

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: \$ _____
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 [] 2021 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.): _____

HCVPermitCchecklistNewBuilding08072020

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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.

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 2021 IRC _____

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Electrical Service

Service current in place: _____ amps

Recommended service: _____ amps

- | | |
|--|--|
| <input type="checkbox"/> Driveway | If driveway is included, add driveway permit checklist. |
| <input type="checkbox"/> Swimming Pool, Spa or Hot Tub | If swimming pool, spa or hot tub is included, add swimming pool checklist. |
| <input type="checkbox"/> Drainage System | If drainage system is included, add drainage system checklist. |
| <input type="checkbox"/> Irrigation System | If irrigation system is included, add irrigation system checklist. |
| <input type="checkbox"/> 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

COMMENTS:

[illegible]

****OFFICE USE ONLY****

☐ Approved ☐ Denied

Comments:

Signed By: _____ Title: _____

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 | <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, 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: _____