City of Fort Worth
Development Services Department
100 Fort Worth Trail | Fort Worth, Texas 76102
Phone: (817) 392-2222

Submittal Requirements for New Residences and Additions

1. **PLAT**. A copy of the property's legally registered & recorded plat from the Tarrant County Court House
   Plats can be located via online plat directories:
   Tarrant County: https://tarrant.tx.publicsearch.us
   City of Fort Worth: Fort Worth Plat Directory

2. **SURVEY OR SITE PLAN**. Must show the following:
   a. Front, side, & rear yard setbacks along w/ neighboring front yard setbacks with dimensions.
   b. Lot lines and easements with dimensions.
   c. Directional north arrow and a scale.

3. **ENGINEERED FOUNDATION PLAN**. All new residential permits must have an engineered foundation plan.
   Additions over 500 square feet, special designs, and post-tensions plans require plans sealed by an engineer.

4. **FLOOR PLAN**.
   a. All rooms must be labeled. Any room labeled as a bonus rooms will be inspected as a bedroom.
   b. Window and door sizes need to be marked or provide a schedule.
   c. Note the square footage of each floor.

5. **WALL BRACING.** Must show wall bracing plan and method used per 2021 IRC R602.10-See Table 602.10.2

6. **MECHANICAL / ELECTRICAL / PLUMBING (MEP) PLANS. Mechanical Plans** should include unit location, duct/vent sizes, and all exhaust vents **Electrical Plans** should include location of all outlets and switches, GFI outlets identified, location of all smoke and carbon monoxide detectors. **Plumbing Plans** should include supply line size from water meter, sizes to all fixtures, drain line sizes at all fixtures throughout the house, sewer and vent sizes, gas line sizes if applicable

7. **ELEVATIONS**.
   a. Brick veneer locations need to be marked.
   b. Brick lintels need to be marked even if using lintels from the approved City of Fort Worth tables.
   Lintels not from the City of Fort Worth tables and self-spanning veneer require engineering seals.

8. **ENERGY CODE CHECKSHEET**. Must submit an Energy Code
   Check sheet with your plans. You may select from the list below:

   Building Energy Codes Program: https://www.energycodes.gov/
   Energy Gauge USA: http://www.energygauge.com/energygauge-usa/
   IC3: http://IC3.tamu.edu used in conjunction with the Energy Star www.energystar.gov program are acceptable.

9. **NEZ APPLICATION OR OPT OUT FORM**

10. **LOT DRAINAGE GUIDE**

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: _____
TDLR # (required if Cost of Construction is Over $49,999): _____
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_____

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:** _____

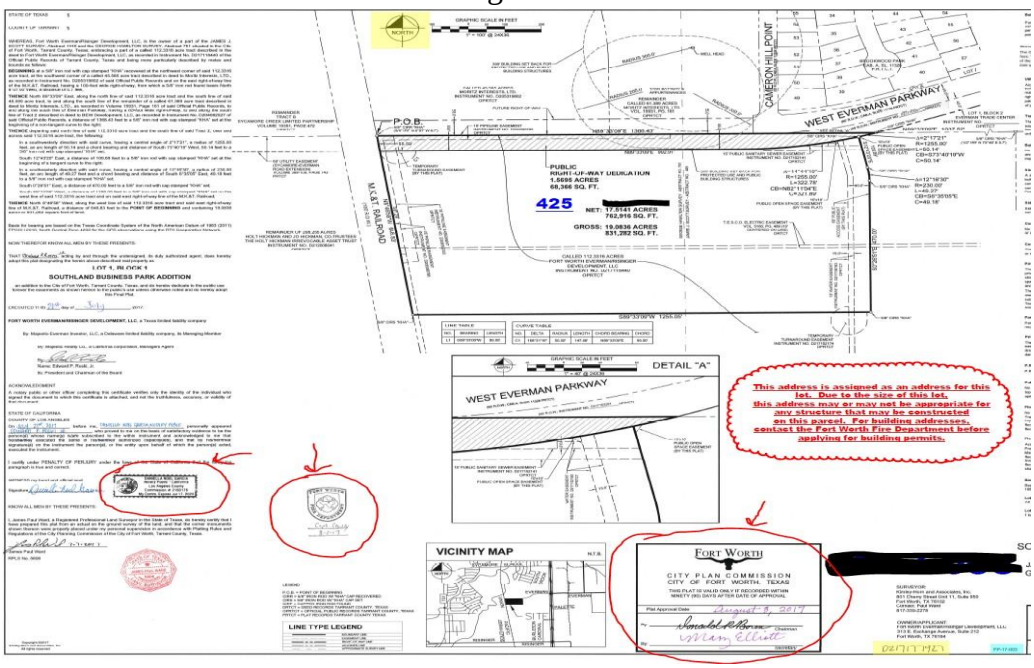
What is a plat?

