



PERMIT CHECKLIST – POOL / SPA / HOT TUB

Date: _____ Job Site Address: _____

Value of the Work: \$ _____

Documents Submitted:

- Two sets of Plans
- Survey of Property
CH. CH. 44, SUB-SECT. 44-28 HUNTERS CREEK VILLAGE CODE
- Tree Certification
CH. 18, SECT. 18-20 (c) (1) HUNTERS CREEK VILLAGE CODE
- Tree Disposition Plan (TDP)
CH. 18, SECT. 18-20 (c) (1) HUNTERS CREEK VILLAGE CODE
- Drainage Plan or Notarized Statement to comply with
CH. 44, SECT. 44-129 HUNTERS CREEK VILLAGE CODE
- Letter from HOA's ARC to show receipt of plans for review or Letter from builder stating there is no HOA or ARC.
- Water/Sewer Availability Letter
- Electrical Load Analysis and Service Recommendation

Site Information (Mins):

NOTE: ALL POOLS ARE TO BE STAKED OUT AND INSPECTED PRIOR TO ANY DIGGING.

Horizontal distance from overhead power line to water's closest edge ($\geq 10'$): _____ ft.

Height of power line(s) within 25 feet of water's edge: _____ ft.

≥ 5 ft. from any building _____

≥ 15 ft. from side property line _____

≥ 10 ft. from back property line _____

NOTE: IF BACKSIDE NEIGHBOR IS A SIDE PROPERTY LINE THEN THIS VALUE MUST BE GREATER THAN OR EQUAL TO 15 FT.

Finished Floor (FF) Elevation of House: _____ ft.

Finished Floor (FF) Elevation of Accessory Structure associated with the Pool: _____ ft.

Elevation of Pool Deck: _____ ft.

NOTE: POOL DECK ELEVATION SHOULD BE ONE INCH OR MORE BELOW THE FF ELEVATION OF THE HOUSE AND ANY ACCESSORY STRUCTURE ASSOCIATED WITH THE POOL.

Pool/Spa/Hot Tub Info:

Pool Color a light color _____

All electrical circuits GFI _____

Any diving boards, slides or viewing stands _____

Accessory Structures:

No more than 1 story high: _____

NOTE: ONE STORY HT EQUALS FLOOR TO FLOOR HT.

Distance from main bldg, property line or other accessory structures ($\geq 5'$): _____ ft.

Doors from Bldg to Pool Alarmed: _____

Electrical Service:

Load Analysis total: _____ amps

Service currently in place: _____amps

Recommended service: _____ amps

Drainage System:

NOTE: IF DRAINAGE SYSTEM IS INCLUDED, ADD DRAINAGE SYSTEM CHECKLIST.

Fencing and Gates:

NOTE: IF FENCING OR GATES ARE INCLUDED, ADD FENCE or GATE CHECKLIST.

****OFFICE USE ONLY****

Approved Denied

Comments: _____

Signed By: _____ Title: _____

Permit Fee: \$ _____

City of Hunters Creek Village

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



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 _____

<i>Property Owner Information</i>	
Name _____	Phone Number _____
E-Mail _____	Fax Number _____
<i>Architect / Designer Information</i>	
Name _____	Phone Number _____
E-Mail _____	Fax Number _____
<i>Contractor / Subcontractor Information</i>	
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

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REQUIRED INSPECTIONS FOR SWIMMING POOLS			
*** SWIMMING POOL *** (5 Pool, 2 Electrical, 2 Plumbing inspections)			
1	Stake out		
<p>***An approved set of plans and the Job Copy of the permit must be on the job site at all times for inspections. If either are not on site a rejection will be issued and an inspection will be charged but no inspection will be made.</p>			
2	Pool Steel inspection – all steel must be installed, tied and bonded		
3	Electrical rough		
4	Plumbing rough		
5	Electrical final		
6	Plumbing final		
7	Pool final		
*** POOL DECK ***			
<p>*** If trees are within 20 feet of project area Urban Forester must inspect to make certain no roots 1 inch or larger have been cut. You must call him for inspection after the deck area is formed.</p>			
1	Form, Steel and BONDING		
2	Pool Deck Final		
*** FENCE (WOODEN/WROUGHT IRON) ***			
1	Post holes		
2	Fence Final		
*** WALL FENCES ***			
1	Holes		
2	Wall Final		
<p>*** If trees are within 20 feet of project area Urban Forester must inspect to make certain no roots 1 inch or larger have been cut. You must call him for inspection after the sidewalk/drive area(s) is/are formed.</p>			
*** DRIVEWAY AND/OR SIDEWALKS			
1	Location		
2	Steel		
3	Final		
HCVSPoolPoolDeckWoodFenceGatesDriveApproach030608			