

City of Fort Worth

School Site Development Guide



REVISION SUMMARY TABLE

Rev No.	Rev. Date	Ref. Section	Description
0	7/31/21	ALL	Initial Issue
1			Urban forestry, transportation management and impact fees, development review timelines, development process overview (edited variances & special exceptions bubble to say board of adjustment), telephone service provider names
2	9/30/25	All	Infranstructure Plan Review Center, Building Permits, Building Inspections, Transportation Development Services, Stormwater, Stormshelter (added) Greasetraps (added), X-Teams (added)

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Purpose of the Guide

The purpose of this guide is to help create and sustain a partnership between school districts, private schools, charter schools, and the City of Fort Worth, in order to develop school sites that meet City standards, the needs of the neighborhood, and the school calendar year.

The policies and procedures mentioned in this guide will provide clarity when dealing with activities of critical importance concerning the health, safety, legal liabilities, and regulatory requirements to develop the selected school site. This guide should be used as a reference tool for schools, consultants, engineers, and design teams to better understand the City's practices, and the role of every department involved in each step of the development process.

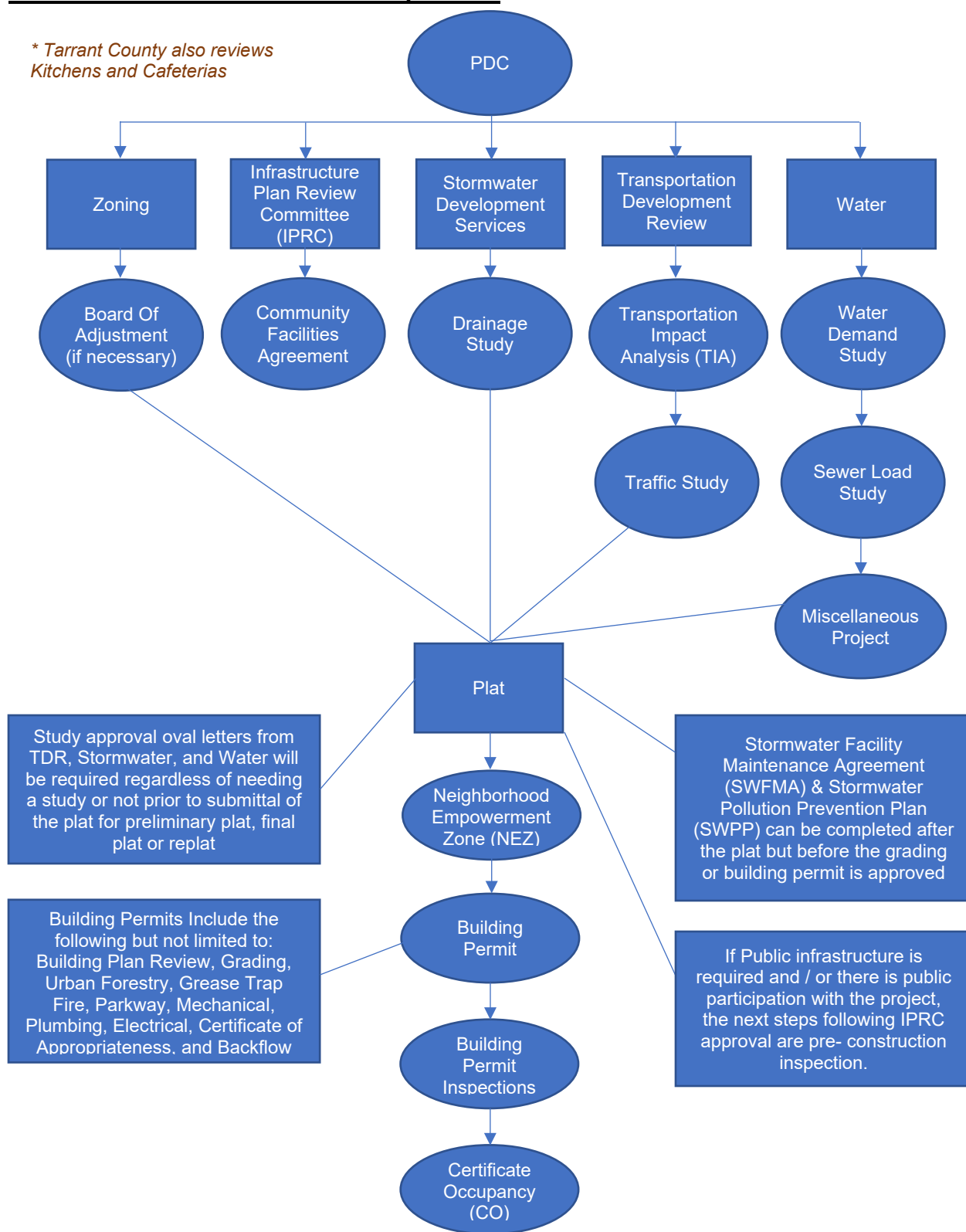
As such, the school districts and/or designated representatives will make reasonable efforts to begin preliminary discussions with the City regarding site selections and permit applications. The City will reciprocate such actions by making reasonable efforts to adjust staffing as needed, to address significant bond programs.

The City of Fort Worth considers itself a partner with the schools and understands that all school sites are not the same, however, this guide will provide a baseline to follow. Additionally, this guide will not only shed light on the development process and requirements for school districts, private and charter schools, but for the development community that will be responsible for new school construction, addition, expansion, and remodel.

Development Process Overview

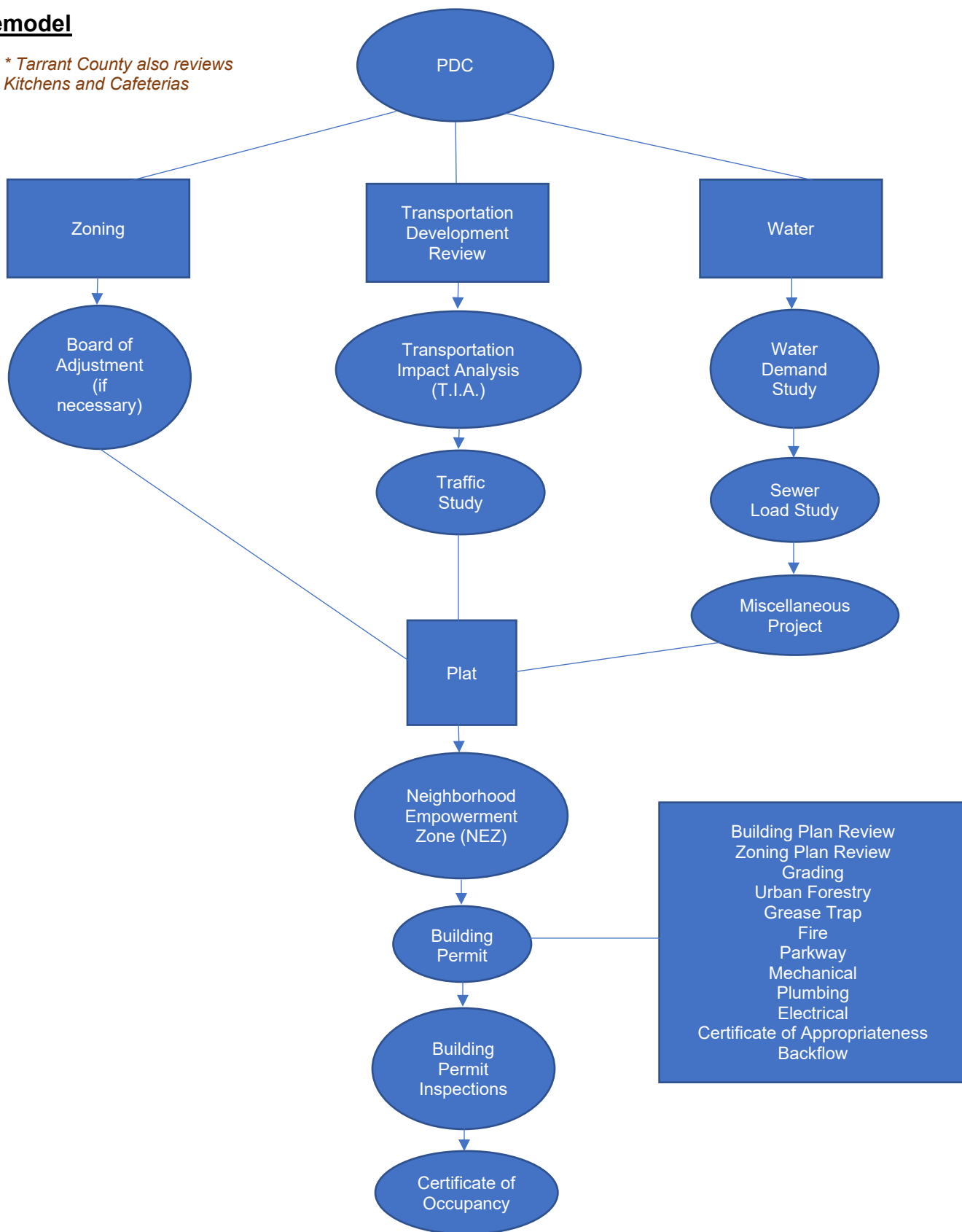
New Construction – Addition – Expansion

** Tarrant County also reviews
Kitchens and Cafeterias*



Remodel

** Tarrant County also reviews
Kitchens and Cafeterias*



Development Timeframes

Below are the approximate timelines customers can expect to receive staff's initial comments, referred to as **first review comments**. Please note that some reviews can be accomplished parallel to other reviews within the City's development process.

Pre-Development Conference (PDC)

1. 4-6 weeks from receipt of all required application materials

Neighborhood Empowerment Zone (NEZ) Certification

- 14-21 business days from receipt of a complete application

Urban Forestry

- 7 business days

Land Use and Zoning Reviews

- **Zoning Change**
 - 3 months from the monthly application deadline
- **Zoning Variance and/or Special Exception – Board of Adjustment**
 - 1.5 months from the monthly application deadline.
- **Downtown Design Review Board (DDRB)**
 - **Administrative Review:** Less than 10 days
 - **Board Review:** 21 calendar days, or more, depending on when application is submitted
- **Preservation and Design Review**
 - **Administrative Review:** Less than 5 days
 - **Board/Commission Review:** 21 calendar days, or more, depending on when application is submitted

Plat Related Reviews

- **Drainage Study:** 10 business day review cycle
- **Water and/or Sewer Study:** 10 business days from receipt
- **Traffic Impact Study:** 10 business days from receipt of the Traffic Impact Analysis (TIA)
- **Floodplain Study:** 15 business day review cycle
- **Floodplain Development Permit:** 15 business day review cycle
- **CLOMR/LOMR:** 270 calendar days; City review is 15 business days
- **Corridor Development Certificate:** Varies, dependent on the U.S. Army Corps of Engineers
- **Park Plan/Fee In-Lieu:** 12-16 weeks after ordering a Fair Market Appraisal through Housing and Economic Development Department's Real Property Division

Platting

- **Concept Plan:** 3 weeks after application is accepted for first review comments. Approval following the City Plan Commission meeting (normally 30 days after original application has been accepted)
- **Preliminary Plat:** 3 weeks after application is accepted for first review comments. Preliminary Plat approval by City Plan Commission is required for Subdivision Ordinance waiver request

- **Final Plat:** 3 weeks after application is accepted for first review comments. The City will provide a decision on the plat application within 30-days of the application acceptance (*i.e. approval, conditional approval, denial*). Approval based on how quickly comments are addressed and revisions submitted
- **Minor Plat:** 3 weeks after application is accepted for first review comments. The City will provide a decision on the plat application within 30 days of the application acceptance (*i.e. approval, conditional approval, denial*). Approval based on how quickly comments are addressed and revisions submitted

Infrastructure Plan Review Center (IPRC)

- **Pre-Submittal Conference Requests:** 7 days after the submission date
- **30-Day Shot Clock Reviews:** 16 days after filing application date
- **15-Day Shot Clock Reviews:** 8 days after filing application date
- **Post-Submittal Meetings:** Requests are accepted any time after the project has gone through the City Plan Commission hearing

Note: Construction Plan Reviews will no longer be heard by the City Plan Commission. That authority has been delegated to the Director's Designee for Construction Plan Approval with the exception of Subdivision Ordinance Waivers. All Subdivision Ordinance Waivers will still need to be heard by the City Plan Commission.

