
Lot status on 3/25/1955: _____
- [] Non-conforming lot – buildable area (lesser of 33% of lot sq. ft. or 5625 sq. ft. _____)
- [] Not defined under code

Subdivision: _____

When was subdivision platted? _____

Front building setback (50 ft.): _____

Side setbacks (20/35 ft. with one a minimum of 15 ft.): _____ ft. & _____ ft.

Rear setback (25 ft.): _____

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Easements shown: _____

Variances Noted: _____

If corner lot, side street name: _____

Building properly located on lot: _____

Building Footprint, (minimums): pool areas, driveways and walks are not included in the footprint.

1st Floor Living Area: _____ sq. ft. 1,500 sq. ft. minimum living area on ground floor

Garage or carport (200): _____ sq. ft.

Attached storage (100): _____ sq. ft. (for carport application with outside door)

Porches: _____ sq. ft.

Accessory bldgs: _____ sq. ft.

Game courts: _____ sq. ft.

Proposed footprint: _____ sq. ft. (sum of above sq. footages)

Note: If proposed footprint is equal to or less than the allowed building area shown above (***) then footprint is okay.

Building Living Space

2nd Floor Living Area: _____ sq. ft.

3rd Floor Living Area: _____ sq. ft.

Total living area: _____ sq. ft. (add 1st floor living space to the 2nd and 3rd floor totals, 2,000 sq. ft. minimum for the total living area.)

Cost/sq. ft. of living area: \$ _____ (value of work divided by total living area)

Building Height, if changing

Top of slab elevation: _____ ft. (measured from top of slab to the highest point of the roof, excluding chimneys)

Finished Floor elevation: _____ ft. (finished floor and top of slab elevation should be the same)

Floor to Floor height: _____ ft. (indicate each floor plate to plate height for required fire blocking)

Highest roof ridge elevation above top of slab: _____ ft. (excluding chimneys)

Auto Shelter Information

Garage (=200): _____ sq. ft.

Carport (=200): _____ sq. ft.

Attached (within building line)

Detached (5 ft. from main building and any property line minimum)

Faces back of property

Faces side property line (28 ft.)

Faces front of property (50 ft.) (must be at least 50 feet to the rear of the front line of the dwelling)

Note: On a corner lot garage doors cannot face side street

Note: A front-facing garage cannot be on a corner lot

Accessory structures

No more than 1 story high: _____ (one story height equals floor to floor height)

Distance from main building, property line or other accessory structures (5 ft.): _____ ft.

Game Court Information (unlighted/lighted minimums)

Game Court lighted: _____

Distance from any property line (25/100): _____ ft.

Type of new foundation (check one)

Slab on grade Pier and beam

Foundation & framing plans signed and sealed by A/E _____

At least one 3 ft. wide door to the outside of the building _____

GFI outlets in all wet areas _____

Hurricane straps on roof _____

Tempered glass in shower _____

Access to attic spaces _____

Plans use 2009 IRC _____

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PERMIT CHECKLIST – NEW BUILDING

Electrical Service

Load analysis total: _____ amps
 Service current in place: _____ amps
 Recommended service: _____ amps

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>[] Driveway
 [] Swimming Pool, Spa or Hot Tub
 [] Drainage System
 [] Irrigation System
 [] Fences and Gates</p> | <p>If driveway is included, add driveway permit checklist.
 If swimming pool, spa or hot tub is included, add swimming pool checklist.
 If drainage system is included, add drainage system checklist.
 If irrigation system is included, add irrigation system checklist.
 If fencing and gates are included, add fence/gate permit check list.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

General Questions

- Patio or deck included
 Fire sprinkler system approved
 Landscaping included
 Irrigation included

COMMENTS:

OFFICE USE ONLY

Approved Denied

Comments: _____

Signed By: _____ Title: _____

Permit Fee: \$ _____ Total Paid: \$ _____

**ACKNOWLEDGEMENT OF RECEIPT OF
CONSTRUCTION SITE ORDINANCE FORM
AND
CONSENT TO ENTER CONSTRUCTION SITE FORM**



The undersigned hereby acknowledges that he or she is an owner of the property located at _____, City of Hunters Creek Village, Texas, (the "Property"), or is an agent of an owner and authorized to act for that owner, and that substantial construction activity is planned or underway on the Property.

The undersigned hereby grants consent to police officers employed by the state and local law enforcement agencies to enter onto the Property, at any time, to deter potential criminal activity or for any other lawful purpose.

The undersigned hereby acknowledges receipt and/or knowledge of the City's building codes and ordinances. Furthermore, the undersigned agrees to strictly comply with the City's building codes and ordinances whether now in force or hereafter promulgated.

The consent to enter evidenced herein shall be effective only until a certificate of occupancy is used with respect to the construction project and shall not be construed as authorizing a police officer to enter a structure that has been located or otherwise secured against unauthorized entry.

CONTRACTOR'S NAME

OWNER

CONTACT PERSON FOR COMPANY
(SIGN NAME)

AGENT FOR OWNER

CONTACT PERSON FOR COMPANY
(PRINT NAME)

RELATIONSHIP OF AGENT TO OWNER

CONTACT PERSON'S PHONE NUMBER

DATE SIGNED

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Permit Application

Date: _____ Job Site Address: _____

Permit Type

- New Residence Plumbing Pool Driveway Deck
- Comm. Build HVAC Fence Demo Irrigation
- Remodel Signs Roof Drainage
- Electrical Channel Bank Stabilizer

Value of Work for Contractor: \$ _____ Total Square Footage _____

Description of Work _____

Property Owner Information

Name Phone Number

E-Mail Fax Number

Architect / Designer Information

Name Phone Number

E-Mail Fax Number

Contractor / Subcontractor Information

Company Name Phone Number

Employee Name Fax Number

Signature E-Mail

Address, City, Zip

ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED WITH THE CITY OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.

*****OFFICE USE ONLY*****

- Approved Denied

Comments: _____

Signed By: _____ Title: _____