PERMIT CHECKLIST – NEW BUILDING

Date:  ____________________  Job Site Address:  _____________________________________________
Lot: ______  Block: ______  Subdivision: ______________________________________________________
Value of the Work:  $_______________  Square Footage (HCV to provide): __________________________
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  [ ]
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 [ ] 2009 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.):  ____________ ft.
Side setbacks (20/35 ft. with one a minimum of 15 ft.):  ____________ ft. &  ____________ ft.
Rear setback (25 ft.):  ____________

HCVPermitChecklistNewBuilding11102009
PERMIT CHECKLIST – NEW BUILDING

Easements shown: ________________________________________________________________________________________
Variance 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 2009 IRC __________
PERMIT CHECKLIST – NEW BUILDING

Electrical Service
Load analysis total: ________ amps
Service current in place: ________ amps
Recommended service: ________ amps

[ ] Driveway  
If driveway is included, add driveway permit checklist.

[ ] Swimming Pool, Spa or Hot Tub  
If swimming pool, spa or hot tub is included, add swimming pool checklist.

[ ] Drainage System  
If drainage system is included, add drainage system checklist.

[ ] Irrigation System  
If irrigation system is included, add irrigation system checklist.

[ ] Fences and Gates  
If fencing and gates are included, add fence/gate permit checklist.

General Questions
[ ] Patio or deck included
[ ] Fire sprinkler system approved
[ ] Landscaping included
[ ] Irrigation included

COMMENTS:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**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 AGENT FOR OWNER
(SIGN NAME)

_______________________________________  _____________________________________
CONTACT PERSON FOR COMPANY RELATIONSHIP OF AGENT TO OWNER
(PRINT NAME)

_______________________________________  _____________________________________
CONTACT PERSON’S PHONE NUMBER DATE SIGNED

HCVConsentToEnterConstructionSiteRevised080608
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: __________________________________

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>□ New Residence</th>
<th>□ Plumbing</th>
<th>□ Pool</th>
<th>□ Driveway</th>
<th>□ Deck</th>
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<td>□ Comm. Build</td>
<td>□ HVAC</td>
<td>□ Fence</td>
<td>□ Demo</td>
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<td>□ Signs</td>
<td>□ Roof</td>
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<td></td>
<td>□ Electrical</td>
<td>□ Channel Bank Stabilizer</td>
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Value of Work for Contractor: $____________________  Total Square Footage _____________

Description of Work _____________________________________________________________

<table>
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<tr>
<th>Property Owner Information</th>
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<tbody>
<tr>
<td>Name</td>
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<thead>
<tr>
<th>Architect / Designer Information</th>
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<tr>
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<tr>
<th>Contractor / Subcontractor Information</th>
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</thead>
<tbody>
<tr>
<td>Company Name</td>
</tr>
<tr>
<td>Employee Name</td>
</tr>
<tr>
<td>Signature</td>
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<tr>
<td>Address, City, Zip</td>
</tr>
</tbody>
</table>

ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED WITH THE CITY OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.

***OFFICE USE ONLY***

Comments:  __________________________________________________________________________

Signed By:  ______________________________________  Title:  _____________________________

HCVPermitApplication11102009