



**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 NEW RESIDENTIAL 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)

## **Submittal Documents**

- Grading and Drainage Plan – signed and sealed by a Registered Professional Engineer of the State of Texas.
- Tree Disposition Plan and tree survey submitted by a degreed Forester.
- Topographical survey and site survey and verifying compliance with setback restrictions must be submitted by a Registered Professional Land Surveyor of the State of Texas. The survey must detail the finished floor elevation of the home, elevation of adjacent public roadways and all setbacks from property lines for all structures on the lot.
- Soil report (one copy required)
- Site Plan to include *impervious* (as defined by code of ordinance below) coverage. Total lot coverage may not exceed 40% (25% is footprint of structure and 15% for non- permeable flatwork including patio cover and porches)

- *Impervious (impermeable) surface. Any material applied to the surface of land which does not permit natural infiltration or passage of water into the ground, except for the ground area of buildings.*

- Engineered structural drawings signed and sealed by a Registered Professional Engineer of the State of Texas.
- Building height shall not exceed 35 ft.
- Energy code compliance verification must be submitted (ResCheck, HERS Rating, Energy Star, etc.) verifying compliance with the 2018 edition of the International Energy Code. Submittal documents must be signed by an individual that is ICC Certified for Residential 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 must be submitted and approved by the Village Fire Department and verification of approval must be submitted prior to permit issuance.

Village Fire Department: 713-468-7941  
901 Corbindale, Houston, TX 77024.

- Letter of water and sewer availability from the Memorial Villages Water Authority.

Memorial Villages Water Authority: 713-465-8318  
8955 Gaylord Dr. Houston, Texas 77024

- FEMA Elevation Certificate is required when property lies within the 100 Year Flood Plain.
- Storm water protection plan

**NEW HOUSE PLANS MUST BE SUBMITTED IN DIGITAL FORM. UPON SUBMITTAL OF THE ABOVE LISTED DOCUMENTS, THE APPLICANT MUST PAY A \$2,500.00 SUBMITTAL FEE**

- **\$1,500.00 FOR DRAINAGE PERMIT REVIEW**
- **\$1,000.00 UPFRONT REVIEW FEE FOR TREE, BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, ENERGY CODE AND ZONING PERMIT REVIEW**
- **ADDITIONAL FEES MAY BE REQUIRED UPON RESUBMITTAL, SUCH FEES WILL BE CHARGED AT \$100.00/HR**

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Signature

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Date

## **Additional Resources:**

- ICC Codes are available to view online here:
  - <https://codes.iccsafe.org/search/>
- City of Hedwig Village code of ordinances and zoning requirements can be found here:
  - [Zoning ordinances including setbacks, building height, lot coverage, fence height Etc.](#)
  - [Amendments to Building Codes and jobsite maintenance requirements.](#)
  - [Jobsite Maintenance requirements](#)
  - [Tree protection](#)
- List of available degreed Foresters including but not limited to the following. Applicants may choose to use other qualified professional but verification of credentials will be required.
  - Jeff Hanawalt, Consulting Forester O: 713-774-6621 cell: 832-731-0458
  - Craig Koehl, Forester for West University 713-299-8818
  - S. L. Anderson, Consulting Foresters 713-974-2208
  - Jack Hill, Burditt Consulting 936-756-3041

### **Inspection Information**

- 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.
- FEMA Elevation Certificate is required when property lies within the 100 Year Flood Plain.
- Ridge Height Certification prior to frame inspection approval
- Form Survey submitted and approved prior to foundation approval
- Energy code compliance certification to include testing data for Blower door and duct testing.
- CO inspection to be performed after Building and fire marshal final inspection this will be the last inspection and must be approved prior to the owner occupying the house.

**(insert the list of required inspections)**