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 (e.g. 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 https://tarrant.tx.publicsearch.us/. 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) 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 platbox@fortworthtexas.gov.

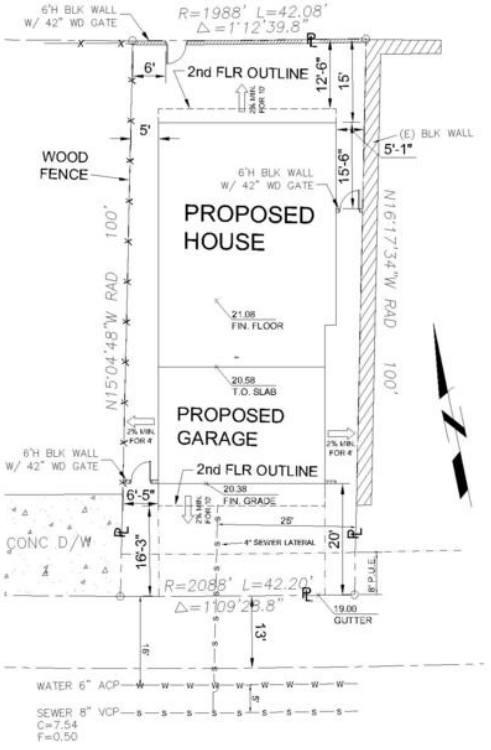
Plan Examples

Construction Documents. Information on construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. (Ref: Section 107.2.1 of 2015 IBC)

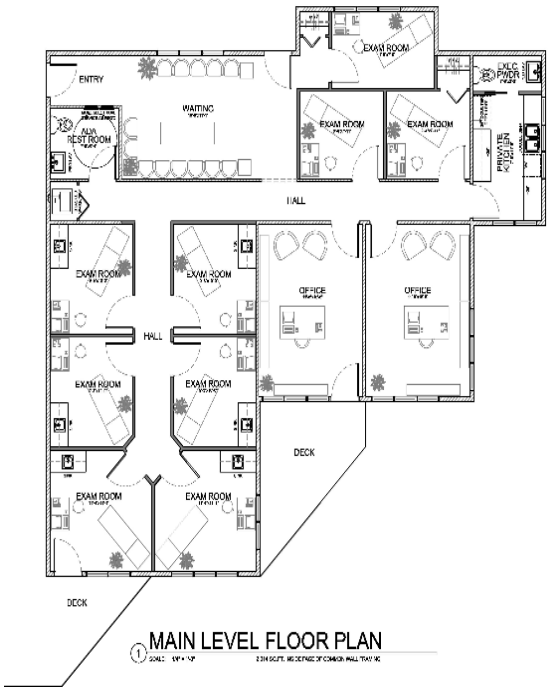
Site Plan. (Outside the building) A site plan depicts the location of the building on the lot, the size of the lot, the distance from the property lines to the building and the outline of the building. (Ref: Unit 1 of Basic Code Enforcement – Pg. 142) See diagram A.

