

Checklist for Commercial New Construction



Permits for Commercial New Construction **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
- Bike racks
- 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 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*

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:** _____



**Development Services
Use Verification Form**

The information requested below, and quantities thereof, are required for submittal with applications for New Commercial Building Permits, Certificates of Occupancy, and Change of Use permits. All such information must be completed before the above-mentioned permit application can be accepted for processing.

CHECK ALL THAT APPLY

There will be alcohol sales.

There will be sales of tobacco, smoking, e-cigarettes or other related products.

**a store that derives 90% or more of its gross annual sales from the sale of tobacco, cigarettes, smoking, and electronic smoking devices, or related products & accessories, and does not sell alcoholic beverages for onsite consumption. Retail smoke shops shall be prohibited within 300 feet of schools, universities and hospitals.*

There will be outside sales and/or storage.

There will be gambling devices and/or any type of games of chance.

This is a Sexually Oriented Business - If yes, describe Sexually Oriented Business

**Sexually Oriented Businesses include but are not limited to Adult Arcades, Adult Bookstores, Adult Video stores, Adult Cabarets, Adult Motels, Adult Motion Picture Theaters, Escort Agencies, Adult Modeling Studios, and Sexual Encounter Centers.*

There will be auto-related uses including auto sales, auto repair, sales and/or installation of parts or accessories, car washes, and/or auto detailing.

There will be riveting.

There will be a landfill, recycling center, household hazardous waste facility, or waste tire facility.

**Facilities handling, processing, and/or loading of municipal solid waste and recyclable material for transportation at transfer stations; storage, processing, bailing or reclamation of paper, glass, wood, metals, plastics, rags, junk, concrete, asphalt, and other materials at recovery facilities and recycling centers; disposal, dumping, or reducing of offal or dead animals; composting for yard and wood wastes, municipal solid waste, and/or sludge at composting facilities; collection and storage of scrap tires at waste tire facilities; are all subject to providing details as to Storage/Warehouse and/or Manufacturing Use(s) below:*

There will be a Storage/Warehouse Use - If yes, provide a detailed list of items or chemicals that will be stored. Additional information can be provided in the Use Verification Business Letter (*attached below*):

There will be Manufacturing - If yes, provide information on the manufacturing process, and list the items being manufactured, as well as, the horsepower of the machinery below. Additional information can be provided in the Use Verification Business Letter (*attached below*):

If stamping, dyeing, sheering, and/or punching metal, provide the thickness of metal:

Applicant Name (Print): _____ **Date:** _____

Applicant Signature: _____ **Company Represented:** _____



**Development Services
Use Verification Letter**

The information requested below, and quantities thereof, are required for submittal with applications for New Commercial Building Permits, Certificates of Occupancy, and Change of Use permits. All such information must be completed before the above-mentioned permit application can be accepted for processing.

Business Name: _____

Type of Use(s):

Additional Manufacturing/ Storage or Warehousing Information:

Number of Employees: _____

Hours of Operation (For Game Room Applicants Only): _____ **to** _____

Applicant Name (Print): _____

Phone: _____

Applicant 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

Water/Sewer Impact Fees	817-392-4477
Urban Forestry Fees	817-392-7933
Permits and Fees	817-392-2222
Transportation Impact Fees	817-392-2677
Grease Trap/Backflow	817-392-8305/8007
Fire Department	817-392-6800
Parks and Community Services	817-392-5700
Grading	SDS@fortworthtexas.gov



