

Checklist for Commercial Accessory Structures



Permits for Commercial Accessory Structures **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

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*

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/

- 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, *accessory buildings only require this when building is greater than 3,000 sq feet and 30% of existing buildings*

Irrigation Plan, *for accessory buildings only required when building is greater than 3,000 sq feet*

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

Approved & Stamped Urban Forestry Compliance Site plan, *for accessory buildings only required when building is greater than 3,000 sq feet*

Copy of Energy Code Compliance document - *if alterations to building envelope, lighting, or mechanical systems will be made*

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

Certificate of Appropriateness 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
(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 3rd 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:** _____



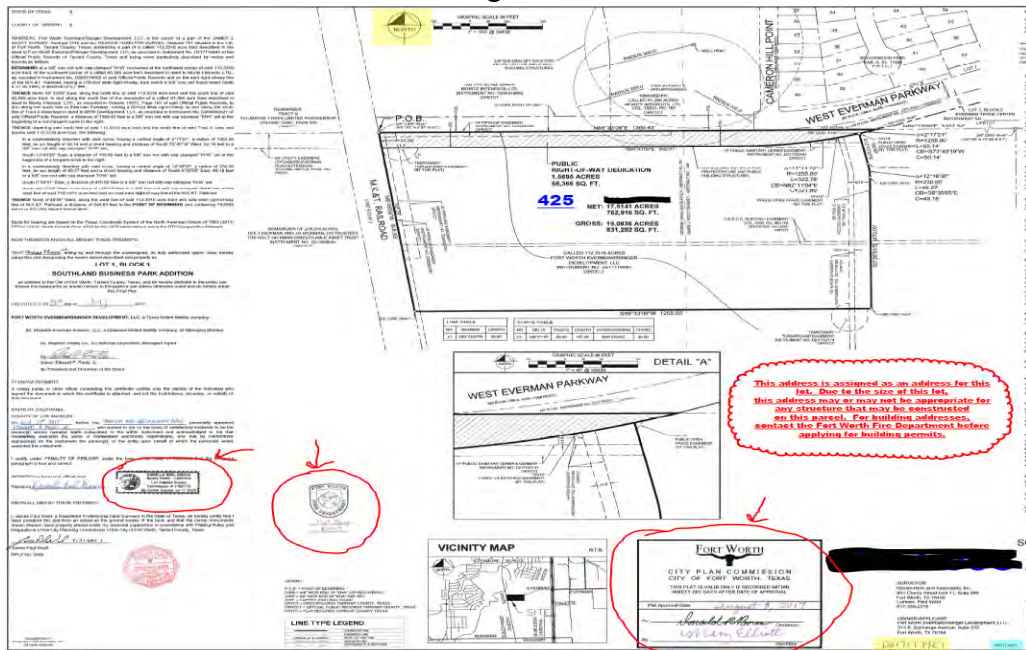
Plat Example Flier

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. 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

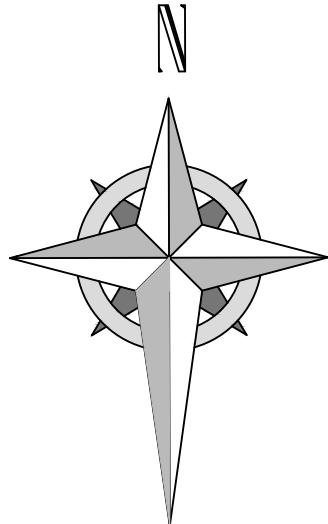
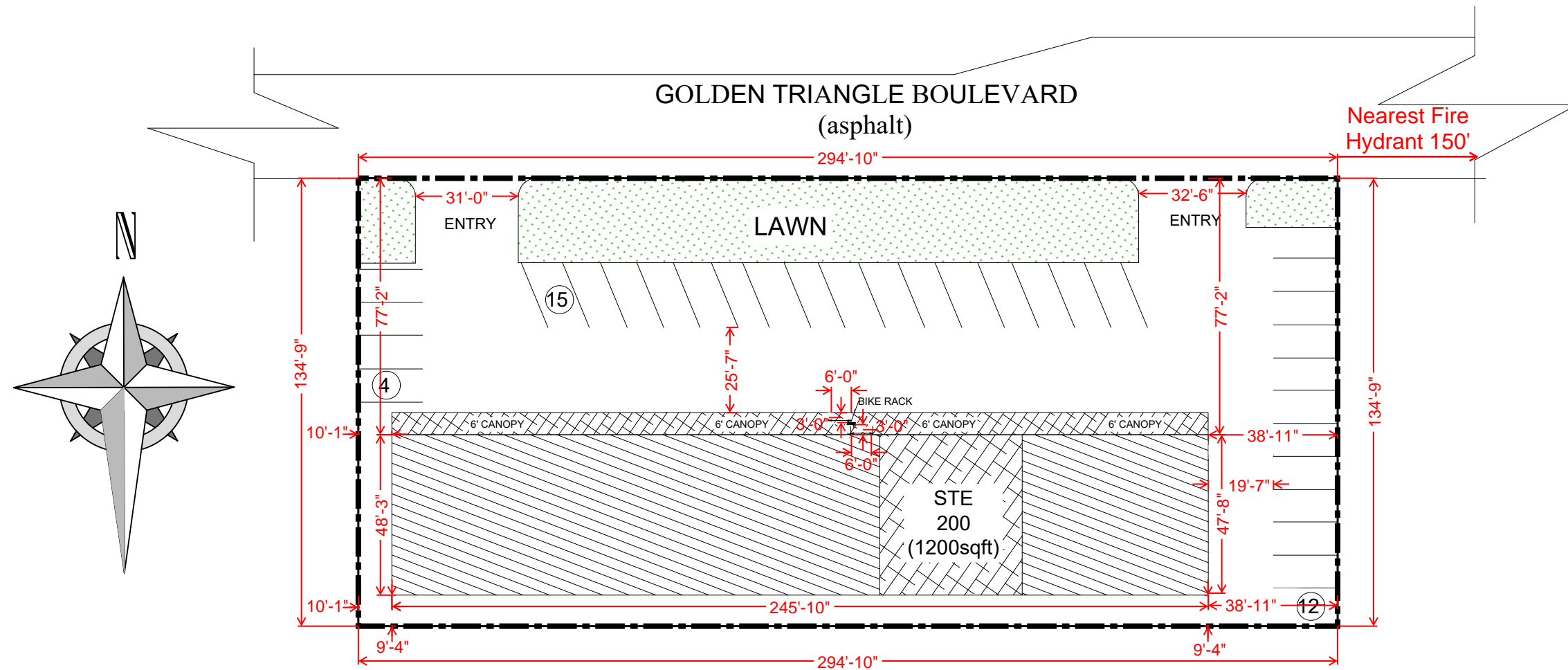
What is a “legally recorded” plat? A legally recorded plat has been reviewed and approved by the City of Fort Worth Platting section, Plan Commission, Fire Department, and Tarrant County. You can identify a recorded plat by verifying the approval stamps from the departments listed above. If the stamps 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.

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. 01	
DRAWN	CONSULTANT		
CHECKED BY	CONSULTANT		
SCALE	1" = 40" (11"x17")	DATE	MM-DD-YYYY