Floor Plan. (Inside the building) A floor plan shows the layout and dimensions of the rooms in the proposed construction. Type and thickness of wall partitions can also be determined. Additionally, the location of sinks, toilets, bathtubs and appliances is shown. (Ref: Unit 1 of Basic Code Enforcement – Page 142) Floorplans will also provide the location of rooms labeled as to their use, doors, windows as well as mechanical and electrical fixtures. See Diagram B.

Site Plan Example: Diagram A



Floor Plan Example: Diagram B



Permit #: PB-
Address:

City of Fort Worth
Planning and Development Department
Residential Monotony Checklist

-This Form Shall Be Submitted With Each Residential Building Permit for a Complete Application-

1. For a one-family dwelling unit to be deemed sufficiently differentiated, i.e., different façade elevation, either Subsection a. or b. below must be met:

a. Identify which **ONE** of the following elements is met: (This option only available if exceptions as stated below do not apply.)

☐ This permit is for a **custom home**, unique to the block
☐ i. Different number of **full stories**, except where there are two or more dwellings of the same number of stories within the applicable lot pattern in which case the three elements in subsection b. must be satisfied; or
☐ ii. **Side-loaded garage,** except where there are two or more dwellings with a side-loaded garage within the applicable lot pattern in which case the three elements in subsection b. must be satisfied.

OR

b. Identify **THREE** of the following elements are met:

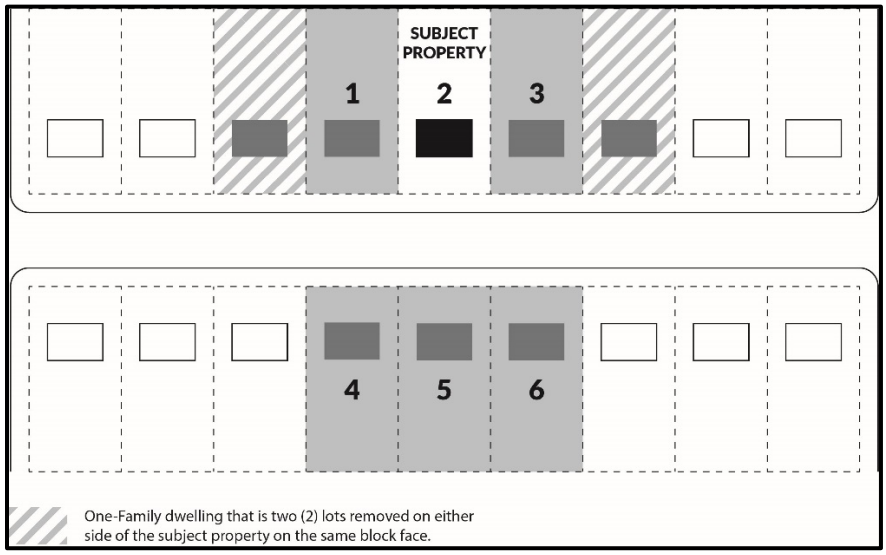
☐ i. Change in **roofline** that is at least 50% of the width of the front elevation;
☐ ii. Change in **roof pitch** of at least two (2) units of change as measured by a roof's vertical rise over its horizontal span (e.g., 6/12 pitch to 8/12 pitch);
☐ iii. Inclusion or exclusion of a **front porch or front entry structure,** or change in height of a front porch roof of at least four (4) feet. A porch must be a minimum of four (4) feet in depth to create a functional space;
☐ iv. Difference in number of **dormers;**
☐ v. Change in number of **front facing garage bay doors**;
☐ vi. **Garages recessed or projected** by a minimum increment of four (4) feet;
☐ vii. Change in **exterior materials** covering 50% or more of the wall coverage on the front façade (excluding openings);
☐ viii. Addition of a **bay window** that projects a minimum of one foot from the front wall, as measured from the ground up; or
☐ ix. Difference in **number of windows**, provided there is at least two (2) feet of separation between windows when two (2) or more windows are present.

