

# LAND DEVELOPMENT, ZONING, GAS WELL DRILLING and BUILDING CONSTRUCTION PERMITS

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## □ Land Development Basics

### What is the city's Comprehensive Plan?

It is Fort Worth's official guide for making decisions about growth and development. The recommended policies and strategies, programs and projects will enable Fort Worth to achieve its mission of focusing on the future and working together to build strong neighborhoods, develop a sound economy and provide a safe community.

### How does the city acquire new property?

The City of Fort Worth can annex new unincorporated property inside its corporate limits. Annexation is one important way for new territories and developments to receive municipal services such as police, garbage collection, sewer service and other municipal services and voting privileges.

### What areas can the city annex?

Cities can only annex a territory that is located inside their own extraterritorial jurisdiction (ETJ). Cities are not permitted to annex areas located inside another city, or in another city's ETJ, unless both cities agree to such an action.

### What is an ETJ or Extraterritorial Jurisdiction?

The extraterritorial jurisdiction, sometimes referred to as the ETJ, is an area of land located a 5-mile distance beyond the city limit line of Fort Worth in which the city has a first right to annex. The State of Texas establishes statutes that define extraterritorial boundaries according to the population size of the city. These statutes allow a 5-mile ETJ for cities in excess of 100,000 in population.

### What is the difference between developed and undeveloped property?

Undeveloped property is just bare soil with nothing built above or below it. Developed property has had some type of modification, such as a building, pool, driveway or other type of structure.

Before property can be developed, many groups get involved in the planning and decision-making.

### Who are the major players, and what do they do?

- **Registered Surveyor or Civil Engineering Firm** – Completes the land survey
- **Urban Forestry Compliance Section** – Enforces the tree ordinance. The tree ordinance limits the removal of tree canopy and protected trees. It promotes multi-aged forest, orderly development of the City of Fort Worth and protects the public health, safety and general welfare of the citizen. Homeowners with less than an acre of land will not be affected. Homeowners and developments with more than one acre of land will have to maintain a minimum of 25 percent existing canopy and apply for an Urban Forestry Permit.

## Contacts

### Planning and Development Department

1000 Throckmorton St.  
Fort Worth, TX 76102  
(817) 392-7820 or (817) 392-8000

### Deeds

Tarrant County Clerk's Office  
100 W. Weatherford St.  
**Fort Worth, TX 76102**  
**(817) 884-1195**

### Building Permits

**(except driveway, sidewalk, curbs, gutters)**

Planning and Development Department  
(817) 392-2222  
FAX: (817) 392-8116

### Streets, Driveway, Sidewalk, Curb, Gutter

Transportation & Public Works  
(817) 392-6594

### Urban Design Commission

Planning and Development Department  
(817) 392-8015

### Community Development Council

Contract Management  
(817) 871-7563

### Park Dedication

Parks and Community Service  
Department  
(817) 871-5744

### Real Property Services Division

Housing and Economic Development  
Department  
(817) 392-8362

- **Architectural firm** – Draws up a construction plan for the property using the land survey.
- **Planning and Development Department** – Facilitates private sector development in compliance with city codes and policies. It also advises the City Manager’s Office, the City Council and all appropriate boards and commissions on matters affecting the growth and development of the city; reviews plats and zoning requests for consistency with the City’s Comprehensive Plan and compatibility with surrounding uses.
- **Board of Adjustment, Commercial and Residential** – Interprets zoning ordinances in cases of dispute; approves or denies applications for special exceptions to normal zoning rules; authorizes requests for variances from zoning ordinances and requests for ordinance interpretation. Decisions of the Board of Adjustments are final and can only be appealed to a court of record.
- **City Plan Commission** – Formulates, adopts and recommends the Comprehensive Plan for the orderly growth and development of Fort Worth. Reviews and approves subdivision plats and recommends building restrictions to the City Council on certain streets and alleyways which conflict with existing plat designs.
- **Zoning Commission** – Advises City Council on zoning changes and text amendments.
- **Parks Department** – Reviews plats for conformance with the neighborhood and community park dedication policy, which requires the dedication and development of parks to serve new subdivisions.
- **Water Department** – Reviews plans and makes sure there are water and sewer lines to serve the property and that any existing lines are adequately sized for the proposed use.
- **Transportation and Public Works** – Reviews and approves all construction within city streets and right of way.
- **Police and Fire** – Reviews buildings for conformance with fire code and emergency access.
- **Private Registered Surveyor or Civil Engineering Firm** – Formulates a plat for subdivision.
- **City Council** – Reviews proposal, conducts public hearings and votes on zoning and community facilities agreements.

