

City of Spring Valley Village  
**RESIDENTIAL CERTIFICATE OF  
 OCCUPANCY APPLICATION**

Phone: 713-465-8308

Email: permits@springvalleytx.com

All items listed are required for issuance of a Certificate of Occupancy  
 and must be submitted together once all finals have been scheduled and/or approved.

**Residential Project Address:** \_\_\_\_\_

Applicant/Builder Name: \_\_\_\_\_

Address of Applicant/Builder: \_\_\_\_\_

Phone No.: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

***MUST SUBMIT ALL REQUIRED REPORTS TOGETHER  
 Incomplete applications will not be accepted***

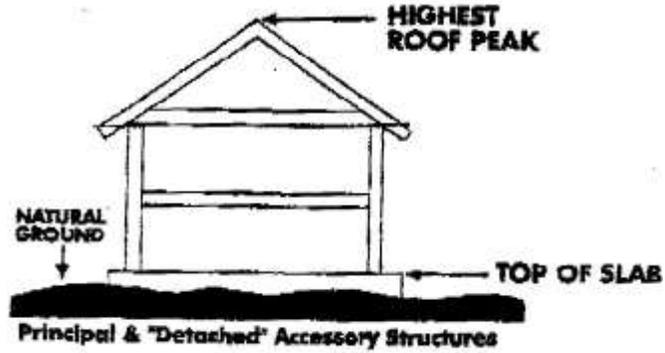
Permit Type	Date	Approved/Denied
<i>Building and (Public Works)</i>		
<i>Electrical</i>		
<i>Plumbing</i>		
<i>Mechanical</i>		
Description	Date Received	Verified By
Final Topo with Tree Survey and Description & Species of all trees planted/on site		
<i>Energy Code Report</i>		
Final Elevation Certificate		
Ridge Height Certification		
As-Built Drainage with Engineer's Letter		
Memorial Villages Fire Marshal's Final Approval Letter		

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# HEIGHT CERTIFICATION

## Principal & Accessory Structures



PROJECT BENCHMARK \_\_\_\_\_

**LOCATION OF PROJECT BENCHMARK**  
 X Top of Curb    σ Nail on Power Pole  
 σ Nail In Tree    σ Other \_\_\_\_\_

**STEPS TO DETERMIND THE HEIGHTS OF STRUCTURES**

1. From PROJECT BENCHMARK, determine TOP OF SLAB ELEVATION.
2. When framing is complete, determine distance from TOP OF SLAB to HIGHEST ROOF PEAK
3. Subtract AVERAGE NATURAL GROUND ELEVATION from HIGHEST ROOF PEAK ELEVATION to determine STRUCTURE HEIGHT above Adjacent Natural Ground.

**PRINCIPAL STRUCTURE      REAR YARD STRUCTURE**

σ Attached    σ Detached    σ Chimney  
(check one)

TOP OF SLAB				
TOP OF SLAB TO HIGHEST ROOF PEAK	+		+	
HIGHEST ROOF PEAK ELEVATION	=			
AVERAGE NATURAL GROUND <small>(Average of HIGHEST &amp; LOWEST ELEVATIONS Adjacent to Structure)</small>	-			
HEIGHT OF STRUCTURE*	=			

Max Height = \_\_\_\_ Above Natural Ground

Max Height = \_\_\_\_ Above Natural Ground

Property Address: \_\_\_\_\_

Lot \_\_\_\_ Block \_\_\_\_ Section \_\_\_\_

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

\_\_\_\_\_  
ORIGINAL ENGINEER OR SURVEYOR SIGNATURE

\_\_\_\_\_  
DATE

**03:H-01 - Height of Building or Structure:**

The height of a building or structure is the vertical distance above a reference datum (established below) measured to the highest point of: the coping of a flat roof; the deck line of a mansard roof; the highest ridge of a gabled, pitched, or hipped roof; or the highest point of the structure. The reference datum shall be selected by any of the following:

- .01 The elevation of the highest adjoining public sidewalk;
- .02 The elevation of the "natural ground" surface within a 5-foot horizontal distance of the exterior wall of the building or structure;
- .03 The elevation of the highest adjoining curb of a public street abutting the front yard;
- .04 The elevation of the highest edge of pavement of a public street abutting the front yard; or
- .05 The elevation one foot above the 100 year base flood elevation. (Ordinance 231; Ordinance 2011-05 adopted 2-15-11)