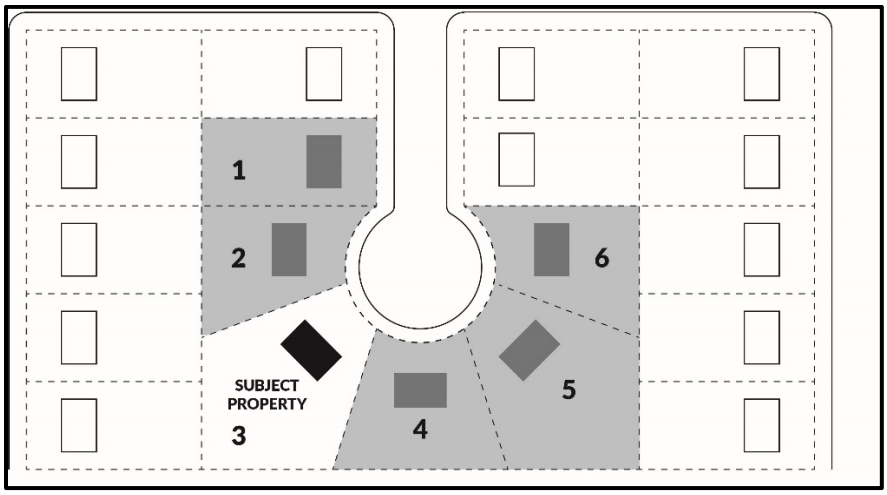
(2) The below items will not be considered when evaluating the above-stated elements:

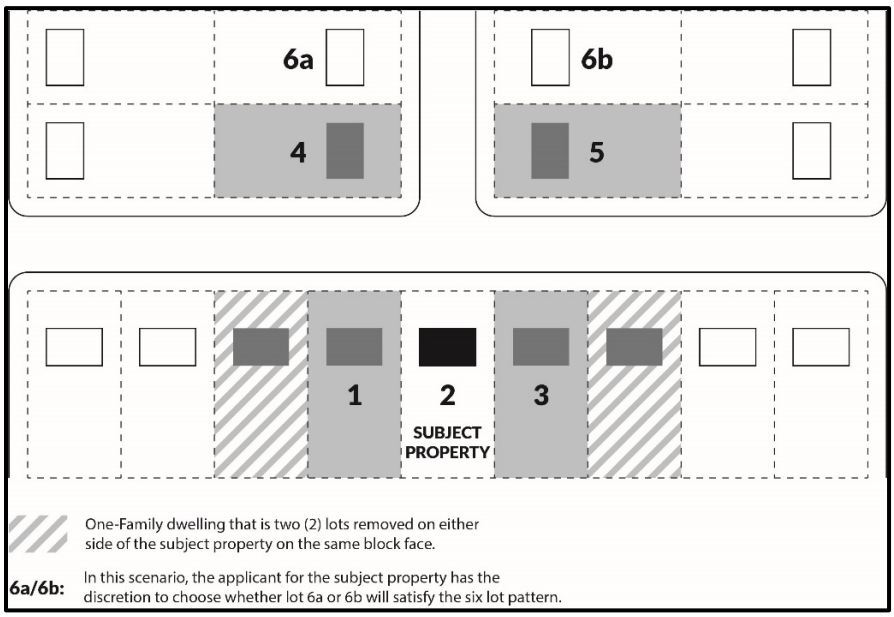
a. Change in paint or material **color**;
b. Change in **roof pitch** of less than two (2) units of change as measured by a roof's vertical rise over its horizontal span (e.g., 6/12 pitch to 7/12 pitch);
c. Change in **roofline** of less than 50% of the width of the front elevation;
d. Minor changes in exterior **architectural features**;
e. Same proportions of exterior features, including **flipped or mirrored** façade elevation; and
f. Changes in **roof material,** including, without limitation, composition and metal roofs.

