



**Hedwig Village Building Department  
955 Piney Point Road  
Hedwig Village, Texas 77024  
Phone: 713-465-6009  
Fax: 713-465-6807**

# **CITY OF HEDWIG VILLAGE CHECK LIST FOR PLAN SUBMITTAL**

**MUST BE CHECKED & SIGNED WITH APPLICATION**

The City of Hedwig Village is a zoned community, and ALL plans must comply with all applicable zoning ordinances. The City of Hedwig Village DOES NOT enforce deed restrictions. Check property sources for compliance. The City of Hedwig Village ordinances can be accessed from the City web site: [www.hedwigtx.gov](http://www.hedwigtx.gov)

Large trash containers must, at all times, remain on private property, not on city right-of-way per City of Hedwig Village Ordinance No. 591, including loading and unloading.

**NEW HOUSE PLANS MUST BE SUBMITTED IN DIGITAL FORM THAT INCLUDE THE FOLLOWING DOCUMENTS AND PAY APPLICABLE FEES:**

- ☐ Drainage review fee of \$1,500.00 due at the time of new commercial or residential plan submittal.
- ☐ Site Plan that shows lot coverage calculations, including driveway, patio, and sidewalk, including preferred location of sewer and water taps.
- ☐ Engineered Foundation Detail – signed and sealed by a Registered Professional Engineer of the State of Texas.
- ☐ Framing detail.
- ☐ House Plans drawn by a Registered Professional Architect of the State of Texas or Building Designer and sealed as applicable.
- ☐ Total lot coverage may not exceed 40% (25% is footprint of structure and 15% for non-permeable flatwork).
- ☐ Building height shall not exceed 35 feet.
- ☐ Plans must comply with the latest edition of the International Energy Code.
- ☐ Service Location Letter, with fault, current from CenterPoint Energy (713-659-2111).
- ☐ Electrical One Line and Load Analysis.
- ☐ Plumbing Riser Detail including Water Tap Size.
- ☐ Mechanical Layout with manual J, D&S.
- ☐ Fire Sprinkler System Detail.
- ☐ Letter of water and sewer availability from the Memorial Villages Water Authority.
- ☐ Grading and Drainage Plan signed and sealed by a Registered Professional Engineer of the State of Texas.
- ☐ Soil report (one copy required).
- ☐ Topographical Survey by a Registered Professional Land Surveyor of the State of Texas.
- ☐ Topographical survey submitted upon completion of House (AS BUILT) reviewed by the Engineer stating that it substantially conforms to the design and intent of the Drainage Plan submitted by Permit. Survey must also include as-built lot coverage calculations.
- ☐ Survey by a Registered Professional Land Surveyor of the State of Texas.
- ☐ Tree Disposition Plan and tree survey from Carey Moran 713-305-0601.
- ☐ FEMA Certificate is required when property lies within the 100-Year Flood Plain.
- ☐ Plans must comply with the latest edition of the International Building Code.

## REMODELING & ROOM ADDITION PLANS – TWO SETS:

- ☐ Engineered Foundation Detail if greater than 1,000 square feet or two (2) stories signed and sealed by a Registered Professional Engineer of the State of Texas.
- ☐ Site Plan with revised lot coverage calculations (as required).
- ☐ Framing detail.
- ☐ Electrical Load Analysis & One Line of Existing or New Service.
- ☐ **Low voltage must be permitted separately.**
- ☐ Survey by Registered Professional Land Surveyor of the State of Texas.
- ☐ Letter of water and sewer availability from the Memorial Villages Water Authority (MVWA 713-465-8318).
- ☐ Irrigation Plans should be submitted in duplicate and detail.
- ☐ Fire Sprinkler System Detail if the addition, renovation, remodeling, or restoration equals or exceeds fifty percent (50%) of the livable floor space of the structure.
- ☐ Tree Disposition Plan (if adding square footage to structure).

The City of Hedwig Village adheres to the latest version of the International Building Codes.  
(IBC 2018 & NEC 2017)

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Applicant's Signature

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Date