Community Facilities Agreements (CFA)

- **Application Processing**
 - 5 days to be accepted; Dependent upon receipt of all application items.
- **CFA without City Participation**
 - 2 to 4 weeks for processing. CFA's without City participation are referred to as either *Standard* or *Express* CFA agreements, and completion is dependent on how quickly comments are addressed and revisions submitted
- **CFA with City Participation Funds:**
 - **Administrative Approval:** 4-6 weeks; If under \$100,000, this can be done as an administrative approval, removing the need for City Council approval
 - **City Council Approval:** 45-60 days; If over \$100,000, council approval is required when City participation funds are involved in the construction. Additional days dependent upon council dates

Building Permits

- **Commercial:** 7 business days
- **Residential:** 7 business days

Grading Permits

- 10 business days

Fire Permits

- **Above Ground Fuel Tank:** 3-5 business days
- **Access Control:** 3-5 business days
- **Fire Sprinkler:** 3-5 business days
- **Alarm Permit:** 3-5 business days
- **Hazardous Materials Facility Permit:** 3-5 business days
- **Kitchen Hood Fire Suppression Permit:** 3-5 business days
- **Smoke Control/Exhaust Permit:** 3-5 business days
- **Standpipe Permit:** 3-5 business days

- **Flammable and Combustible Liquids Construction Permit:** 3-5 business days
- **All Inspections:** 2-5 business days

Sign Permits

- **Sign:** 5 business days
- **Unified Sign Agreement Plan Review:** 7-10 business days. Once all comments have been resolved, the agreement will be executed within 3 weeks
- **Plan Review:** 7 business days
 - **Permit Holds:** If a hold is placed on a sign permit application, the proposed signage may require a variance and/or special exception from the Board of Adjustments, or a zoning change may be necessary to allow the sign under current regulations. Applicants are strongly encouraged to consult with **Zoning Staff** to evaluate the most appropriate and feasible path forward.
- **Inspections:** Inspection requests received by 5 a.m. will be placed on that day's inspection list. Any inspections that didn't get done, will be first on the following day's list. Those received after 5 a.m. will be placed on the next day's list.

Permanent Encroachment Agreement

- **Administrative:** 5 business days for first plan review comments. The entire contract agreement will be executed within 2-3 weeks
- **Council Approval:** 6-8-week process. First review comments within 5 business days. Once all comments have been addressed, a Mayor and Council report will be drafted and routed for approval by the council

Temporary Encroachment Permits (roadway and street closures)

- 3-5 business days from receipt of application. Subject to thorough review from Transportation and Public Works (TPW) Department

Pre-Development Conferences



Pre-Development Conferences (PDCs) are designed to bring representatives from various City departments together, with the developer and/or their consultants to discuss possible issues and ask questions regarding new developments, or redevelopment projects. The PDC is a discovery meeting designed to discuss the proposed project's general plans, needs, constraints and goals.

The goals of a PDC are to:

- Create a common understanding between the developer and City of the expectations and requirements for the proposed development
- Minimize code and permitting surprises
- Save the developer time and frustration

City of Fort Worth PDC's are held (as the schedule permits) each Monday from 1 pm to 2 pm, Tuesdays from 3 pm to 4 pm, and Thursdays from 9 am to 12 pm. A PDC request form must be completed and submitted via email along with a proposed site plan. Conferences are scheduled on a first-come, first-scheduled basis.

The PDC request form can be found at the following link: [PDC Request Form](#)

For more information contact (817) 392-2222, or via email at: projects@fortworthtexas.gov

Tarrant County Plan Review



Tarrant County Public Health reviews cafeteria and kitchen plans for all schools. The plan review applies to new construction, remodels, demolition (full or partial), closures and re-openings of school cafeterias and kitchens.

Before any construction begins, plan review approval must be granted. Tarrant County reviews normally take up to 10 business days. Because the review can take up to 10 business days or more, it is recommended to start this process before submitting building permit plans to the City of Fort Worth, or run concurrently with the City's development process to avoid delays in the project.

The Tarrant County Public Health Plan Review Application can be found on their website, www.tarrantcounty.com or at the following link: [Tarrant County Food Establishment Plan Review](#)

Tarrant County Public Health contact information:

Tarrant County Public Health
1101 S. Main St., Room 2300
Fort Worth, TX 76104
817-321-4960 (Main Line)

Primary Contacts:

Raj Chauhan, Environmental Consumer Health Manager
817-321-4970
RKChauhan@TarrantCounty.com

Carol Bennett, Environmental Specialist
817-321-4967
CGBennett@TarrantCounty.com

Development Incentives



Neighborhood Empowerment Zones

The Neighborhood Empowerment Zone (NEZ) program was created and adopted by the Fort Worth City Council in 2001 to encourage development and redevelopment in Fort Worth's Central City. NEZ Areas promote the creation and rehabilitation of affordable housing and economic development, and improve the quality of social services, education, or public safety to residents of the NEZ. Incentives include multiple fee waivers such as building permit fees, impact fee waivers and the release of eligible City liens, and municipal property tax abatements.

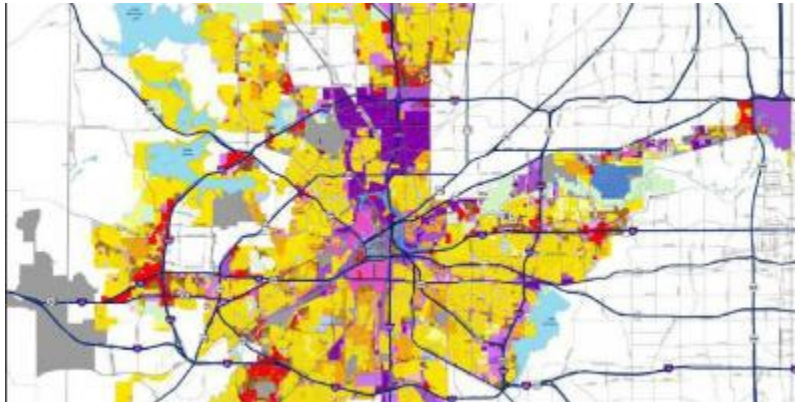
If a school development site is located within a NEZ and there is interest in taking advantage of the benefits, an **application for NEZ certification must be approved prior to platting (if necessary) or applying for a building permit.** The certification processing for Basic NEZ Incentives is approximately 14-21 business days. If this is a program that the school would like to take advantage of, please apply as soon as possible so that the full fee waiver benefits can be taken advantage of. **There will be a delay in the issuance and review of the building permits if the applicant decides to apply for the NEZ.**

However, **if a proposed project is in a NEZ Area, and a property owner does not wish to participate, the property owner will be required to sign a NEZ Opt-Out** form acknowledging that they were informed about the program but declined to participate. A property owner or person authorized to sign may give an agent permission/authority to opt out. However, signed documentation is required along with a copy of both parties' driver's license. All submittal documents are required to be included with the application, as we do not accept incomplete applications. Appointments are available to submit your application or you may apply online.

Contact the Neighborhood Services Office at 817-392-7744 or 817-392-7316 or via email at: nez_ns@fortworthtexas.gov

For additional information about the NEZ program, visit: [Neighborhood Empowerment Zones](#)

Zoning and Design Review



Zoning

Zoning is the city's tool to implement the Land Use component of the city's Comprehensive Plan. Through the use of the district classifications, zoning helps regulate land use, promote orderly growth, and protect existing property owners by ensuring a convenient, attractive, and functional community. The City Council along with several city boards and commissions, especially the Zoning Commission, make decisions on land uses, compatibility, and other zoning matters.

All property in the city limits is subject to zoning district regulations. To learn about zoning requirements, review the Zoning Ordinance at the following link: [Fort Worth Zoning](#)

Throughout the City of Fort Worth, there are various design and form-based code districts in which design is regulated through standards and guidelines. Below you will find a list of the Urban Design Districts and Overlays that are in place.

Berry/University Form-Based Code

Panther Island

Camp Bowie District, Inc.

Panther Island Peripheral Zones

Downtown Urban Design District

Stockyards Historic and Form-Based Code District

I-35 Design Overlay

Stop Six Overlay

Near Southside

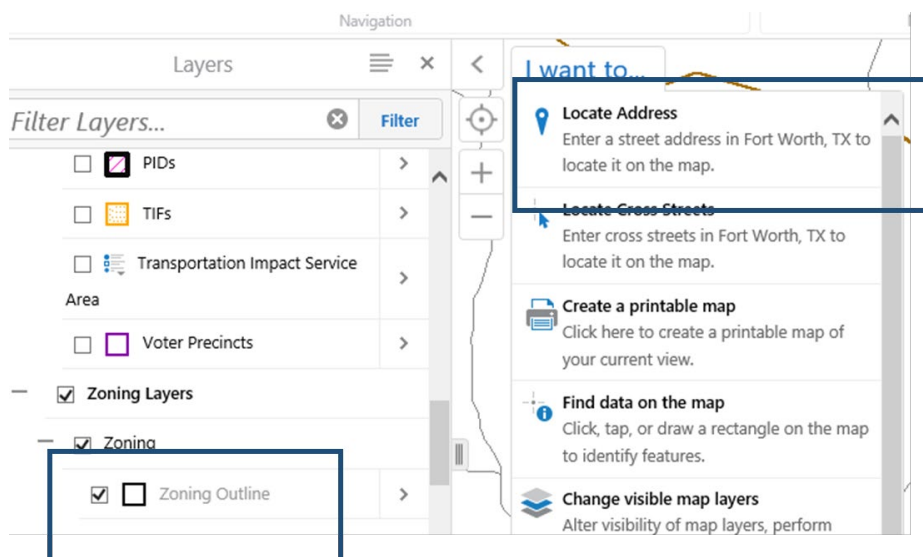
Trinity Lakes

For more information about specific design districts and overlay requirements, visit: [Urban Design District and Overlays](#).

In the City of Fort Worth, schools are permitted in any Zoning District. The Zoning District determines setbacks, height, required parking, sign regulations, etc. Depending on the Zoning requirements of adjacent properties, it may require additional requirements such as supplemental building setbacks, buffer yards, compliance with projected front yards, etc. School campus projects must comply with 6.300, 6.301, and 6.302 in the Zoning Ordinance for Landscape, Buffer yard, and Urban Forestry requirements. If an existing campus adds or expands buildings or adds parking spaces, it will require an update to an existing, or an application for a new Urban Forestry Permit for verification of required tree canopy coverage. The chart below provides a quick look at the minimum parking requirements based on the type of school use.

Parking Requirements	
Use	Requirement
School: Elementary and Junior High (public or private)	2.5 spaces per classroom
School: High (public or private)	1 space per 2 students plus 1 space per 5 stadium seats (may be double counted)

To determine zoning on a property, click on one of the following links: [One Address](#) or [Zoning Map GIS Viewer](#). Select “Zoning Outline” on the left menu, click “I want to” then “locate address” and proceed to enter the address of the property. The filter layers provide additional information if selected; i.e., aerials (Orthos_2020) to see the aerial of the property.



To review a summary of zoning categories, visit: [Fort Worth Zoning Districts](#)

Reference:

- Chapter 6, Article 2: Parking and Loading Requirements
- Chapter 6, Article 3: Landscaping, Buffers, and Urban Forestry
- Chapter 6, Article 4: Signs

Zoning Change and Variances

While schools are allowed in any zoning district in the city, there are certain limitations. Each zoning district has property development standards such as building setbacks (front, side, and rear), height, and signage that could be challenging to the overall design concept of the campus. A zoning change of the property to obtain the desired design of the campus is an option.

If the agency decides to move forward with proposing a zoning change of the property, the proposal must be presented to the Zoning Commission and approved by City Council, with a total of two public hearings. To initiate this process, an application and appropriate fee are filed with the Development Services Department via Accela, the online permitting system.

Below are the steps for filing for a zoning change.

