

# Checklist for Commercial Additions



Permits for Commercial Additions **MUST** be applied for Online via Accela Citizen Access at

<https://aca-prod.accela.com/CFW>

## Building Permit Application

Complete Sets of Constructions plans, with engineer or architects seals. [www.fortworthtexas.gov/departments/development-services/permits/commercial-building-plans](http://www.fortworthtexas.gov/departments/development-services/permits/commercial-building-plans)

### Including:

Property's legally registered, recorded plat - *Can be obtained at the Tarrant County Court House Deeds & Record's Dept. More info on the City of Fort Worth website: [www.fortworthtexas.gov/departments/development-services/platting#panel-1-2](http://www.fortworthtexas.gov/departments/development-services/platting#panel-1-2)*

Site Plan (*Grading Plans are not an acceptable substitution for a site plan*)

Including all of the following:

- Property lines
- Building location (dimensions to other structures, property lines, easements, etc)
- Accessory buildings, fences, enclosures, etc.
- Fire lane
- Public streets
- Existing or proposed fire hydrant location
- Gas well setbacks (if applicable)
- Easements
- Proposed parking allocated for the business

Utility Site Plan - *only required if new water or sewer service lines are needed for the development*

Including all of the following:

[www.fortworthtexas.gov/water/developers/](http://www.fortworthtexas.gov/water/developers/)

- Clearly identified existing and proposed water/sewer services, with size and use (such as domestic, irrigation, fire line, public hydrant, sewer tap, etc.)
- Clearly identified existing services to be abandoned
- Measurements from the nearest property line corner to each proposed service
- Location of water services to be provided
- Backflow preventer's
- Grease trap (contact pretreatment services for application)
- Pressure reducing valves, when necessary

Proposed Floor Plan (for additions, the full existing building floor plan must be included)

Landscape Plan for all new construction, *could be required for additions-check [here](#).*

Irrigation Plan for all new construction, *could be required for additions-check [here](#).*

Civil Paving Plan (must include widths and elevations), *ONLY if changes to paving or drainage is needed.*

Approved & Stamped Urban Forestry Compliance Site plan for all new construction, *could be required for additions-check [here](#).*

Copy of the Energy Code Compliance document - *if alterations to the building envelope, lighting, or mechanical system will be made. [www.energycodes.gov](http://www.energycodes.gov)*

Structural Plans

Electrical Plan

Mechanical Plan

Plumbing Plan



**In addition to your complete set of plans, please include the following;**

**Urban Forestry Permit Number** \_\_\_\_\_

TABS # \_\_\_\_\_ for projects \$50,000 and over [www.tdlr.texas.gov/TABS](http://www.tdlr.texas.gov/TABS)

Certificate of Appropriateness [www.fortworthtexas.gov/departments/development-services/preservation-urban-design/historic-preservation](http://www.fortworthtexas.gov/departments/development-services/preservation-urban-design/historic-preservation)  
(if property is located in a historical or design district)

NEZ Eligibility established or waiver [www.fortworthtexas.gov/files/assets/public/neighborhoods/documents/nez-all-active.pdf](http://www.fortworthtexas.gov/files/assets/public/neighborhoods/documents/nez-all-active.pdf)  
(if Property is located within NEZ boundaries)

**Grading Permit Number** \_\_\_\_\_ **(for projects greater than 1 acre).**



City of Fort Worth  
Development Services Department  
Building Permit Application

**Project Address:** \_\_\_\_\_ Bldg/Suite/Unit#: \_\_\_\_\_

Legal Description: Addition \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Scope of Work (Please Be Specific):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \*New Construction-brand new primary structure on lot
- \*Addition-adding square footage to existing primary structure
- \*New Accessory- brand new secondary structure on lot
- \*Accessory Addition-adding square footage to existing secondary structure
- \*Remodel- interior or exterior modification to existing primary or secondary structure
- \*Finish-out- remodel for a first generation occupant of a shell or white box space

**\*A Separate Application is Required for Each Structure**

**Commercial (Please Check One):** (Please Note: Apartments (3 or more units on a lot) are Considered Commercial Construction)

\*New Construction: \_\_\_ \*Addition: \_\_\_ \*New Accessory: \_\_\_ \*Accessory Addition: \_\_\_ \*Remodel: \_\_\_ \*Finish-out: \_\_\_

Total Square Footage Associated with Project: \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_

Total Cost of Construction without Mechanical/Electrical/Plumbing: \_\_\_\_\_

TABS # (required for projects \$50,000 and over): \_\_\_\_\_

**Intended Use:** \_\_\_\_\_ **Previous Use:** \_\_\_\_\_

**Residential (Please Check One):** \*New: \_\_\_ (Single Family)or(Duplex) \*Addition \_\_\_ \*Accessory: \_\_\_ \*Remodel: \_\_\_

For New Construction/Addition/Accessory Please Provide Applicable Square Footage:

(For Duplexes please provide totals for both sides)

Living Area \_\_\_\_\_ Garage \_\_\_\_\_ Porches/Patios \_\_\_\_\_ Storage Shed \_\_\_\_\_ Carport \_\_\_\_\_  
Shade Structure \_\_\_\_\_

