

City of Hunters Creek Village
HUNTERS CREEK VILLAGE, TEXAS 77024
(713) 465-2150 phone
(713) 465-8357 fax



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 to comply with
CH. 44, SECT. 44-129 HUNTERS CREEK VILLAGE CODE
- ☐ Letter of approval from HOA's ARC or Letter from builder stating there is no HOA or ARC.
- ☐ Water/Sewer Availability Letter
- ☐ Electrical Load Analysis and Service Recommendation

Site Information (Mins):

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: _____

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

REQUIRED INSPECTIONS FOR SWIMMING POOLS & SPAS	
*** SWIMMING POOL *** [4 Pool, 2 Electrical, 2 Plumbing Inspections]	
*** 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.	
1	Pool Lay Out Inspection – Mark perimeter of pool by clearly flagging and/or painting the digging points of final location of pool
2	Pool Steel Inspection – All steel must be installed, tied, and bonded
3	Deck Steel – All steel must be installed, tied, and bonded
4	Electrical Rough - Bonding
5	Plumbing Rough – Vacuum Breaker, Ptrap, Gas Test
6	Electrical Final
8	Plumbing Final
9	Pool and Deck Final

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

- | | | | | |
|--|--|--------------------------------|-----------------------------------|-------------------------------------|
| <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"/> Tree |
| <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, CASH AND CREDIT CARDS 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: _____