1. Meet/confer with staff as needed to evaluate proposed rezoning. A Pre-Development Conference is available to discuss all aspects of a project including, but not limited to zoning.
2. Submit a complete application with all required information and attachments by the deadline. Please find the application and the Commission calendar on the right side of this page under “Helpful Links.”
3. Zoning staff sends courtesy notices to all neighborhood organizations registered with the City that are located within ½ mile of the subject area.
4. If you are in a neighborhood that does not have an organization or your organization is not registered, contact the Community Engagement Office.
5. Zoning staff sends notices to landowners within 300 feet of property to be rezoned. If you are affected by a zoning case and choose to comment, please return notification forms at least one day before the meeting.
6. A public hearing is held at the Zoning Commission (ZC) meeting. The Zoning Commission votes to recommend or not recommend the rezoning to Council.
7. City Council holds a public hearing and one reading. The final vote is held at this meeting. Rezoning is adopted upon reading and a majority of votes of Council.

If the proposed school structure does not comply with zoning development standards, such as height or setback, then a zoning variance and/or special exception may be requested from the Board of Adjustment. If granted, it permits the owner to use the land in a manner not otherwise permitted by the zoning ordinance. It is not a change in the zoning law. Instead, it is a specific waiver to the requirements of the Zoning Ordinance. The Zoning Ordinance establishes five evaluation criteria for consideration by the Board when reviewing and deciding upon requested variances to the Zoning Ordinance:

1. Will enforcement of the ordinance result in a hardship or practical difficulty?
2. Is the “hardship” self-imposed?
3. Is the condition unique to the property, or is it common to other properties within the area?
4. Will the requested variance injure the adjacent property?
5. Will the requested variance be contrary to orderly development in the area?

The Zoning Ordinance establishes three evaluation criteria for consideration by the Board when reviewing and deciding upon requested special exceptions to the Zoning Ordinance:

1. Is the proposed use specifically permitted under this ordinance?
2. Is the location of the proposed activities and improvements clearly defined on the site plan submitted by the applicant?

3. Will the proposed exception be wholly compatible with the existing uses and permitted developments on adjacent properties, either as submitted or with conditions necessary to protect and maintain the stability of those properties?

All decisions by the Board of Adjustment are final, subject only to review by the county or district courts. If this process is something the agency is interested, please visit: [Board of Adjustment – process and information.](#)

Design Districts and Certificate of Appropriateness

There are zoning districts in the City that have additional **design requirements** referenced in the Zoning Ordinance. The following districts require zoning plan review and approval outside of the traditional zoning process.

Urban Design District (Form-Based & Mixed-Use), link: [Urban Design Districts and Overlays](#)

The regulations and guidelines of the Urban Design Districts intend to promote the health, safety, economic, cultural, and general welfare of the public by encouraging the revitalization and enhancement of the urban environment.

If a school site is located in this district, plans are subject to the review and approval of the Urban Design Commission (UDC) or Design Review Staff. The UDC enforces the design standards and guidelines for new construction and renovations by hearing and deciding on applications for Certificates of Appropriateness.

Downtown Urban Design District, link: [Downtown Urban Design District](#)

The guidelines in the Downtown Urban Design District are meant to improve and protect the appearance, value, and function of downtown properties. The standards and guidelines allow for creativity and variety within a framework of basic design parameters that reinforce the best attributes of downtown.

If a school site is located in this district, plans are subject to the review and approval of the Downtown Design Review Board (DDRB) or Design Review Staff. The DDRB is charged with handling hearings and determinations of applications for certificates of appropriateness for a building permit for construction of a new structure, expansion or remodeling, or other alterations of the first and/or second floor of an existing structure, signage, and construction of a surface parking lot.

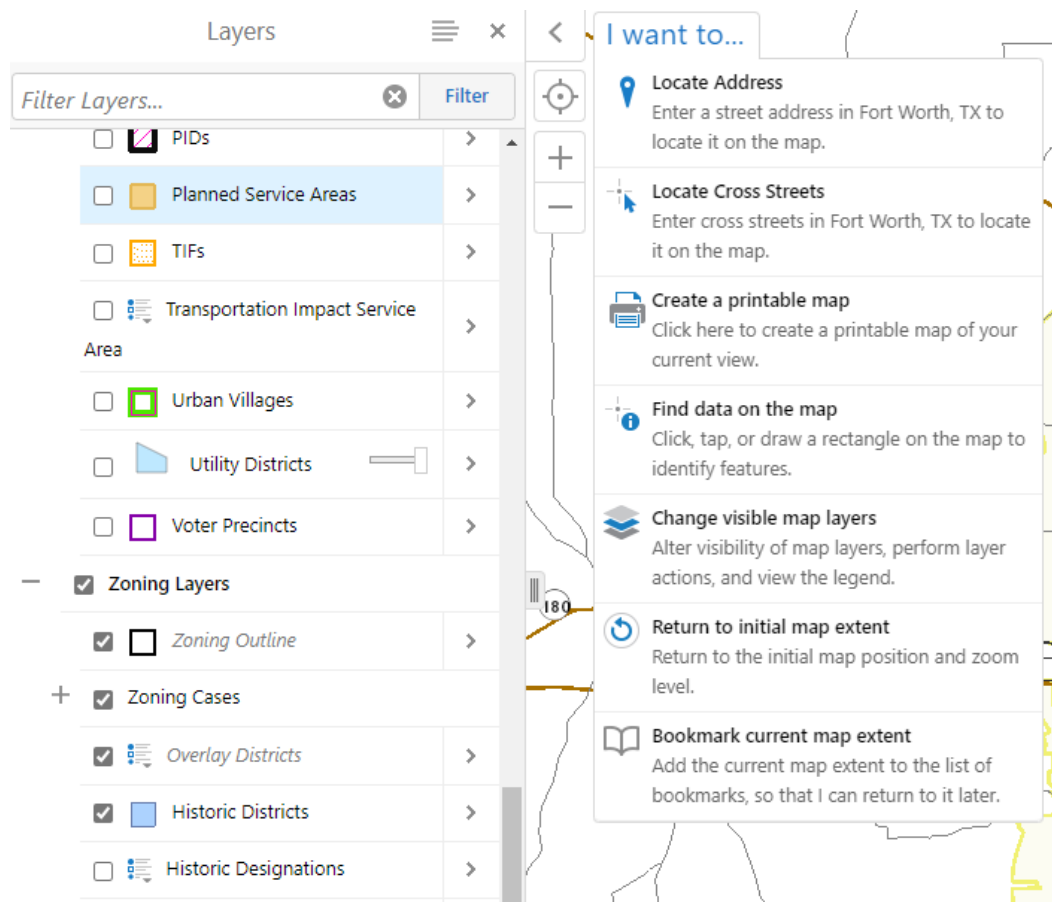
Historic District or Individual Designation, link: [Historic Preservation](#)

A historic designation is a type of overlay zoning. A historic designation can either be a historic district, which is a defined area or neighborhood with a common theme based on architectural style, historical development patterns, cultural identity, or social and economic historical patterns. A historic designation can also be applied to an individual structure. The purpose of a historic designation is to conserve the character and identity of a resource or an area to help guide compatible development into the future. Design guidelines apply to a property with a Historic Designation.

If a school site is locally designated as Historic and Cultural (HC) or Highly Significant/Endangered (HSE), any exterior work will require approval by the Historic and Cultural Landmarks Commission (HCLC). The HCLC is charged with handling hearings and determinations of applications for

certificates of appropriateness prior to a building permit for alterations, additions, or any exterior work undertaken on designated structures.

To determine if the property is located in a design district or individually designated, visit our [Interactive Zoning Map](#). Select Overlay Districts, Historic Districts and Historic Designations in the left menu then click “I want to” then “locate address” and proceed to enter the address of the property to determine if the overlay zoning applies to the property.



Certificate of Appropriateness (COA)

In order to obtain a permit for a site located in an Urban Design District (Form Based and Design Overlays), Downtown Urban District, or Historic District, a Certificate of Appropriateness (COA) is required. The COA is either issued administratively by staff or by the designated board and commission (UDC, DDRB, or HCLC). Without the authorization, a COA, prior to submitting for a building permit project delays will occur and the project will not be able to move forward until this process has been completed.

To obtain applications and view the schedules for the Urban Design Commission, the Downtown District Review Board, the Historic and Cultural Landmarks Commission and COA, visit: [Fort Worth Preservation & Urban Design](#).

Platting



Before land can be developed, it must be properly platted. A plat is a map of a piece of land identifying the location and boundaries of street rights-of-way, individual lots and blocks, 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). Plats must be prepared by surveyors registered with the State of Texas and must be signed by the property owner. Plats are recorded and maintained at the pertinent county courthouse. **A recorded plat is required to obtain a building permit for land within the City.**

On September 1, 2019, House Bill 3167 (H.B. 3167) nicknamed the "shot clock bill" became effective. H.B. 3167 essentially requires all Texas cities and counties to decide on plat applications and public infrastructure construction plans in 30 days. Additionally, the law requires staff to respond to subsequent plans within 15 days. If a city or county does not comply with the designated 30 or 15 day period, plats and plans are considered approved.

A plat application will not be considered filed with the City pursuant to H.B. 3167 until **all required documents and fees have been submitted and all of the terms and conditions of the subdivision ordinance, including all necessary studies, plans, and supporting information are accepted and approved by the reviewing department.** Once a plat meets the requirements to be considered submitted pursuant to H.B. 3167, the application will be placed on the Development Review Committee (DRC) agenda and the City Plan Commission (CPC) agenda for consideration under the time requirements set out in H.B. 3167 only if it requires waivers from the Subdivision Ordinance. A decision for approval or disapproval must be made within 30 days from the filing of the application. Plat applications that do not meet these requirements will be rejected.

Plat Checklist				
	CP	PP	FP	FS
Water Demand/ Sewer Loading Study or Form				
Traffic Impact Assessment or Traffic Study or Form				
Drainage Study or Form				
ETJ Plat (Authorization for Water Well/ Septic from County Authority)				
ETJ Plat (Annexation if eligible)				
TxDOT Conditional Approval (if access is required)				
Other Entity Approval (i.e. TCEQ, Railroad, Public Utility)				
Community Facility Agreement or Miscellaneous Project No.				
IPRC Approval of Construction Plans				
Right-of-Way Vacations, Approved Ordinance No.				
Board of Adjustment				
Concept Plan / Preliminary Plat / Masterplan				
Zoning Change Application				
Master Thoroughfare Plan (MTP) Amendment				
Development Agreement (if applicable)				
KEY: Accepted/ Approved = Filed App. = 				

Plats with waivers or those recommended for denial, will be posted on the commission agenda, and staff will send notices to property owners with 300 feet and registered neighborhood organizations within ½ mile. For information on what items will be required and included with your plat application submittal, please schedule a Pre-Development Conference. The Pre-Development Conference (PDC) will allow you to communicate with the various city departments that oversee infrastructure in the city. Additionally, there will be a representative from the platting and annexation team and a at the PDC to advise what type of plat (preliminary plat, final plat, final short plat, replat, etc.) the project requires. There is also an option to schedule a **plat pre-submittal meeting** to discuss in detail the intricacies of the project and the platting requirement and process as it relates specifically to the proposed site. Applicants requesting a Plat pre-submittal meeting must sign the Consultant Pre-Submittal Waiver Form agreeing that the meeting does not constitute a formal application submittal.

Typically, the platting process will apply to ISDs, Charter, and Private schools that are new construction. New construction typically involves but is not limited to land dedicated for public use (e.g. streets and parks), identifying the location and boundaries of street rights-of-way, individual lots or parcels, and other site information. Additionally, the platting process involves infrastructure and utility easement dedication or vacation such as street and drainage as well as the dedication or vacation of public access easement.

If the school site is located in the City of Fort Worth ETJ, the city is the authority over development standards through the Subdivision Ordinance. If the site is located in an area that is contiguous to the City of Fort Worth boundaries, then the property is eligible for annexation. In order to receive city water and sewer services, the property must be located in the Fort Worth city limits. For school sites that are located in the ETJ, or within an established Municipal Utility District

(MUD), building permits, plumbing backflow, and grease trap permits will need to be issued by the City of Fort Worth. For additional information related to development within the ETJ or Special Utility Districts, visit the following link: [Extraterritorial Jurisdiction & Special Utility District Information](#).