Other (Please Specify in addition to providing Square Footage): \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_

For Remodels: Electrical Work: Yes \_\_\_ No \_\_\_ Mechanical Work: Yes \_\_\_ No \_\_\_ Plumbing Work: Yes \_\_\_ No \_\_\_

**OPTIONAL 3<sup>rd</sup> Party Company:** \_\_\_\_\_

Inspections: Yes \_\_\_\_\_ No \_\_\_\_\_ Plan Review: Yes \_\_\_\_\_ No \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**City of Fort Worth Contractor Registration #:** \_\_\_\_\_

**Contractor's Business Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Site Contact Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Plans Exam Contact Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Applicant Name(Printed):** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## City of Fort Worth

### New Commercial Construction/Addition

#### Fees Due at time of application

Plan Review Deposit	\$246.00
Application Fee	\$ 28.00
Technology Fee	\$ 15.00
<hr/>	
Total Due	\$289.00

Remaining permitting fees are calculated after Plan Review and will be based off the use & square footage of the project.

Additional permits and fee requirements may be associated with new commercial construction and additions. Listed below are the most commonly associated departments:

For online submission requirements please visit:

[www.fortworthtexas.gov/files/assets/public/development-services/documents/edr-submittal-guide.pdf](http://www.fortworthtexas.gov/files/assets/public/development-services/documents/edr-submittal-guide.pdf)

<a href="#">Water/Sewer Impact Fees</a>	817-392-4477
<a href="#">Urban Forestry Fees</a>	817-392-7933
<a href="#">Permits and Fees</a>	817-392-2222
<a href="#">Transportation Impact Fees</a>	817-392-2677
<a href="#">Grease Trap/Backflow</a>	817-392-8305/8007
<a href="#">Fire Department</a>	817-392-6800
<a href="#">Parks and Community Services</a>	817-392-5700
<a href="#">Grading</a>	<a href="mailto:SDS@fortworthtexas.gov">SDS@fortworthtexas.gov</a>



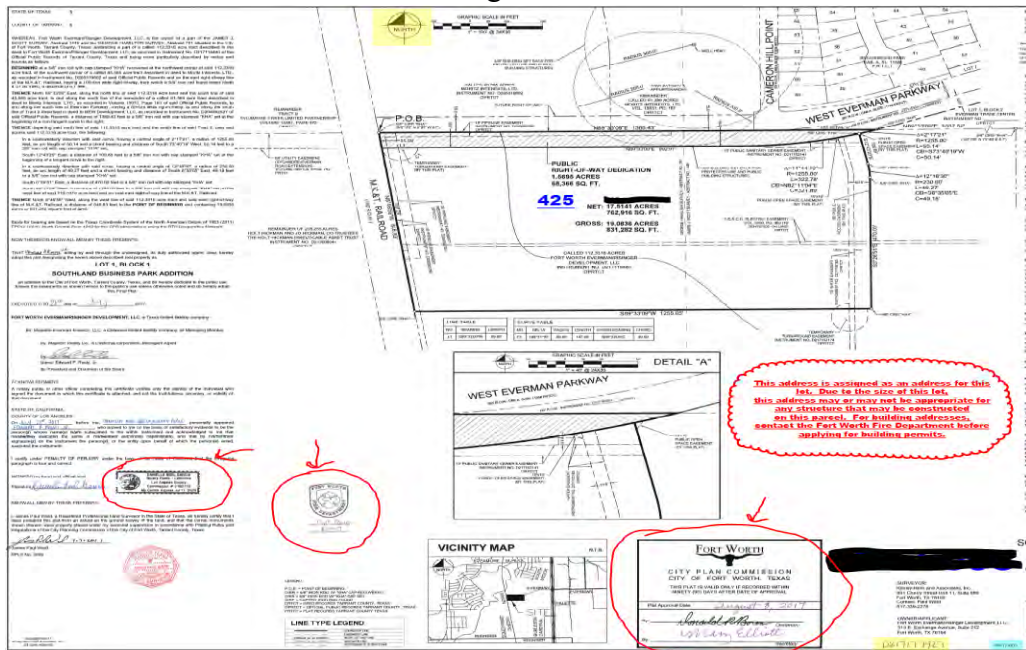
## Plat Example Flier

**Plat.** A plat is a map of a piece of land identifying the location and boundaries of street rights-of-way, individual lots or parcels, and other site information. The plat shows features, such as lot lines, utility easements, setback lines, land dedicated for public use (*streets and parks*), ownership, and metes and bounds (*boundary dimensions*). Texas Local Government Code, Chapter 212, contains the state law governing the approval of plats.

