

**CITY OF HILLCREST VILLAGE
PERMIT APPLICATION FORM**

Permits *must* be issued *prior* to any of the following building activities to include, but not limited to, the following:

- New home or detached building construction
- Additions to existing homes or detached buildings
- Exterior remodeling, including roofing, siding, and so forth
- Modifications to plumbing including water, sewer, gas, and air conditioning and heating systems
- Electrical service modifications
- In-ground or above-ground swimming pools
- Attached or detached building demolition or moving
- Erected fences

In short, any construction that changes, improves, or otherwise modifies the exterior of an existing building or any new construction erected on a property, or modifies plumbing, electrical or HVAC, requires a building permit. Building permits are obtained through the city office (281-756-0577).

DATE: _____

APPLICANT INFORMATION:

RESIDENT NAME: _____

RESIDENT ADDRESS: _____

CONTRACTOR: _____

PHONE: _____

APPROXIMATE COST: _____

DETAILED DESCRIPTION OF WORK*: _____

ESTIMATED PERMIT COST: \$ _____

ISSUED BY (PENDING REVIEW): _____

PERMIT REQUEST WILL BE REVIEWED AND RESPONDED TO WITHIN _____ BUSINESS DAYS.

Note: Separate permits are required for electrical, plumbing, heating, ventilating and/or air conditioning. This permit becomes null and void if work or construction is suspended or abandoned for a period of 6 months at any time after work is commenced.

This application is to be accompanied by dimensional drawings and specifications in duplicate for approval. A plot plan indicating the location of building or buildings, etc. on said lot. All provisions of the building code, or other governing ordinances shall be complied with wither or not therein specified. I hereby accept all conditions herein above mentioned and certify that all statements herein recorded by me are true.

*IF PETITIONING A VARIANCE TO AN ORDINANCE, RESIDENT IS REQUIRED TO ATTEND COUNCIL MEETING ONCE ADDED TO THE AGENDA BY CONTACTING THE CITY OFFICE (281-756-0577) – BRING DETAILED SCOPE OF WORK AND VARIANCE CHANGE INFORMATION TO MEETING FOR REVIEW.

ACKNOWLEDGEMENT OF APPLICANT (OWNER/CONTRACTOR/AGENT): _____

DATE: _____