

City of Hunters Creek Village  
#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024  
(713) 465-2150 phone  
(713) 465-8357 fax



**PERMIT CHECKLIST – POOL/SPA/HOTUB**

**Date:** \_\_\_\_\_ **Job Site Address:** \_\_\_\_\_

**Value of Work: \$** \_\_\_\_\_

**Documents to Submit:**

- ☐ Two (2) sets of plans
- ☐ Survey of Property (as-built)
- ☐ Tree Disposition Plan and Tree Survey (CH. 18 Sect. 18-20 (1) Hunters Creek Code)
- ☐ Drainage Plan (CH. 18 Sect. 18-20 (1) Hunters Creek Code)
- ☐ Letter of approval from HOA's ARC or Letter stating there is no HOA ARC
- ☐ Letter of approval from the Memorial Villages Water Authority (Water/Sewer Availability)
- ☐ Electrical Load Analysis and Service Recommendation

**Site Information:**

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.

Distance from main building property line or other accessory structures ( $\geq 5'$ ): \_\_\_\_\_ ft.

$\geq 15$  ft. from side property line \_\_\_\_\_ (yes or no) (if no, must meet ordinance requirement for non-conforming lots)

$\geq 10$  ft. from back property line \_\_\_\_\_ (yes or no) (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.

Doors from Buildings to Pool Alarmed: \_\_\_\_\_ (yes or no)

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)

Accessory Structures: No more than 1 story high: \_\_\_\_\_ (yes or no)

Gates self-closing & self-latching \_\_\_\_\_ (yes or no) (NOTE: pool gates must open out with latch on inside)

Fence/Gate provides protection for Pool/Spa/Hot Tub area (as required by Code): \_\_\_\_\_ (yes or no)

NOTE: pool fencing must be at least 48" high.

**Pool/Spa/Hot Tub Info:**

Pool Color a light color \_\_\_\_\_ (yes or no)

All electrical circuits GFI \_\_\_\_\_ (yes or no)

Any diving boards, slides or viewing stands \_\_\_\_\_ (yes or no)

**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. (Separate permit)

**Fence & Gates:**

NOTE: If Fence & Gates are included, add Fence & Gates checklist. (Separate permit)

City of Hunters Creek Village  
#1 Hunters Creek Place  
Hunters Creek Village, Texas 77024  
(713) 465-2150 phone  
(713) 465-8357 fax



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

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: \_\_\_\_\_