The minimal department acknowledgments required to be included with the application submittal before it's deemed complete are Stormwater, Transportation Development Review, and the Water Department, contact the following departments for all necessary studies and forms:

- Drainage Study/Flood Study form
 - SDS@fortworthtexas.gov
- Water/Sewer Utility Plan form
 - WPD@fortworthtexas.gov
- Traffic Impact Assessment Study form
 - TIA@fortworthtexas.gov

If public infrastructure is needed or required to be constructed as a part of the site, the construction plans must be approved either administratively or through the City Plan Commission before a final plat application is submitted. Most school development is private requiring a grading permit so IPRC is often limited to public water/sewer. If any public streets, stormwater systems, lights, sidewalks, water/sewer, street signs, and or curbs/gutters are needed or required to be constructed as a part of the site, then a Community Facilities Agreement (CFA) will be required. A final plat will be approved after the CFA is executed. Additionally, if the site will require a Stormwater Facility Maintenance Agreement (SWFMA) as a result of the drainage study, the SWFMA should be recorded with the county as soon as the study is accepted. Please see the Stormwater Management section for more information on the SWFMA.

A recorded plat is required to obtain a building permit for land within the City. Once the plat is approved either administratively or by the City Plan Commission, the city will record the plat with the designated County. Signatures are done by Fire on Wednesdays and City Plan Commission signatures are done on Fridays. The following items are required for paper recordation:

- 4 executed copies
- Tax certificates showing all property taxes have been paid
- Blank check for the county (*Checks are not made out to the City of Fort Worth*)**
- CAD file for addressing purposes. (AutoCAD files in version 2010 or earlier)
- Email the CAD file to: platbox2@fortworthtexas.gov

*****If you want to fill out the check on your own here are the fees we assess:***

24"x36" is \$64 plus \$4 for each additional plat sheet, legal, and letter size page.

18"x24" is \$49 plus \$4 for each additional plat sheet, legal, and letter size page.

For information on platting types and requirements, visit: [Fort Worth Platting Information](#)

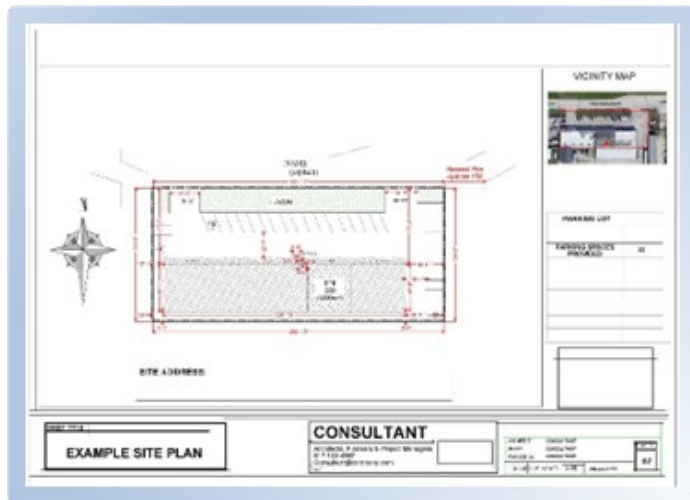
The City's Subdivision Ordinance regulations apply to land that is being divided into two or more parts for development. To view the Subdivision Ordinance, visit: [Fort Worth Subdivision Ordinance](#)

To view the City Plan Commission docket, visit: [Fort Worth City Plan Commission](#)

For annexation information and requirements, visit: [Fort Worth Annexation](#)

Infrastructure Plan Review Center (IPRC)

During the plat review process, the City's IPRC may require the construction of public infrastructure to service the planned subdivision as a condition of the plat's approval. The engineering design for those required public improvements must be reviewed through the Infrastructure Plan Review Center. IPRC provides an interdepartmental and utility coordination function, allowing a single point of contact to minimize and coordinate conflicts during plan review and construction.



IPRC is responsible for the project management of all new public infrastructure improvements, also known as developer-funded infrastructure improvements, associated with residential, commercial, and industrial development. This role includes preliminary and final plan review, contract specification review, easement document review, plan approval, and coordination with the developer's engineer during the construction phase of the project.

Developers/consultants are encouraged to schedule a Pre-Development Conference (PDC) to discuss possible issues, and ask questions, relative to the new development project. Projects that have had a PDC should schedule a pre-submittal conference meeting with IPRC.

Pre-Submittal Conferences

Pre-submittal conferences are required. These conferences provide an opportunity for construction plans to be reviewed and discussed by staff before submitting a First Review application. Construction Plan applications will no longer be heard at City Plan Commission (CPC) meetings. That authority has been delegated to the Director's Designee for Construction Plan Approval, with the exception of Subdivision Ordinance Waivers. All Subdivision Ordinance Waivers will still need to be heard by the City Plan Commission. Pre-Submittal application filing days are every Tuesday by noon.

For more information about procedures and requirements, please visit the City's [Infrastructure Plan Review Center](#) website.

Community Facilities Agreements (CFA)



A Community Facility Agreement (CFA) is a contract between the city and the property owner and is executed following preliminary plat approval and prior to final plat approval, and may require City Council approval. A CFA is required when public infrastructure is constructed by a private developer. Public infrastructure components include street improvements, traffic signals, street lights, street name signs, storm drains, water lines, sewer lines, and park facilities. The City will not typically participate in the construction of streets, water, sewer, or storm facilities required due to the school development, however there are times where the City may participate for oversizing and other reasons. It will be the school district's or school representative's responsibility to ensure that the required public infrastructure is constructed in accordance to City standards.

Once a project receives an Infrastructure Plan Review Center (IPRC) project number, the project is eligible to start the CFA application process and submit preliminary documents while the project is awaiting IPRC review and City Plan Commission (CPC) approval. IPRC is responsible for managing the design and construction of Community Facilities on behalf of the City. Once the civil/construction plans for public improvements have been reviewed and approved by IPRC and CPC, a CFA must be executed to guarantee the construction and ensure they are constructed in accordance with city standards. A statement of Appropriated Funding must be provided prior to the routing of the contract for execution, however, charter schools may require different routing procedures, please contact staff for additional details. An executed bid proposal along with final CFA exhibits must be submitted in order to execute the CFA contract. There is a document review prior to the CFA being executed to ensure that all required documentation is included in the CFA.

The Community Facility Agreements are facilitated through the Development Services Department – Development Coordination Division in the Contract Management Section, and is located on the Ground Floor of City Hall in the southeast corner of the building.

For a program and process overview, pertinent documents, and answers to frequently asked questions, visit: [Community Facilities Agreement \(CFA\)](#)

To view the CFA Ordinance and administrative guidelines, visit: [CFA Ordinance](#)

Transportation



The Transportation Development Services (TDS) Section in the Development Services Department is responsible for reviewing all school-related traffic studies and management plans.

All schools (public, charter, private, etc.) requesting permits to develop, redevelop, or expand in the City of Fort Worth are required to submit both a TIA and TMP for review and approval by the Development Services Department. A TIA is an engineering study that documents and evaluates existing and future traffic conditions with and without proposed development and identifies the infrastructure needed to mitigate impacts to roadway operations. A TMP details how the flow of traffic will be managed within a site. Chapter 12 of the Transportation Engineering Manual (TEM) provides guidelines for TIA preparation.

School developments are subject to the standards and requirements of transportation-related manuals/policies including, but not limited to, the following:

- Transportation Engineering Manual
- Access Management Policy
- Master Thoroughfare Plan
- Active Transportation Plan
- Complete Streets Policy
- Community Facilities Agreement Ordinance
- State and Federal regulations and requirements

Traffic Impact Analysis

A Traffic Impact Analysis (TIA) is required for all school developments (public, private, and charter) including both new and redevelopment/expansions. The study shall detail the project's impact on current transportation conditions within a defined study area. Additionally, the study shall identify necessary transportation infrastructure improvements required to mitigate the

impact of the school. The school will be responsible for all improvements necessary to mitigate their impact*. The development of the study shall follow the guidelines in Chapter 12 of the City's Transportation Engineering Manual.

**An infrastructure plan to address bicycle and pedestrian safety, such as adding sidewalks, bike lanes, missing sidewalk gaps, curb ramps, crosswalks, signage, school zone flashers, Rectangular Rapid Flashing Beacons, etc., is required.*

Traffic Management Plan

School-related traffic causes congestion of nearby streets. This traffic congestion creates safety risks for all users of the transportation system. The biggest contribution to congestion around schools is related to student drop off/pick-up queuing that extends off the school campus.

New, redeveloping, or expanding schools are required to submit a Traffic Management Plan to contain school-related traffic flow within the site. Short and long-term improvements and strategies shall be clearly identified within the TMP (e.g. infrastructure improvements, staggered schedules, traffic control by Police Officer, etc.). All mitigation measures including Police traffic control are at the expense of the school.

All schools (public, charter, private, etc.) are required to update their Traffic Management Plan every two years at the request of the City Traffic Engineer or their designee.

Transportation Impact Fee

Transportation Impact Fees are charges assessed by local governments on new development projects to help fund transportation capacity improvements that will be needed as development occurs in Fort Worth. The fee is paid at the time of the building permit. Fort Worth is divided into 28 service areas, and the fees vary across each service area. Much of the central city within Loop 820 is in a no-fee service area.

Per Section 30-195 of city code, open-enrollment charter schools and private schools as defined in the Texas Education Code, serving students in kindergarten through the 12th grade, are not required to pay impact fees imposed under this chapter unless the governing board of the school consents to the payment of the fees entering into a contract with the City of Fort Worth. The contract may contain terms the governing board considers advisable to provide for the payment of the fees.

To determine your fee area, visit: [One Address](#)

Once the address is located, on the left-hand side under Reference you will locate the Transportation Impact Service Area.

To estimate the impact fee and locate pertinent documents, visit: [Transportation Impact Fees](#)
The fee estimator tool is located on the middle of the webpage under "Fee Estimator".

To view the transportation impact fee ordinance, visit: [Transportation Impact Fee Ordinance](#)

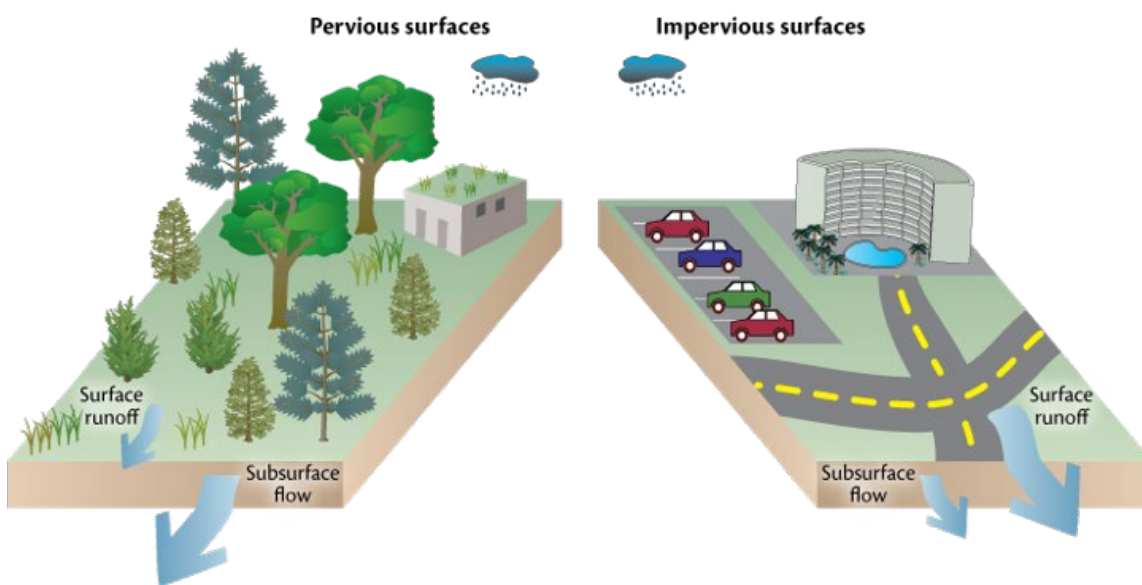
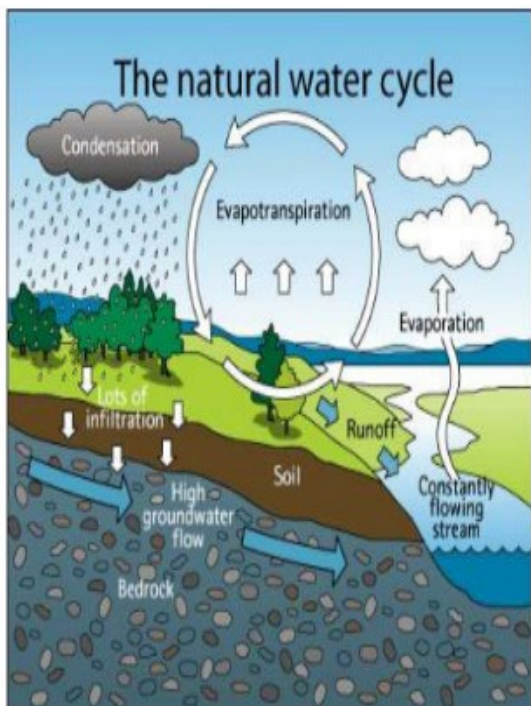
Exactions and Rough Proportionality

