City of Hunters Creek Village
#1 HUNTERS CREEK PLACE
HUNTERS CREEK VILLAGE, TEXAS 77024
(713) 465-2150 phone
(713) 465-9397 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 MVWA
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.):  ________________
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 __________
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:
________________________________________________________________________________________
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**OFFICE USE ONLY**

□ Approved   □ Denied
Comments: ____________________________________________________________

Signed By: ____________________________________ Title: ____________________________

Permit Fee: $_______________ Total Paid: $_______________
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 _____________________________________________________________

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: _____________________________