**Where can I request a copy of a recorded plat?** Most plats (1970 – present) are available online at [www.fortworthtexas.gov/departments/development-services/platting#panel-1-2](http://www.fortworthtexas.gov/departments/development-services/platting#panel-1-2). You may also request a copy from the Tarrant County Courthouse located at 100 w Weatherford St., Basement Floor, B-30. Or by phone at (817) 817-884-1195

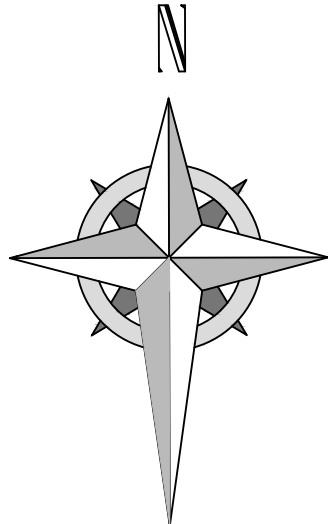
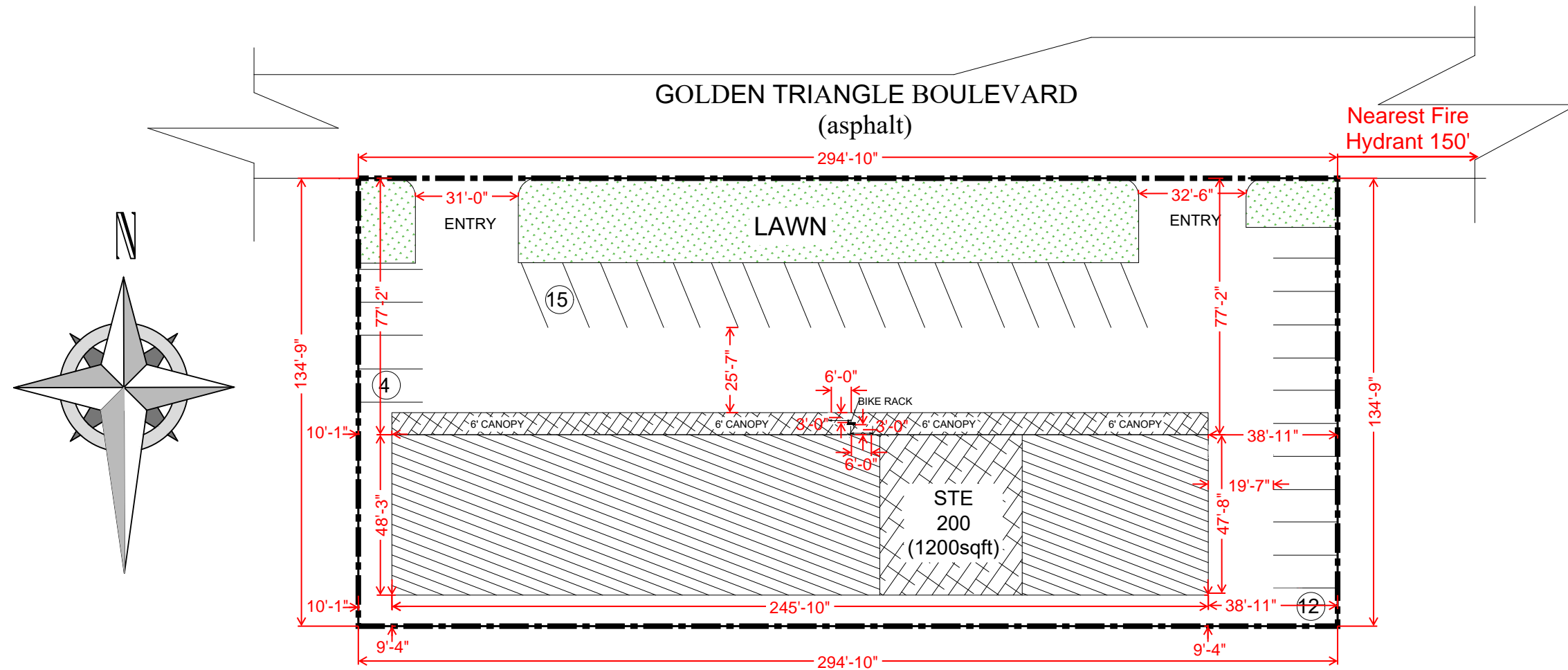
**What is a “legally recorded” plat?** A legally recorded plat has been reviewed and approved by the City of Fort Worth Platting section, Plan Commission, Fire Department, and Tarrant County. You can identify a recorded plat by verifying the approval stamps from the departments listed above. If the stamps are not on the plat, it has not been recorded and not accepted for permit submittal. See Diagram A.

Diagram A



For additional information regarding platting in the City of Fort Worth, please contact the platting team at 817-392-8027 or [platbox2@fortworthtexas.gov](mailto:platbox2@fortworthtexas.gov).

VICINITY MAP



**SITE ADDRESS: 3588 Golden Triangle Blvd, Fort Worth, Texas**

PARKING LOT	
PARKING SPACES PROVIDED	32

SHEET TITLE

**EXAMPLE SITE PLAN**

**CONSULTANT**

Architects, Planners & Project Managers  
 817-123-4567  
 Consultant@company.com

ARCHITECT	CONSULTANT	SHEET NO. <b>01</b>	
DRAWN	CONSULTANT		
CHECKED BY	CONSULTANT		
SCALE	1" = 40" (11"x17")	DATE	MM-DD-YYYY