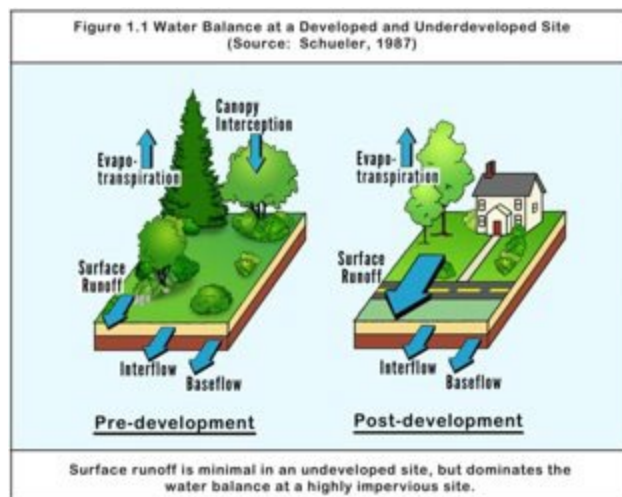
Exactions are any required transportation infrastructure improvements identified by the City to mitigate the impact of the development on the surrounding transportation network. This includes, but is not limited to:

- Access exactions (e.g. ingress/egress roads that provides minimum level of connectivity to the site, median openings, auxiliary lanes, turn lanes, etc.)
- Ordinance exactions (e.g. sidewalks, curbs, gutters, streetlights, etc.)
- Exactions identified as TIA mitigation (e.g. free-right turn lanes, sight distance mitigations, school zone safety infrastructure, pedestrian crossing infrastructure, transit/bus infrastructure, refuge islands/intersection channelization, etc.)
- Rough proportionality exactions (e.g. City-specified Master Thoroughfare Plan roadway, intersection, signal, etc. improvements, overall network connectivity improvements*, etc.)

**Rough Proportionality exactions must meet the nexus and rough proportionality requirements in state and federal law but does not need to be directly adjacent to/abutting the project site/property frontage. It also does not need to be formula based.*

Stormwater Management





When rain hits any hard surface, such as a roof or driveway, it can't soak into the ground so it runs off the property. Uncontrolled runoff can lead to flooding, erosion, and pollution problems. It is the City's job to help manage this runoff through stormwater criteria and regulations.

Before any development or site work is planned, the City's Flood Risk Viewer ([link to this website- see below](#)) should be utilized to understand if flood risk for the site has been identified and mapped. The City's viewer includes both FEMA and non-FEMA flood risk mapping. Understanding the potential for flood risk early on can help inform the type of development permitting that will be needed.

To view the City's Flood Risk View, please click [here](#).

Additionally, the Stormwater Data Download [Viewer](#) can be utilized to download Drainage Studies, City Stormwater Studies, Flood Studies, Floodplain Development Permits, and Elevation Certificates to help inform development activities.

On September 1, 2019, House Bill 3167 (H.B. 3167) nicknamed the "shot clock bill" became effective. H.B. 3167 requires all Texas cities and counties to approve plat applications and public infrastructure construction plans (either associated with the subdivision plat or not) in 30 days. As of result, the City of Fort Worth requires a Stormwater Drainage Study to support development applications for Concept Plans, Preliminary Plat, Final Plat, IPRC or Grading Permits.

The City of Fort Worth 2024 Stormwater Criteria Manual provides guidance to minimize the impact of new development on flooding, erosion, and water quality. For additional information, please visit the City's [Stormwater Criteria Manual](#).

A Stormwater Drainage Study must be accepted before the submittal of a concept plan, Preliminary Plan, Final Plat, Infrastructure Plans to IPRC, or Commercial Grading Permit.

Design revisions and project updates altering the drainage patterns, land uses or outfalls will require SDS evaluation for a new or revised drainage study submittal.

Development in Floodplain

Under the City's Floodplain Provisions Ordinance, the staff manages the FEMA floodplains and reviews development applications for compliance with applicable FEMA and National Flood Insurance Program (NFIP) regulations. The zoning ordinance, Floodplain Provisions Ordinance, and the International Building Codes have special provisions regulating construction and other developments within floodplains. Development and building activities in the FEMA floodplain such as grading, building new structures, expanding the footprint of an existing structure, and adding fencing or sheds require will require local and state permits. A Flood Study is often required before a floodplain development permit application can be reviewed. Contact the City of Fort Worth's Development Services Department at sds@fortworthtexas.gov or (817) 392-2222 for advice before you build, fill, or develop in a floodplain. To learn more, visit: [Development In The Floodplain](#)

In order to better protect property owners in CFRAs from flood risk, the City revised the existing Floodplain Provisions Ordinance and the Stormwater Criteria Manual. The CFRA regulations will affect development activity on less than 1 acre and located in a CFRA. Such development activity will require:

-Elevation of structures two (2) feet above the 100-year flood elevation, and; -Submission of a certificate from an engineer to document that the development will not cause increased flood risk to neighboring properties.

Stormwater Facilities Maintenance Agreement (SWFMA)

If the Stormwater drainage study conducted by the civil engineer of record determines that a detention facility (or other facilities requiring a maintenance agreement, ie: drainage channel, retaining wall) is required to mitigate stormwater impacts resulting from the land disturbance or project development, then an SWFMA must be executed before the department will approve any grading or building associated with the project. The SWFMA outlines the maintenance responsibilities of the private property owner for the drainage infrastructure covered by the SWFMA.

Grading Permits

A Grading Permit is required for land disturbing activity impacting one (1.0) acre or more, or land disturbing activity less than one (1.0) acre that is part of a [Common Plan of Development](#) that equals one (1.0) acre or more.

- Existing school sites are considered common land planned developments, therefore any proposed grading or buildings would require an issued grading permit.
- If the grading permit civil plans show that the drainage patterns will be changing, a drainage study will be required, if there is an existing study then the study would need to be revised to include the drainage pattern changes.
- School sites that are demolishing older schools where the demo work is 1 acre or more are required to obtain an early grading permit in support of the demo work prior to the demo permit(s) being approved.

A grading permit is required before any earthmoving or land-disturbing activities. A completed application signed, and sealed plan sheets (site, grading, and utility plans), Storm Water Pollution Prevention Plan (SWPPP), \$15 Technology fee and \$50 administrative for processing fee are required for the grading permit. As of October 1st 2024, the permit fees are \$950 + \$25 per acre in addition to the administrative and technology fees. The grading permit is reviewed by six different teams across four different departments. SDS can provide a guidance document for grading permit submittals on request.

Grading Permits can be applied for online, please visit: [Online Permitting](#)

For additional information about grading permits, please visit: [Grading Permit Process](#)

To obtain the grading permit application and checklist please visit: [Grading Permit Application and Checklist](#)

Environment Quality: Erosion and Pollution Control



Environmental Quality is a division within the Code Compliance Department that provides city residents with programs, services, and technical guidance to protect public health, properties, and natural resources. The Environmental Quality team is committed to promoting active environmental stewardship practices and behaviors through compliance, pollution preventions, and sustainability.

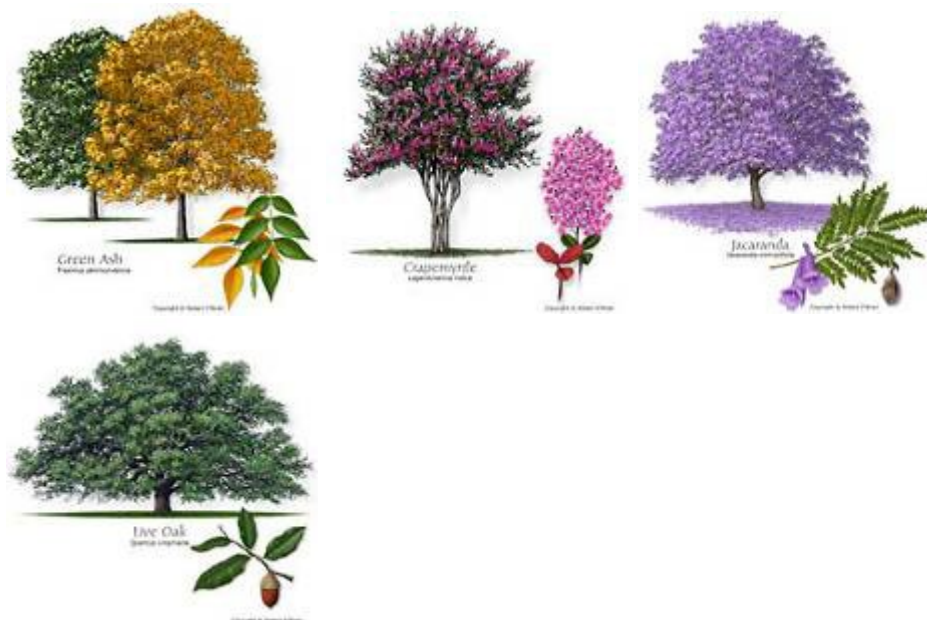
The Texas Commission on Environmental Quality (TCEQ) has developed requirements for construction sites that disturb one or more acre of land or a common plan of development that will disturb one or more acre of land. These regulations require construction sites to comply with the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit. These sites are also required to get a grading permit through the City of Fort Worth.

- A Storm Water Permit issued by TCEQ is required when a construction site is greater than one acre or more.
- If the site qualifies for a TCEQ Storm Water Permit, then a Storm Water Pollution Prevention Plan (SWPPP) must be developed for the construction site prior to the commencement of earth disturbing activities.
- If the site is greater than 5 acres or part of a common land plan of development, a Notice of Intent (NOI) must be completed with TCEQ and a copy sent to Environmental Quality prior to the commencement of earth disturbing activities.

- Environmental Quality will perform periodic inspections of the construction site for compliance with the SWPPP, per TCEQ and City ordinance requirements.

A completed SWPPP and appropriate permits are required prior to grading permit approval by Environmental Quality. For more information about Environmental Quality, checklists, and documents, please email the department at constructionstormwater@fortworthtexas.gov or visit our webpage here: [Fort Worth Environmental Quality and Construction](#)

Urban Forestry



The Urban Forestry Ordinance was adopted to regulate the removal of tree canopy, promote a multi-aged urban forest, and to protect the public health, safety, and general welfare of the citizens of the City of Fort Worth. To accomplish these objectives, the ordinance requires both preservation of existing tree canopy and planting of new trees. Incentives are provided for the preservation of healthy mature trees due to the ecological, environmental, and aesthetic benefits these trees provide. New tree plantings are essential to ensure continuity and provide future benefits to the citizens of Fort Worth.

Urban Forestry permits are required for new construction and building expansions or additions. Permits are also required for clearing, grading, and paving, including construction or reconstruction of parking lots. An Urban Forestry permit is required for remodel permits if the project includes additional parking or other pavement. Additionally, an **Urban Forestry permit is required prior to removal of any tree 6" or larger in diameter.**

In accordance with the ordinance, schools are required to provide 30% overall canopy, inclusive of at least 25% preservation of existing tree canopy. In addition to the overall canopy is the mitigation required for significant trees when proposed for removal.