Permit #: PB-
Address:

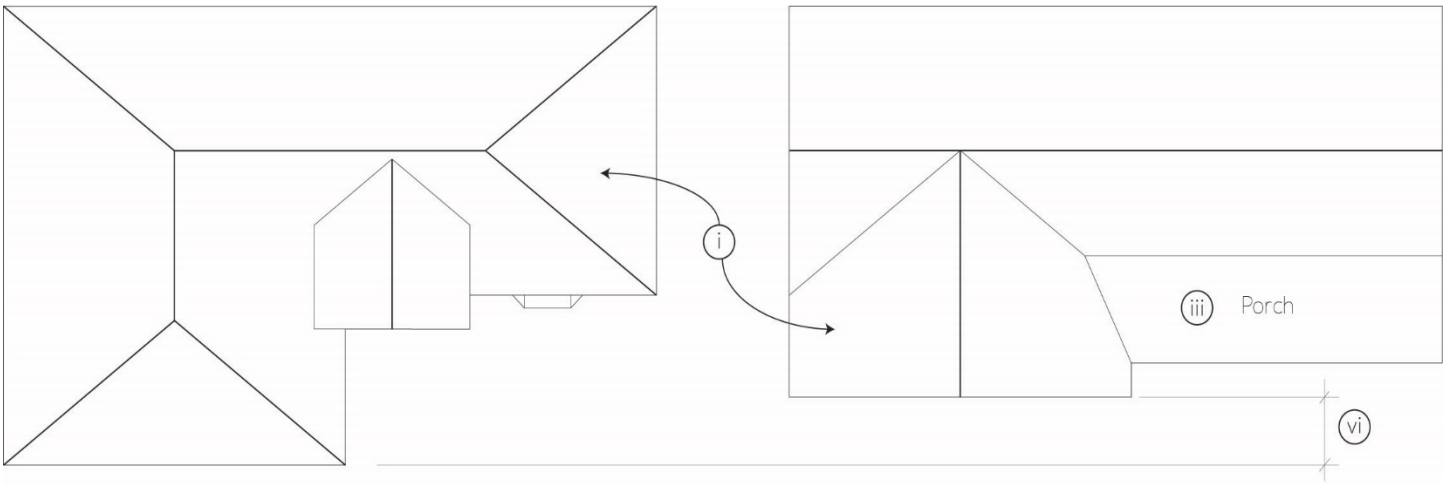
2. **Identify the features** on adjacent homes <u>(existing, under construction, and permit issued or submitted)</u> to verify the above differences using the most applicable diagram as provided below.

