



## **PERMIT CHECKLIST – BUILDING DEMOLITION**

### **Documents to Submit:**

- ☐ Site Plan showing proposed new structure and where it is located on the lot.
  - If new plans are not ready, a letter will be required stating this.
- ☐ Tree Disposition Plan and Tree Survey (showing all existing trees by name, location, and size)
  - Ch. 18, Sect. 18-20(c)(1) Hunters Creek Village Code.
  - If no trees are to be removed, a letter stating such will be required in place of the Tree Disposition Plan and Tree Survey. (*Tree Protection during demolition is still required even if no trees are being removed.*)
- ☐ Demolition Approval from the Memorial Villages Water Authority (MVWA)
- ☐ Gas Disconnect Letter from Center Point Energy
- ☐ Confirmation of Electrical Disconnect [pictures of the lines cut and rolled from house]
- ☐ Construction Site Regulations received and understood
  - Port-O-Let on site, property located, and properly screened.
  - Construction site fence installed and approved.

### **\*\*OFFICE USE ONLY\*\***

☐ **Approved**   ☐ **Denied**

### **Comments:**

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**Signed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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"/> Generator  |
| <input type="checkbox"/> Electrical    | <input type="checkbox"/> Channel Bank Stabilizer | <input type="checkbox"/> Tree  | <input type="checkbox"/> Fire Sprinkler |                                     |

Value of Work: \$ \_\_\_\_\_ Total Affected 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 [Printed]

Fax Number

Employee Signature

E-Mail

Company Address, City, Zip

ONLY COMPANY CHECKS, CASH, & 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: \_\_\_\_\_