Trees on City-owned property, including street rights-of-way, alleys, and adjacent properties such as parks, are managed by the Park & Recreation Department (PARC) under Chapter 33 of the Code of Ordinances. City-owned trees must be protected from development activities in accordance with PARC regulations. **Pruning, removal, or planting of trees on City-owned property requires a permit from the PARC City Forester.** Projects on or affecting adjacent parkland including, but not limited to, drainage, parking, storing, or staging of materials and site accessibility should coordinate with PARC's Planning & Resource Management group.

In regard to schools, it is the intent that preserved and planted trees will serve to enhance the learning experience for students regarding air quality, ambient temperature, stormwater management, wildlife habitat, and related concepts.

To learn more about Urban Forestry, please visit: [Fort Worth Urban Forestry Management](#)

- Urban Forestry Ordinance: [Urban Forestry Ordinance](#)
- Urban Forestry Permit Application: [Urban Forestry Permit Application](#)
- Urban Forestry Tree Removal Application: [Tree Removal Application](#)
- PARD-Forestry Permits: [Park & Recreation Department Forestry Permits](#)

Water and Sewer



The Water Department is responsible for providing safe and reliable water and wastewater service with environmental integrity in the City of Fort Worth. The system serves more than 1.2 million people in Fort Worth and surrounding areas, which include 30 water wholesale customers, 23 wastewater wholesale wastewater customers, and three wholesale reclaimed water customers.

In order to connect the City's water, wastewater, or reclaim system the property must be platted, located within the City's limits, and be located within the current Certificates of Convenience and Necessity (CCN). The developer will have an engineer or architect prepare a site plan and evaluate existing utility availability. The Water Department will determine if extensions will be required from the existing system and if water or sewer studies will be required before submitting plat applications, new building permits, or documents for the IPRC and CFA processes. The construction of public water and sewer to serve the property could be subject to the previously described IPRC and CFA processes.

It is highly recommended to schedule a PDC (mentioned in the above chapter) or contact the Water Department, to discuss concerns regarding water and sewer services. The Water Department participates in the PDCs regularly and can provide an initial indication of requirements before moving forward with the project. Additionally, in May 2019, the Water Department adopted a new installation policy and design criteria for the City's public utility system. The manual will assist engineers with procedures and standards in preparing the design for the construction of schools.

Utility Site Installation

Once the developer's engineer or Water Department determines that the project requires line extensions or relocations, taps, manholes, the next step is to inform the Water Department who will be responsible for installation: The City or Customer. The City can install taps and lines via Ordinance (Field Ops) or Miscellaneous Project.

Utility Site Installation List			
	Ordinance	Miscellaneous Projects	CFA
Water Tap Sizes (1", 1.5" or 2")			
Sanitary Sewer Tap Sizes and Manholes (4" or 6")*			
Water Tap Sizes 3" or Larger			
Sanitary Sewer Tap Sizes and Manholes (8" or Larger)			
Line Extensions (600 linear feet or less)**			
Line Relocations (600 linear feet or less)			
Line Extensions (greater than 600 linear feet)**			
Line Relocations (greater than 600 linear feet)			
* If depth is less than 8', City forces can install the tap ** Any connection in excess of 55' is considered an extension project			
KEY: Approved to Work =			

Ordinance taps are in-house city staff assigned to installing or removing taps in the right of way. Miscellaneous Projects is a contractual in-house process for the design and construction of water and sewer infrastructure. Extensions less than 600 linear feet for water and sewer can be made by City Miscellaneous Project (4.2.2.3 CFW Water Department Installation Policy and Design Criteria). If a project is eligible and accepted by the Water Department's Miscellaneous Projects, the plans must be approved and signed off by the customer's engineer and all required fees must be paid before the project is put in the construction queue. The customer has the option to install the utilities via CFA (referenced in the above section).

Tap and Service Fees

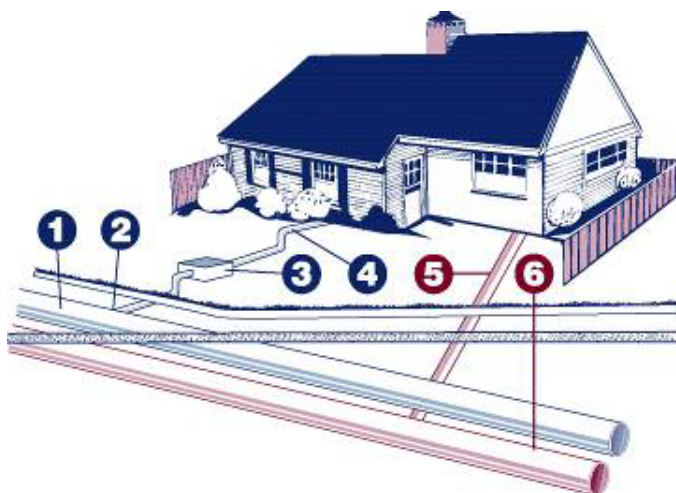
A tap fee is a service fee that is charged for connecting the public water or sewer main to the private plumbing that does not exceed 55' from the property line. **All new connections incur both tap and an impact fee (no water/sewer impact fees assessed for ISD).** Water taps also require a meter deposit for billing purposes. A licensed plumber must connect the tap at the property line to the homeowner's or businesses' private service lines. If the taps are proposed to be installed under a Community Facility Agreement project or City's Miscellaneous Project, then there is no separate tap fee.

Impact Fees

Impact fees are charged to new development and redevelopment areas requiring larger water meters. The charges offset the development's impact on existing water and wastewater facilities. Impact fees help pay the cost of building or expanding facilities to provide adequate service that a new development requires. These fees are updated every five years.

New schools can increase water consumption and wastewater volume significantly. The increased demand may require the creation of greater storage capacity, additional pumping capability, or expanded treatment facilities. Water and wastewater impact fees are determined by the size of the water meter installed. The size of the water tap and service line supplying the meter does not affect the amount of the impact fee charged. All fees must be paid prior to the issuance of a building permit.

1. Water Main
2. Water Tap
3. Water Meter
4. Private Plumbing (waterline)
5. Private Plumbing (wastewater line)
6. Wastewater Main



For more information about the process or fees, please visit: [Fort Worth Water Department](#)

Water Department Policy and Design Criteria: [Water Department Installation Policy & Design Criteria](#)

Fire Prevention and Addressing



The Bureau of Fire Prevention is tasked with overseeing Fire Code compliance to promote fire and life safety and property addressing. Property addressing is a fundamental component of government service delivery and must be assigned logically and consistently. Comprehensive addressing leads to efficient and effective government, commercial, and emergency services. The Bureau ensures all buildings whether new construction, additions, remodels or accessory structures adhere to the Fire Code regulations to safeguard all occupants of a building at all times.

Fire Department Addressing:

Submit a site plan with building location(s) on the parcel to confirm or request an assigned address for new building(s) to addressing@fortworthtexas.gov

Submit the following with your building permit (Relative to Buildings):

- Submit a set of site plans for locations of fire hydrants and fire lanes

Submit the following to the Fire Department:

- Fire protection system plans (shop drawings) must be deferred submitted by the licensed Fire Protection System Contractor. Fire protection system plans include fire sprinkler system plans, fire alarm plans, standpipe system plans, underground water mains supplying fire protection systems, etc. (The Fire Department does not approve the fireline tap that is in between the public water main and the property line. Please coordinate with the Water Department to install the fireline tap and backflow preventers.)

Note: The plan submittals listed above are made at different times and by different contractors. The fire protection system plans are submitted to the Fire Department directly from the fire protection system contractor later in the project schedule. All Fire Department permits are now online.

Fire Protection System Permits

- Issued only to a Fire Protection System contractor that is licensed by the State of Texas in accordance with the Texas Administrative Code.

Fire Sprinklers and Fire Alarm Systems (*per Building and Fire Code Requirements*)

- New Buildings – Developers are strongly encouraged to install fire sprinklers and fire alarm systems in all new buildings. Fort Worth Codes have construction tradeoffs that are favorable for the installation of fire sprinklers.
- Building Additions or Renovations – The Fire Department reviews the need for fire sprinklers and/or fire alarm systems with the Development Department on a case-by-case basis.
- Building Additions greater than 12,000sqft are required to be sprinkled and must be appropriately fire-separated from the non-sprinkled existing building, as per Building Code.
- New Buildings with an “E” occupancy load greater than 50 require a fire alarm to be installed.
- A Voice Evacuation system is required when the “E” occupancy load is greater than 100 for new buildings.
- Fire alarm systems for additions/expansions are evaluated on a case-by-case basis.

Fire Department Access

- Fire Department reviews the fire hose lay requirements and locations of fire hydrants and fire lanes for new buildings, as well as, renovations and additions.
- Secondary Access is required for all E occupancy buildings separated by at least ½ of the diagonal dimension of the property in question.

Fuel Tanks

- All fuel tanks associated with emergency generators and on-site fleet fueling systems are required to be permitted separately through the Fire Department via Flammable and Combustible Liquids Permits available online on the city’s permitting site.

Alternate Methods

- The Fire Marshal evaluates alternate method requests to Fire Code requirements, but if an agreement is not possible, the Construction and Fire Prevention Board of Appeals may then consider an alternate method and variance requests of the City’s adopted Fire Code.

For additional information regarding Fire Sprinklers, Fire Alarms, Fuel Systems, and Tanks, Site Plans Review, Addressing or Fire Code, please visit: [Fort Worth Fire Department](#)

Building Permits



Plan Review Process

A building permit is required to build a new structure, add an addition, undertake a major/minor remodeling project, or change the use of an existing building or space. The building site must have the appropriate zoning to allow the proposed use and site layout, and the property must be platted in order for a building permit to be issued. Additionally, there may be other permits that could be required in order to approve or issue the building permit such as but not limited to Urban Forestry, Commercial Grading, Grease Trap, Parkway, and Street Use. A **separate building permit** is required for **each structure** involved in the project including retaining walls, dumpster enclosures, signs, and certain fences. School projects are considered commercial in nature and below is a chart of commercial permit types and the required documents that need to be included with the building permit.

Requirements														
Commercial Permit Type	Application	Plat	Site Plan	Flor Plan	Elevation Drawings	Foundation Plans	Mechanical, Electrical & Plumbing	Utility Site Plan	Energy Code Compliance Documents	Commercial Remodel Questionnaire	Use Verification Form	TABS Number	Identification Form	Moving Route Sheet
Commercial Building New	Optional but encouraged	X	X	X	X	X	X	X	X		X	X		
Commercial Building Remodel				X	O	O	O		O	X	X	X		
Commercial Building Addition		X	X	X	X	X	X		X			X		
Commercial Accessory New		X	X	X	X	X	X	X	X		X	X		
Commercial Accessory Remodel				X	O	O	O		O	X	X	X		
Commercial Accessory Addition		X	X	X	O	O	X		X			X		
Commercial Moving			X										X	X
Commercial Razing			X										X	
KEY:* = Engineered If Over 5,000 sq.ft., X=Required, O = If Applicable														

How to submit

Building permits can be applied for online, please visit: [Fort Worth Online Permitting](#)

If you need assistance with how to apply for a permit online please visit the link below for videos and step by step PDF files for each permit type: [Permitting & Application Resource Library](#)

It is very important to follow the EDR (Electronic Document Review) Submittal Requirements when submitting the plan set. ALL documents must be submitted before staff can route the permit for review. If any documentation is missing an email will be sent out to the person listed under "Contact" as to why the permit is in "Incomplete status".

Note: A contractor will have to be registered with the City of Fort Worth in order for the permit to be issued. Please visit [Fort Worth Contractor Registration](#) to obtain a copy of the Contractor Registration Application. Once complete please email (Devcustomerservice@fortworthtexas.gov) the application with a legible copy of your Driver's License, any state Licenses, State Contractor License, and Insurance Certificates were application.

Trustee Account Letter (Applicable to FWISD Only)

When submitting the plat and building permit application, please include the Fort Worth ISD Permit Authorization Form with the submittal. This form authorizes the City of Fort Worth that any fees associated with the plans are to be rendered from the pre-established FWISD trustee fund account. If a plat or replat is required for the project, the trustee fund account will not be applicable and FWISD will be responsible for all county fees associated with the platting process.