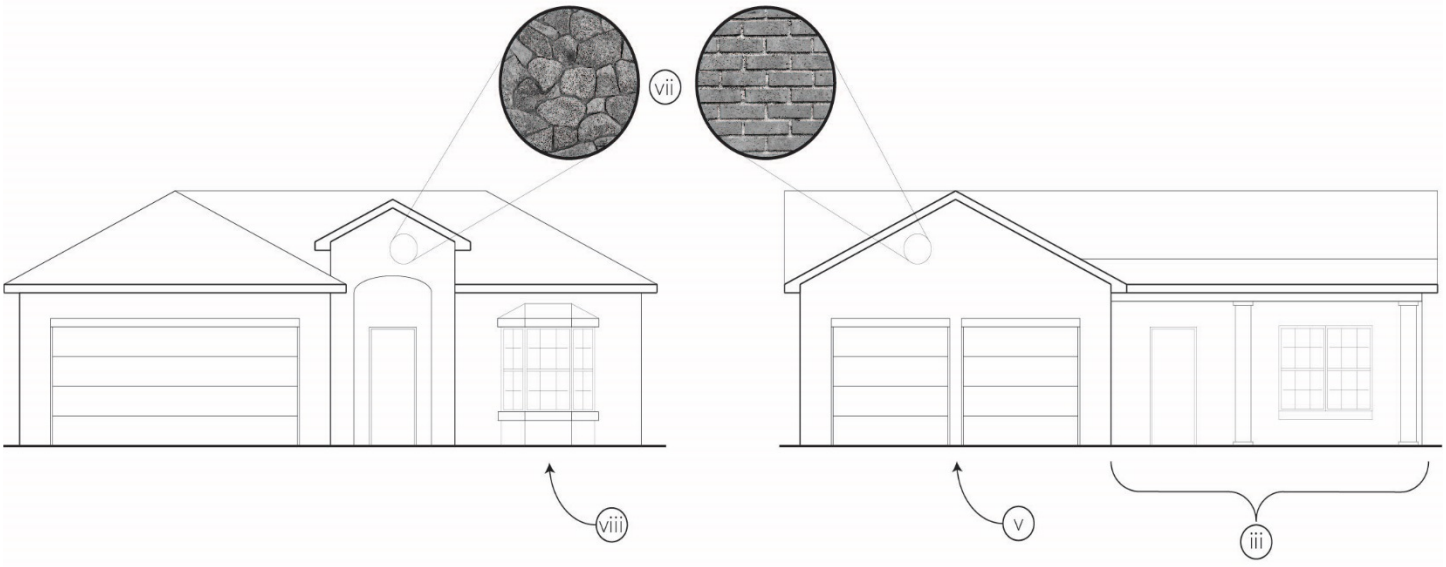


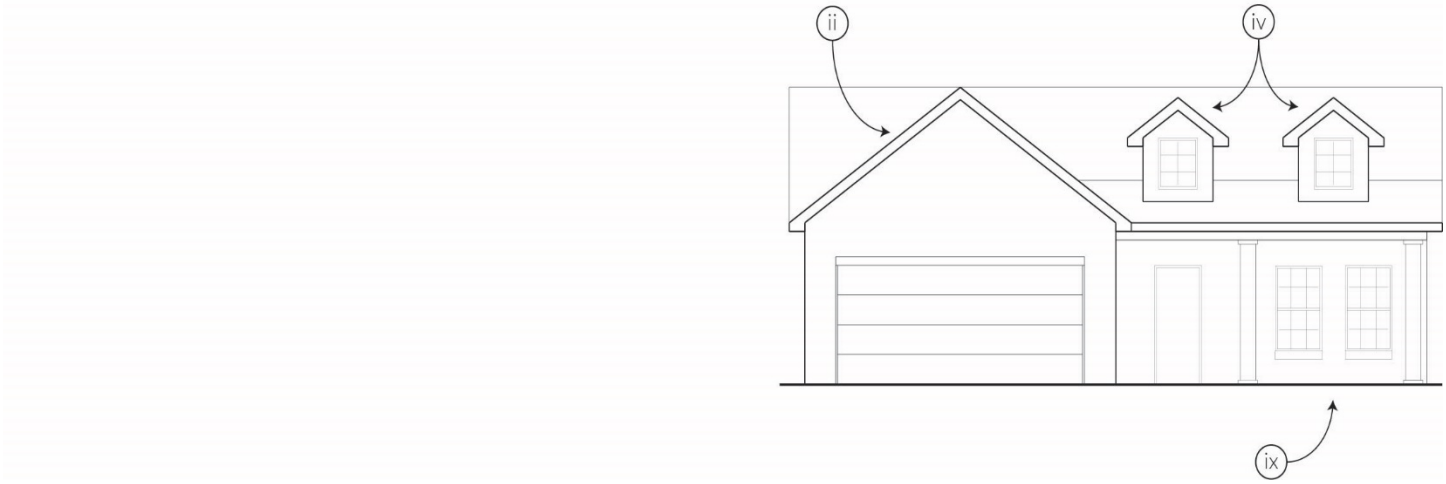




Permit #: PB-
Address:





