

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 RESIDENCE**

**Documents to Submit:**

- ☐ Two (2) sets plans & a USB or CD of plans in PDF Files
- ☐ Survey of Property
- ☐ Notice of Deed Restriction Form
- ☐ Consent to Enter Form
- ☐ Tree Disposition Plan and Tree Survey [CH. 18 Sect. 18-20 (c) Hunters Creek Code]
- ☐ Letter of Approval from the Memorial Village Water Authority (Water/Sewer Availability Letter)
  - ☐ Approval for Location of Sanitary Sewer Cleanout, Water Meter Location, Finish Floor of New House, and Rim Elevation of Nearest Sanitary Sewer Manhole
- ☐ Letter of Approval from HOA
  - ☐ If no HOA, then a letter stating such is required
- ☐ 2021 IECC Compliance Report
- ☐ Electrical Load Analysis and Service Recommendation
- ☐ Geotechnical Soils Report
- ☐ Approved Fire Sprinkler Plans - Fire Marshal
  - ☐ If plans are not ready a Letter of Intent from Fire Sprinkler Company is required
- ☐ Drainage Plan
- ☐ Property is in 100-year floodplain, survey and site plan must show contour
- ☐ 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

**Site Information:**

- ☐ Existing house to be demolished
- ☐ Vacant Lot (Structure already removed)

**Type of Lot:**

- ☐ Conforming Lot (22,500 sq. ft. or greater)
  - ☐ Width of the lot at front B.L. (75 ft. min.): \_\_\_\_\_ ft.
  - ☐ Depth of lot (120 ft. min.): \_\_\_\_\_ ft.
  - ☐ Lot Size: \_\_\_\_\_ sq. ft.
  - ☐ Buildable Area (25%): \_\_\_\_\_ sq. ft.
- ☐ Non-Conforming Lot (Measurements below the conforming minimums)
  - ☐ Lot Size: \_\_\_\_\_ sq. ft.
  - ☐ Buildable Area (lesser of 33% of lot sq. ft. OR 5,625 sq. ft.): \_\_\_\_\_ sq. ft.

Subdivision: \_\_\_\_\_

When was subdivision platted? \_\_\_\_\_

Front building setback (50ft): \_\_\_\_\_ ft.

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



Side setbacks (20/35 ft. with one a minimum of 15 ft.): \_\_\_\_\_ ft. & \_\_\_\_\_ ft.

Rear setback (25 ft.): \_\_\_\_\_ ft.

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 on page 1 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 area to the 2nd and 3rd floor areas; 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: (Maximum 35ft. from top of slab):

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 lines)
- ☐ 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\*

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



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: \_\_\_\_\_ (yes/no)

Distance from any property line (25/100): \_\_\_\_\_ ft.

Type of new foundation (check one):

- ☐ Slab on grade
- ☐ Pier and beam

General Questions:

- Foundation & framing plans signed and sealed by A/E \_\_\_\_\_ (yes or no)
- At least one 3 ft. wide door to the outside of the building \_\_\_\_\_ (yes or no)
- GFI outlets in all wet areas \_\_\_\_\_ (yes or no)
- Hurricane straps on roof \_\_\_\_\_ (yes or no)
- Tempered glass in shower \_\_\_\_\_ (yes or no)
- Access to attic spaces \_\_\_\_\_ (yes or no)
- Plans use 2021 IRC \_\_\_\_\_ (yes or no)

Electrical Service

Load analysis total: \_\_\_\_\_ amps

Service current in place: \_\_\_\_\_ amps

Recommended service: \_\_\_\_\_ amp

Driveway:

NOTE: If driveway is included, add driveway checklist. (Separate permit)

Drainage System:

NOTE: If drainage system is included, add drainage system checklist. (Separate permit)

Irrigation System:

NOTE: If irrigation system is included, add irrigation system checklist. (Separate permit)

Fence & Gates:

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

Swimming Pool, Spa, or Hot Tub:

NOTE: If swimming pool, spa, or hot tub is included, add swimming pool, spa, or hot tub checklist. (Separate permit)

Generator:

NOTE: If generator is included, add generator checklist. (Separate permit)

NOTE:

Electrical, Plumbing, Mechanical, Fire sprinkler, & Tree are all separate permits.

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



**COMMENTS:**

---

---

---

---

---

---

---

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

☐ **Approved**    ☐ **Denied**

**Comments:** \_\_\_\_\_

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

**NOTICE OF DEED RESTRICTIONS**  
**AND**  
**STATEMENT OF ACKNOWLEDGEMENT**



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: \_\_\_\_\_

**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  
(PRINT NAME)

\_\_\_\_\_  
AGENT FOR OWNER

\_\_\_\_\_  
CONTACT PERSON FOR COMPANY  
(SIGN NAME)

\_\_\_\_\_  
RELATIONSHIP OF AGENT TO OWNER

\_\_\_\_\_  
CONTACT PERSON 'S PHONE  
NUMBER

\_\_\_\_\_  
DATE SIGNED

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: \_\_\_\_\_