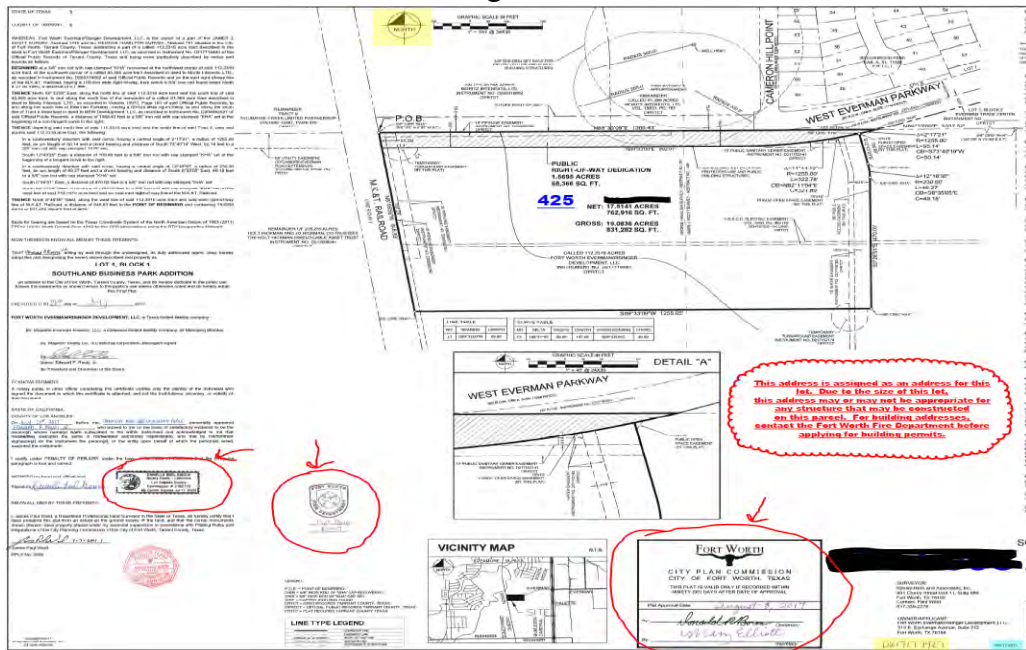
Plat Example Flier

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

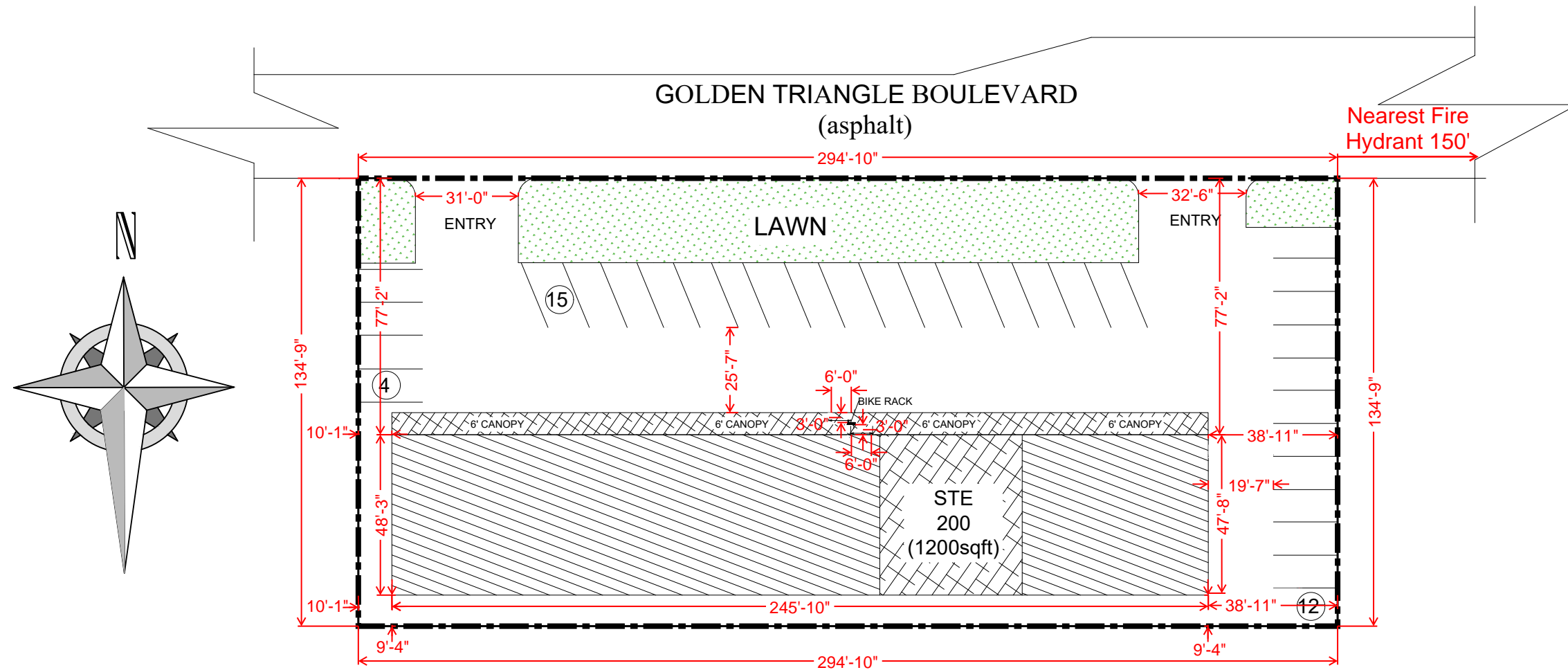
What is a “legally recorded” plat? A legally recorded plat has been reviewed and approved by the City of Fort Worth Platting section, Plan Commission, Fire Department, and Tarrant County. You can identify a recorded plat by verifying the approval stamps from the departments listed above. If the stamps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