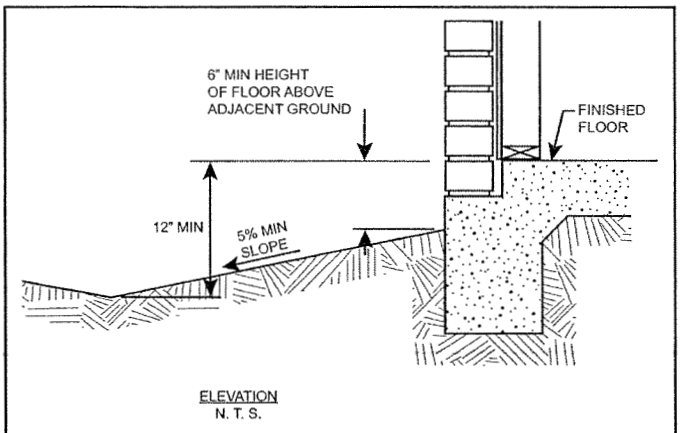


Single Family Residential Lot Drainage Guide

This guideline is provided for the grading of single family lots in order to minimize flooding and erosion problems on the lot being developed and neighboring lots...

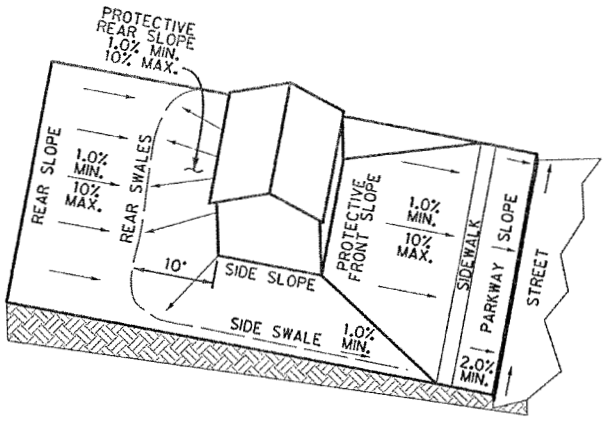
Single family lots must be graded in conformance with the grading plan established for the subdivision where applicable, and should normally follow FHA lot grading patterns shown on the right. Types A and B are preferred but Type C (all drainage to rear) but a swale is required at the bottom of the yard to intercept runoff if the rear yard exceeds 2%. Runoff must be picked up in a street right-of-way or drainage easement after crossing more than two neighboring lots. Any exception to these conditions will be subject to special approval and inspections.

The lot must be graded to provide a finished floor elevation 12" above the surrounding land and crown of street, and drain away from the foundation as shown below. Final grading must provide a minimum of four (4) inches of top soil outside of the foundation and other hard surfaces, in order to sustain vegetation after construction is complete.

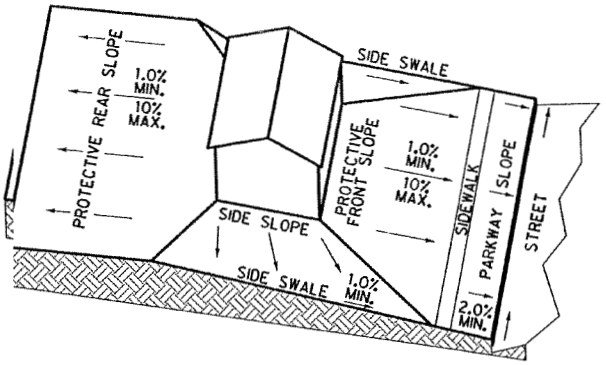


Grading Requirements Next to Building Foundation

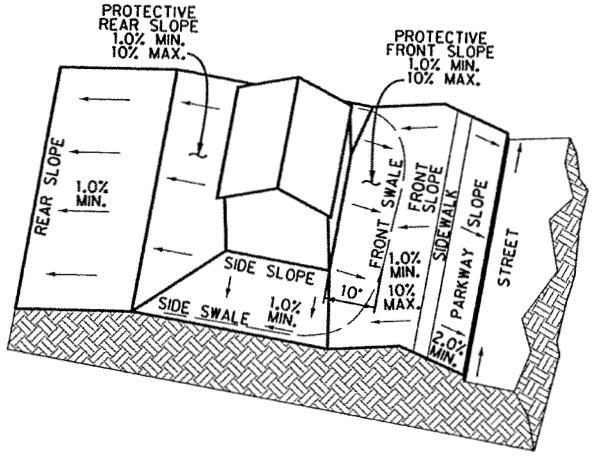
LOT GRADING TYPE A
ALL DRAINAGE TO STREET



