

City of Hunters Creek Village

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



PERMIT CHECKLIST - Remodeling
(Some items may not be applicable)

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 Notice of Deed Restrictions Form
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
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 or ARC.
C14 (b) Availability Form from MWVA
C15 2009 IECC Compliance Report
C16 Electrical Load Analysis and Service Recommendation
C17 Geotechnical Soils Report
C18 Approved Fire Sprinkler Plans - Fire Marshal
C19 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.
C20 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.
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.):

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

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 _____

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

Electrical Service

Load analysis total: _____ amps

Service current in place: _____ amps

Recommended service: _____ amps

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

General Questions

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

Notice:

Applicant will be required to provide scanned PDF files of HCV-approved plans within 10 business days of receiving a permit. See additional guidelines.

COMMENTS:

****OFFICE USE ONLY****

Approved Denied

Comments: _____

Signed By: _____ Title: _____

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



(713) 465-8357 fax

Permit Application

Date: _____ Job Site Address: _____

Permit Type

- | | | | | |
|--|--|--------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> New Residence | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Pool | <input type="checkbox"/> Driveway | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Comm. Build | <input type="checkbox"/> HVAC | <input type="checkbox"/> Fence | <input type="checkbox"/> Demo | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Signs | <input type="checkbox"/> Roof | <input type="checkbox"/> Drainage | |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> 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: _____