

# 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: \$ \_\_\_\_\_  
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 & 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 ☐ 2021 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.

1<sup>st</sup> 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

2<sup>nd</sup> Floor Living Area: \_\_\_\_\_ sq. ft.

3<sup>rd</sup> Floor Living Area: \_\_\_\_\_ sq. ft.

Total living area: \_\_\_\_\_ sq. ft. (add 1<sup>st</sup> floor living space to the 2<sup>nd</sup> and 3<sup>rd</sup> 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 2021 IRC

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Load analysis total: \_\_\_\_\_ amps  
Service current in place: \_\_\_\_\_ amps  
Recommended service: \_\_\_\_\_ amps

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

[illegible]

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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## **NOTICE OF DEED RESTRICTIONS** **AND** **STATEMENT OF ACKNOWLEDGMENT**

By signing below, I acknowledge that I have been informed that there are many subdivisions within the City of Hunters Creek Village (HCV) and that most have deed restrictions that could affect the size, appearance, placement and other elements of a proposed improvement. I have also been informed that there may be differences in the requirements of the deed restrictions affecting the property and the Building Codes and Ordinances that HCV enforces in granting Building Permits.

Generally, deed restrictions are enforced by a homeowners' association (HOA), through an Architectural Review process. I understand that it is my responsibility to contact my HOA, if one exists, and receive approval of any proposed improvement. HCV does not review plans for compliance with deed restrictions nor does it enforce deed restrictions or any other HOA's building policies or rules.

I understand that if HCV issues me a Building Permit for this improvement, it is based solely on the judgment of HCV's Building Official that I have complied with HCV's adopted Building Codes, Code of Ordinances and any other HCV policies that might affect the issuance of such permit. The issuance of a Building Permit by HCV in no way relates to whether any proposed improvement is in compliance with any deed restrictions affecting the property.

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME AS ABOVE:** \_\_\_\_\_

**REPRESENTING:** \_\_\_\_\_

**PERMIT ADDRESS:** \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 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 | 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, CREDIT CARDS & 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: \_\_\_\_\_