LOT GRADING TYPE B
DRAINAGE TO FRONT AND REAR LOT LINE



LOT GRADING TYPE C
ALL DRAINAGE TO REAR LOT LINE



For more information contact:
T/PW Stormwater Management Division, City of Fort Worth
817-392-8092

Revised August 2012

SEDIMENT AND EROSION CONTROL GUIDELINE FOR SMALL SITES

As a builder, you are responsible for controlling soil and sediment on your job site during construction. This fact sheet provides some general guidelines that may be used for sites that involve construction activity that disturbs less than one acre of soil and may not be required to obtain a Construction Stormwater Permit, but have the potential to discharge sediment and other non-stormwater discharges prohibited by city ordinance.

PERIMETER CONTROLS

Perimeter controls are used to capture sediment before it leaves the construction site. These types of controls include vegetative buffers, silt fencing, sediment traps and sediment logs.

INLET PROTECTION

The purpose of inlet protection devices is to reduce the amount of sediment carried into the storm drain system. The device slows runoff and filters out sediment particles at the storm drain. Inlet protection devices are the last line of defense for capturing sediment and should only be used if no other control measures are adequate as they can cause flooding and property damage if not frequently inspected and maintained.

STABILIZED CONSTRUCTION EXIT

A stabilized construction exit is used to reduce the amount of sediment tracked from a site onto the street by vehicles or equipment. A stabilized construction exit is typically made by creating a driveway from 3" - 5" or larger aggregate 6" thick on top of a geotextile mat located where vehicles or equipment exit the site.

TEMPORARY COVER

Temporary cover is used to reduce erosion and should be applied immediately to areas where construction activity has ceased and is not planned to resume within 21 days or to temporary stockpiles of materials stored on site. Stockpiled material consists of gravel, sand, excavated soil, topsoil or any other similar material. These materials should never be placed where stormwater is conveyed (e.g., curb and gutter, drainage ditch).Temporary cover may be obtained by planting fast-growing plants like rye, oats, or winter wheat, or by spreading straw, wood chips, erosion control blankets or geotextile fabric over the area.

WASTE DISPOSAL

All waste and construction debris should be properly stored to prevent spills, leaks or discharges and to protect it from being carried away from the site by wind or water. This includes all site debris and construction materials as well as wash water and residue from cleaning equipment for stucco, drywall, mortar, painting, etc. All waste and debris should be properly disposed of in compliance with local, state and federal regulations.

CONCRETE WASH WATER

Concrete wash water must never be discharged or allowed to drain into the storm drain or adjacent properties. Wash water disposal must be limited to a defined area of the site or to an area designated by the developer for concrete washout. The area must be sufficient to contain all wash water and residual concrete.

INSPECTIONS AND HOUSEKEEPING

To ensure that all control measures are in good condition and working properly, they should be inspected weekly and after any storm event. Good housekeeping should be practiced at all times. Housekeeping includes cleaning and maintaining all erosion and sediment control devices, cleaning sediment off streets, and picking up all debris that has been deposited off site by wind or water. Soil or sediment that has been deposited or tracked onto any street should be removed by the end of the day or before the next rain event.

REMOVAL OF EROSION CONTROLS

Erosion control devices should remain in place and maintained until permanent vegetation is established. Once permanent vegetation is established, the control measures should then be removed.

For more information contact:
T/PW Environmental Management Division • City of Fort Worth
817-392-6088

Revised August 2012