Foundation Only Permits

A review and issuance of a foundation-only permit allow for the project foundation to be installed before the issuance of the building permit for the entire structure. The City of Fort Worth does allow for this option. The applicant will be required to provide all items required for a building permit minus the vertical structure and all associated application and building permit fees. An issued final grading permit is required for foundation-only permits. This will include a sealed foundation set, underground utilities, site plans, landscaping plans, plat, urban forestry approval, etc., and the permit will be circulated as a new construction plan submittal. Inspections will be limited to those necessary for foundations and will be finalised with the foundation permit. A new building permit will be issued when the vertical structure plans are submitted and all the items necessary for the building permit and all associated application and building permits will be based on the vertical structure.

Portable Classroom Buildings

These permits are considered new commercial buildings and the fee will be based on square footage. When permitting a new portable classroom building, the applicant will provide plans for the building and site plans showing the portable and how the building is situated with other classroom buildings on the campus. A foundation plan is required and can be used for all portable classroom buildings on the campus. The portable classroom may be subject to compliance with landscape and Urban Forestry requirements. Each site plan will be compared with the plat, reviewed by the Development Services Departments (Building, Zoning, and Urban Forestry), Fire Department, and Water Department.

Phasing Construction

The City of Fort Worth understands that building or remodeling a school can be a complex sequence of events. School phasing projects are reviewed and approved on a case-by-case basis. If phasing is proposed, please coordinate with the Fire Department and the Building Code Administrator prior to building permit submittal for approval to ensure safety for occupants, on-site construction workers, and the ability to perform emergency operations.

Stormshelters

Stormshelters are only required with new construction (brand new schools) or additions of gymnasium or cafeteria with an occupant load of greater than 50.

Parkway & Street Use Permits

- Parkway permits are required for any work done in the City's right-of-way.
- Parkway includes the driveway approach, sidewalk, curb, gutter, and handicap ramp.
- A contractor that is licensed and bonded with the City must obtain the permit.

- Individual property owners are not allowed to do the work themselves. They must hire a contractor to do the work.

Parkway & Street Use permits can be applied for online Visit: [Fort Worth Online Permitting](#)

Expired Permits

- An email notification is sent out to the designated point of contact on the building permit(s) advising them that the building plan review or issued building permit is about to expire. It is the applicant's responsibility to maintain a current point of contact on all permits as not to cause a delay.
- Building permits in plan review that are not issued within 180 days will be considered expired. The applicant can request a one-time extension prior to the expiration date expiring. (Fort Worth Building Administrative Code, Section 105.3.2 Expiration of plan review).
- Building permits that are issued, will expire 180 days after the last approved inspection. The applicant can request a one-time extension, an additional fee will be assessed.

Encroachments

An encroachment is when any physical object projects into the City's right-of-way and/or City-owned easements. The physical object can include any portion of a building, including an awning or a fence for example. It can also include signs and conduits. The requirement to process an encroachment agreement could be determined and required at various permitting stages that include: new construction permits, remodeling permits, change-of-use permits, or as a response to a Code Compliance or other City Department's request.

The owner of the property (not the tenant) must complete the encroachment agreement. That document and more information about the process can be found here on our website:

[Fort Worth Encroachment Information](#).

Failure to submit an executed and recorded encroachment or easement may cause a delay in the issuance of the building permit and plat approval.

Neighborhood Empowerment Zone

As previously mentioned, if the school development site is located within a NEZ Area and there is interest in taking advantage of the benefits, **the NEZ certification must be approved prior to platting or applying for a building permit.** The owner of the property must apply for NEZ incentives or opt-out prior to submitting for any permits. The application processing time for Basic NEZ Incentives certification is approximately 14-21 business days. There will be a delay in the issuance and review of the building permits if the applicant decides to apply for NEZ certification while the plans are under review unless the applicant wishes to place funds in an escrow account.

Please contact the Neighborhood Services Office at 817-392-7540 or via email at nez_ns@fortworthtexas.gov if there are additional questions.

For follow-up concerns and questions about the NEZ program, visit: [Fort Worth Neighborhood Empowerment Zones](#)

Please visit: [One Address Search Tool](#) to verify if the project is located in a NEZ Area. Once an address is entered, the system will generate a page full of information, NEZ will be under Neighborhoods on the lower left-hand side.

Grease Trap

If the school site is proposing a new cafeteria or increasing the size of the cafeteria, a grease trap review will be required. All grease traps and grease interceptors shall be maintained for continuous, satisfactory, and effective operation at the expense of the property owner. If the Water Department requires the project to install grease traps, please review the City of Fort Worth's [Guidance Document for Sizing and Installation of Grease Traps and Interceptors](#). Additionally, all grease traps will need to obtain a Grease Trap Discharge Permit. Before installing a grease trap please contact each of the following City offices:

- Pretreatment Services, Water Department: 817-392-8305
- Plumbing Inspection Section, Development Department: 817-392-7980
- If the facility is required to be permitted by the Code Compliance Department, contact the Consumer Health Services Division

Fort Worth ISD cafeteria projects will require an additional review with Tarrant County Public Health (see page 9). For questions about the grease trap process, visit: [Fort Worth Grease Trap Information](#)

Backflow Permit

Water distribution systems are designed for one-way water flow, from the distribution system to the consumer. Backflow occurs when the pressure in the distribution system drops, siphoning water from the consumer's system into the distribution system. Backflow protections ensure that contaminants and pollutants from flowing into the drinking water. All new backflow assembly installations, relocations, replacements, or removals require a plumbing backflow permit. Fort Worth requires annual testing of all backflow protection assemblies on commercial property. School projects are considered commercial and can cause a delay in permit issuance if the campus has not regularly tested the backflow assemblies. All auxiliary water sources and contractor meters must have a backflow protection assembly. Meters must be protected by backflow assembly or air gap and the assembly must be tested upon installation, repair, or relocations.

For additional information, please visit: [Fort Worth Backflow & Cross Connection Control](#)

New Technology, Equipment, and Materials

If the school is proposing new technology, equipment, or material for the building, please coordinate with the Fire Department and Building Code Administrator prior to submittal for approval.

X Team

The X Team offers expedited plan review for building permits by providing full plan review comments in 5 business days. After the 5 day review, a meeting will be scheduled with the design team to discuss, correct, and clear any necessary changes with the X Team's plans examiners. If the corrections required can be updated during the meeting, staff can potentially issue the permit at the conclusion of the meeting.

What kind of projects does the X Team accept?

The X Team accepts all commercial and residential projects and all types of building permit applications. If a project has multiple permits, the permits will be reviewed together in one plan review meeting.

How to schedule an expedited plan review meeting with the X Team?

First apply for a building permit through the City's online permitting system, Accela Citizens Access. Look for the 'MISC Information' section on the application and select the check box for the X Team. After the application is accepted, the applicant will be contacted to schedule an X Team meeting. The meeting will be held at the end of the 5 business day plan review.

What To expect at the meeting?

Meetings can be held in-person or virtually via WebEx. During the meeting, the City's plans examiners will work with the applicant's design team to try and resolve all required corrections.



Applicants should have:

- Final plats recorded
- All engineering and infrastructure approved
- Appropriate zoning in place and any necessary variances or Certificates of Appropriateness
- Paid all associated building permits fees plus the additional hourly fee for the duration of the meeting

Please make sure the applicant's design team comes prepared to make the required corrections, which includes updating the changes on the compiled plan set and re-uploading it in Accela to clear any holds on the permit. If all of the holds can be cleared, then the design team would need to be prepared to pay any outstanding fees before (*potentially*) leaving with a permit.

Who should attend the meeting?

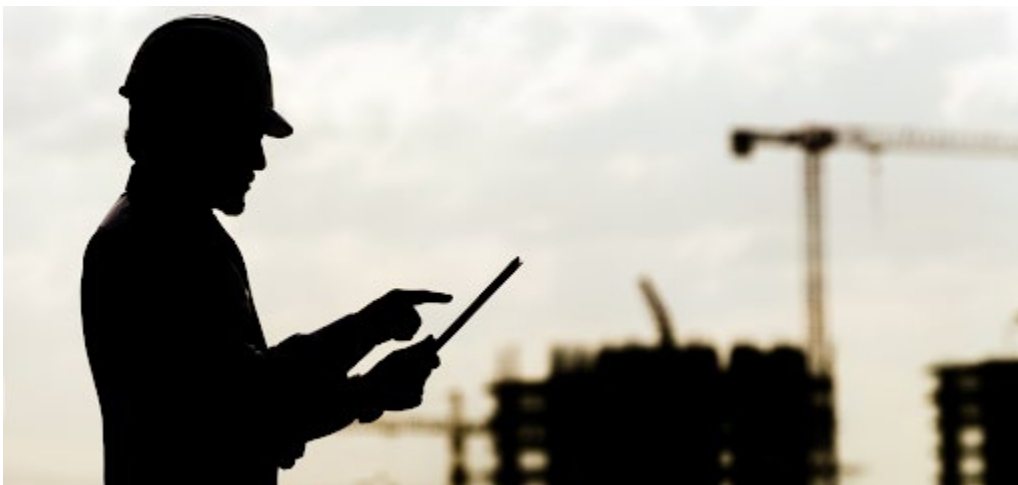
The applicant's design team should be in attendance. During this meeting, all the necessary corrections can be made to clear the first-round of comments from the City's plans examiners.

How much does it cost?

- There is a \$225 application fee, per permit
- The plan review time is \$1,125, per hour

For more information, please visit the City's [X-Team](#) website.

Building Inspections and Certificate of Occupancy



Building Inspections

Inspections are required for all construction work for which a permit is required. Once site plans have been approved and permits have been issued, construction can begin. The construction work must be inspected throughout the course of a project.

- The approved set of plans with comments must remain available to inspectors at all times.
- A contractor must request an inspection from the city inspector at the proper stages of work.
- For fire protection systems, inspections cannot be scheduled prior to the approval of fire protection system plans. The Fire Protection System Contractor must schedule inspections.
- A final inspection is required.

For more info, visit: [Fort Worth Inspections](#)

Certificate of Occupancy

When all inspections have been made and a final inspection has been completed, a Certificate of Occupancy (C.O.) can be issued and the structure may be occupied.

- Certificates of Occupancy are issued to a party/business at a particular location
- A new C.O. must be obtained when the use of the building changes
- A new ordinance inspection must be obtained whenever the name of the responsible party changes on the electric, water, or gas bills
- After the inspection is completed, a new C.O. will be issued

FAQ's

Building Permit

Is a recorded plat required prior to the building permit review process?

A recorded plat is not required, however, you will need to provide a copy of the proposed plat to review the project. If the project is new construction, additions, or portable classrooms, the permit can't be approved until receipt of recorded plat.

When do I need to sprinkle the building?

If the School buildings exceed 12,000 sf, and assembly spaces exceed 300 occupants or have an assembly space above the first floor, then sprinklers are required. Additions and remodels at existing campuses should consult with a building and fire reviewer regarding special existing conditions.

Where can I check the status of my permit?

Permit statuses can be checked online at: [Fort Worth Online Permitting](#)

When do I need a storm shelter?

Storm shelters are required for all new school buildings, and additions of gymnasiums or cafeterias with occupant load over 50. Remodels do not require storm shelters.

Can I arrange a preliminary review of the occupant load and plumbing fixture requirements for my project with the Building Reviewer?

Yes, please contact the Plans Exam supervisors to set up a consultation. Additionally, the city's policy on plumbing fixture counts for schools is covered in (TB20-001)

Is a commercial grading permit required prior to the release of the building permit?

Yes. An issued final grading permit is required.

How long is the typical building permit review process?

Every project is different depending on the complexity of the building and any required revisions but we strive to have initial comments to applicants in 10 business days and respond to revisions within 3 business days

If there are multiple buildings on a site that are being renovated or added, when are separate building permit submittals required?

Building permits are separated into 3 categories. New, Remodel, and Addition.

1. Each new structure will require a separate permit.
2. Each structure that is remodeled will require a separate permit
3. Each building receiving an addition will require a separate permit but multiple additions to the same building do not require separate permits.
4. Buildings receiving additions also require remodel permits to prepare the existing building to receive the addition.

Can I arrange a preliminary review of the fire separation requirements for my project with the Building Reviewer?