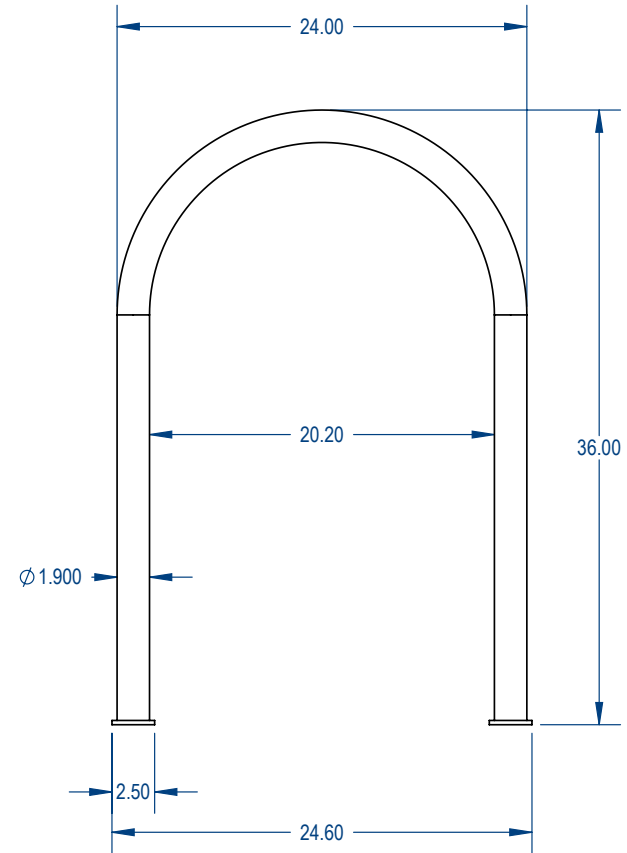
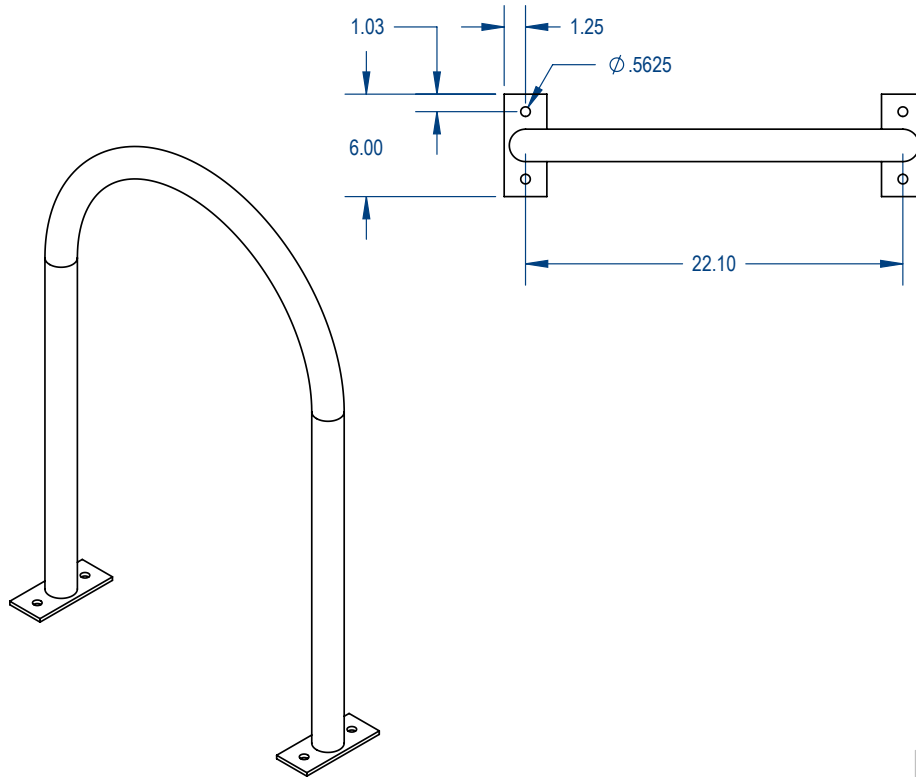
EXAMPLE SITE PLAN

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

SKU: 766br100
 Variations:
 766br100-84
 766br100-85
 766br100-86
 766br100-87
 766br100-88
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 766br100-90
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 766br100-95
 766br100-96



	NAME	DATE	TITLE:		
DRAWN	GM	1/26/2017	Wide U-Bike Rack 1.9" OD - Surface Mount Version		
SALES APPR.					
CLIENT APPR.					
MFG APPR.					
Q.A.					
Design By -			SIZE	DWG. NO.	REV
			A	766br100	
			WEIGHT:		

Manufactured For:

5

4

3

2

1