Yes, please contact the Plans Exam supervisors to set up a consultation.

Communities Facilities Agreement (CFA)

Is the CFA contract a standard contract for ISD different from charter or private schools?

The only difference is the financial guarantee. Contracts for ISD schools enter into a Governmental Entity/ISD Community Facilities Agreement with the City. For a copy of the standard language please contact the Development Coordination Office.

Encroachment Agreements

What do I need to provide in order to start the Encroachment Agreement process?

The following list of items are to be provided to the Contract Management office in order to begin the review process:

- Encroachment Initiation Form
- Payment of \$700 administrative fee
- One set of exhibits specific to the encroachment type

Additional documents are required once your exhibits have been approved. The list of these items will be provided to you by the Contract management Office once your exhibits have been approved.

How much are Encroachments?

Easement Encroachments have a \$700 administrative fee. Right-of-Way Encroachments have a \$500 administrative fee and may be subject to a fee of \$2.00 per square foot that is collected annually.

What if I have a Right-of-Way and an Easement Encroachment?

You will submit one encroachment initiation form. Each encroachment type will require its own set of exhibits and the \$700 administrative fee. You will be provided with two permit numbers.

Fire Department

Which code should be followed to determine proposed fire lane routing?

Please be aware that the secondary fire department vehicle access is required for all schools per the 2015 International Fire Code, adopted with city amendments, which are available for review at [Fire Code and Local Amendments](#).

Infrastructure Plan Review Center

Can I still schedule a pre-sub meeting?

Yes, on a first come first serve basis.

Can I schedule a post-sub meeting?

Yes, on a first come first serve basis. Slots are limited and preference is given to pre-sub meeting requests.

Neighborhood Empowerment Zone

When can I apply for NEZ?

A project is eligible to apply for NEZ benefits once it's determined that the project is located within a NEZ. NEZ benefits include the waiving of certain development fees so, in order to receive the benefit, the NEZ must be approved prior to submitting plat and building permit applications. If the project is located in a NEZ designated area and is not interested in the NEZ, the owner must opt out.

Should the NEZ be applied for prior to the building permit review submittal?

Yes, NEZ benefits include the waiving of certain development fees so, in order to receive the benefit, the NEZ must be approved prior to submitting plat and building permit applications.

What items are required for the NEZ application submittal?

- Completed and signed application (including Zoning sign off)
- \$25.00 application fee

- Proof of ownership such as:
 - Warranty deed
 - Purchase agreement signed by both parties
 - Affidavit of ownership
- Itemized constructions budget for all projects
- Plan no larger than 11X17 showing dimensions and square footage of the following
 - Site plan with the structure or proposed structure
 - Floor plan
 - Elevations
 - North, South, West & East for New Construction
 - Affected by the project for Rehabilitations

How long is the NEZ application review process?

The certification process takes 14 to 21 business days from the receipt of the complete application packet. The certification process includes checking taxes and liens and completing the public notification requirement.

Park & Recreation Department

Does the Park & Recreation Department review school permits and do fees apply?

Park & Recreation Department does not review school site projects and schools do not pay Park & Recreation fees. Pruning, removal, and/or planting of City-owned trees or trees do require a permit from the Park & Recreation Department's Forestry Section.

Platting Department

Can I submit for a building permit while my plat is under review?

Yes, a concurrent review of the building plan is permitted once the final plat has gone through its initial 21-day review. This is not a full building permit, but a building code review. There is an additional \$1000 fee for this review.

When does my plat have to go before the City Plan Commission?

Only when waivers from the Subdivision Ordinance are required or if a conditional approval is required for something that will take longer than the 30 days administrative process, for example, TXDOT approval for required access.

What items are required for the plat application?

See the checklist on the plat application: [Plat Application Requirements & Checklist](#)

Pre-Development Conferences (PDC)

What City departments will be represented in the PDC?

Staff attending PDC meetings includes those from Development Services Department (Zoning, Platting, Transportation Impact Fees, Stormwater Development Services and Transportation Development Review), Fire Department, and Water Department.

What is the cost to schedule a Pre-Development Conference with the City of Fort Worth?

30-minute PDC meetings are free of charge. We just ask that you submit a complete Pre-Development Conference request form and allow adequate time for scheduling. The city also offers one hour-long PDC meetings; the cost is \$281.25. The payment is required 2 weeks prior to the meeting.

How long are the meetings?

Meetings are generally scheduled in 30-minute blocks. As this is simply a discovery meeting to generally discuss your proposed project, these time allotments are usually sufficient.

What information should I provide for my PDC meeting?

Please submit a site plan or schematic as an attachment to the PDC request form. The more detailed the information you provide the City the better we are able to prepare for your PDC. Many developers will provide large detailed prints for everyone to view.

Who should attend the meeting?

The PDC meetings are informal “fact-finding” meetings between City Staff and developers. Please invite your Civil Engineer, Architect, or other consultants you believe would benefit from the meeting.

May I schedule more than one PDC for my project?

Yes, many developers take advantage of the PDC meetings by scheduling a PDC in the conceptual planning phase of the project and another prior to construction. Some departments may offer subject-specific PDCs for more in-depth conversation with regards to your project.

Stormwater & Floodplain

Should I schedule a Stormwater and/or Floodplain Pre-Development Conference (PDC) prior to making a submittal?

Yes, Before submitting a Drainage Study or Flood Study, the applicant shall meet with SDS and Floodplain Management staff to gather information, build consensus, and determine the scope of the studies. Contact staff at SDS@fortworthtexas.gov to schedule a Pre-Submittal meeting. The meeting request form shall be completed and returned with attachments to SDS before a meeting can be scheduled.

Can my Stormwater and Floodplain review run concurrently?

Yes, Drainage and Floodplain studies in support of a final plat or final construction plans (IPRC or grading permit) can be reviewed concurrently. Only an accepted drainage study is required for SDS to accept conceptual or preliminary plats. Please inform your study reviewer of your platting and permitting goals prior to submitting your Stormwater and/or Floodplain studies.

How long is the Drainage Study review process?

The review timeline varies based on project and applicant response. City Staff has 10 business days for drainage study and 15 business days for Floodplain study reviews. In cases where Drainage and Flood studies are being reviewed concurrently, and with notice to the applicant, Staff will typically return combined drainage and flood study comments within 15 days. On average, a study gains approval within 2-3 review cycles.

Who is the preferred point of contact for the study technical review responses?

The preferred point of contact for technical review responses is your assigned study reviewer. The contact information would be provided with the first review response, if not earlier in the process.

How do I schedule a meeting for Stormwater or Floodplain reviews?

Please contact SDS@fortworthtexas.gov to request a review meeting. We conduct Stormwater and Floodplain meetings on Tuesday afternoons between 1 pm and 3 pm, and Friday mornings between 10 am and 12 pm.

Will I need to provide onsite detention?

Schools are often placed in residential areas where storm drain capacity may be designed for a less intense land use. Plan to provide onsite detention unless your engineer has demonstrated that it will not be required both now and with future phases.

Stormwater Facility Maintenance Agreement (SWFMA)

How much are SWFMA's?

The processing fee for SWFMA's is \$635 and due at submission.

What documents are required to begin the SWFMA process?

- Completed SWFMA Initiation form
- Project Exhibits set forth and labeled in accordance with the language in the agreement
- Copy of legally recorded Warranty Deed
- Signature Authority Document stating the signer listed on the initiation form is allowed to sign and execute agreements on behalf of the Landowner/Developer/Assign
- Articles of Incorporation

How long does it take to execute a SWFMA?

It takes 2-3 weeks to execute a SWFMA once all holds are approved.

Transportation Development Review

When is a parkway permit required?

A parkway permit is required when constructing ADA ramps, approaches, sidewalks, alleys, and/or stormwater tie-in at Stormwater inlets (all items are located in the city ROW).

Transportation Impact Fee

Are charter and private schools subject to Transportation Impact Fees?

Yes, charter and private schools are subject to Transportation Impact Fees.

Urban Forestry

When is an Urban Forestry permit required on remodel permits?

The only time a UFC permit would be required, is if the project is increasing building square footage (>30%) or adding parking spaces.

Is an Urban Forestry permit required prior to the submittal of the building permit review process?

Yes. A building permit will not be issued until an urban forestry permit has been supplied and/or approved. Grading permits cannot be approved without an approved Phase I urban forestry permit.

Can schools deduct their building square footage to determine the net site area?

No. Schools are not permitted to deduct their building square footage and the playing fields from the gross property area in determining the Net Urban Forestry Area (NUFA).

Water Department

What are common comments for school site development?

- No water and sewer impact fees are assessed for ISDs
- Schools are responsible for tap fees
- Need to have minimum 12" water line available for typical 8" fire lines for school facility
- Need to install sampling station near the school domestic meter
- Recommend school to install dual meters and fire lines
- Fireline and large domestic meter installation are eligible for CFA and miscellaneous project
- Backflow will need to be installed at the point of delivery within private property for domestic and irrigation meter
- RPZ may be needed if the facility has high hazard connections within the facility
- Double Detector Check Valve will have to be installed within private property at the point of delivery for fire lines
- A grease trap is needed for all school cafeterias
- Need to contact pre-treatment for schools that have laboratories

When is my project eligible for a miscellaneous project?

- Extensions 600 linear feet or less for water and sewer are eligible
- Fireline and large domestic meter installation are eligible

What is the process if the school site is located within a MUD?

There are a number of school sites that are located in a MUD. If your school site falls within a MUD, building permits, plumbing, backflow, and grease trap permits must be issued by the City of Fort Worth.

Zoning Team

Can I have a sign?

Yes, sign requirements are based on the site's Zoning District; reference 6.400 in the sign ordinance for "E-K, MU-1, & MU-2" Zoning Districts in the sign ordinance. For projects located in A, B, CR, C, CF, D, Zoning Districts, and Design Districts, refer to the individual District for Sign requirements.

Does the sign require a permit?

Signs will require a permit, with the exception of specific signs that meet the requirements in 6.403 Signs not requiring a permit: [Fort Worth Code - Signs - Section 6.403](#)

People Who Can Help

City Contact List

Development Services Contact Information can be found at the following link: [Development Services Contacts](#)

Counties Contacts

Tarrant County

- Health Department
817-871-7511 Fax: 817-871-7283
- Recorded Deeds and Plats
817-884-1195
- Transportation Services Department
817-844-1250 Fax: 817-884-1178

Denton County

- Planning Department
940-565-8624 Fax: 940-565-5657
- Environmental Health Department
940-565-8685 (*Office Hours: 8-9 am & 1-2 pm*)

Johnson County

- Health Department
817-556-6380 Fax: 817-556-6391

Parker County

- 817-598-6175 Fax: 817-598-6177

Wise County

- 940-627-9332 Fax: 940-627-6171

State Contacts

Texas Department of Transportation (TxDOT)

- Fort Worth District (*Tarrant & Other Adjacent Counties*)
817-370-6532 or 817-370-6551

Utility Contacts

CoServ Electric (Formerly Denton County Electrical Co-Op)

- 940-321-6644 Fax: 940-321-6640

Johnson County Electric Co-Op

- 817-558-0010 Fax: 817-556-4039

TXU (Texas Utilities Electric Co. / Lone Star Gas)

- 817-215-6688 Fax: 817-215-6184
- 817-215-6254 Fax: 817-215-6316
- 817-215-6218 Fax: 817-215-6660

Tri-County Electric Cooperative, Inc.

- 817-431-1541 or 817-379-4703 Fax: 817-431-9680

Telephone Service

AT&T

- 404-810-4556 Fax: 404-810-4404

Verizon

- 972-717-5828 Fax: 972-717-5834

OneSource Communications

- 817-379-3007 or 817-379-3007

AT&TSouthwestern Bell Telephone, Inc.

- 817-267-5752 Fax: 817-338-5106

Water Providers

Certificate of Convenience and Necessity (CCN)

For areas not served by the City of Fort Worth, please contact the Utility Section of the Texas Natural Resource Conservation Commission (TNRCC). To learn of the specific water provider (CCN) for the subject area, call: 512-239-6960

Certificate of Convenience and Necessity (CCN)

For preliminary guidance, contact the City of Fort Worth Water Department Development Division, call: 817-392-8428