### Contacts

#### Zoning

Planning and Development Department  
(817) 392-8028

#### Platting

Planning and Development Department  
(817) 392-8027

#### City Plan Commission

Planning and Development Department  
(817) 392-8030

#### Zoning Commission

Planning and Development Department  
(817) 392-8826

#### Board of Adjustment, Commercial and Residential

Planning and Development Department  
(817) 392-2414 or (817) 392-8029

#### Historic & Cultural Landmarks Commission

Planning and Development Department  
(817) 392-8012

### **How do I find out if my property has deed restrictions?**

Deed restrictions are listed in the deed for your property. If you do not have a copy of the deed, you may obtain a copy from the Tarrant County Clerk's Office:

Tarrant County Clerk's Office  
100 W. Weatherford Street  
Fort Worth, TX 76102  
(817) 884-1195

### **How are deed restrictions enforced?**

Homeowner and neighborhood associations enforce deed restrictions, not the City of Fort Worth. However, the city does enforce city codes and ordinances. Additionally, if a utility company has a right of way on a specific property, the utility's needs override the association's deed restrictions. If the association's deed restrictions allow certain changes on a property, the city still ensures that changes made to the property comply with city codes.

## **❑ Zoning and Platting Basics**

### **What is zoning?**

Through the city's zoning ordinances, which regulate building and building space, zoning is Fort Worth's legal means to:

- Determine various land uses
- Promote orderly growth
- Preserve property values
- Reduce street congestion
- Help prevent fires
- Promote adequate light and air

### **Who makes decisions about zoning?**

City Council, along with three important commissions and boards, makes zoning decisions. These boards and commissions are comprised of city residents appointed by the City Council as representatives.

The **City Plan Commission** is comprised of nine members. It has four primary responsibilities:

- To formulate, adopt and recommend to City Council the Comprehensive Plan for the orderly growth and development of the city and its extraterritorial jurisdiction areas
- To confer final approval on subdivision plats
- To regularly review the subdivision regulations to ensure their effectiveness in accomplishing the objectives of the City Plan.
- To recommend building restrictions to the City Council on certain streets and alleyways which conflict with existing plat designs

The **Zoning Commission**, also comprised of nine members appointed by City Council, acts as Council advisors on zoning issues. The Zoning Commission also:

- Considers all proposals to change zoning on any parcel of land
- Defines initial zoning
- Makes amendments to the zoning ordinance
- Conducts extensive hearings
- Makes decisions based on the hearings
- Forwards its recommendations to City Council, which approves or denies the zoning request

The **Boards of Adjustment (BOA), Commercial and Residential**, each have nine regular members and are an appeal body for exceptions to the zoning ordinance. The BOA has the authority to:

- Interpret zoning ordinances in cases of dispute
- Approve or deny applications for special exceptions to normal zoning rules
- Authorize requests for variances from zoning ordinances

**When is zoning or rezoning necessary?**

The proposed use of land must conform to its present zoning. If the land use changes and the existing zoning does not allow for the new use, the property must be rezoned.

**How do I find out if my property is in the city limits?**

Call the Planning and Development Department at (817) 392-8028 and provide the property address. You can also visit the Interactive Customer Service Map Tool featured on the city Web site at [www.fortworthgov.org](http://www.fortworthgov.org).

**How do I find out the zoning on my property?**

Call the Planning and Development Department at (817) 392-8028.

**Who do I call about zoning violations?**

Call the Code Compliance Department at (817) 392-1234

**The Zoning and Platting Process**

**Who may request a change in zoning?**

The property owner, the owner's attorney, or a person with written authority to act on the owner's behalf.

**How can I get a map of a particular piece of property?**

Call or visit the Planning and Development Department to determine if the type of map you want is available. Some maps are on file in the city's map room (i.e. zoning maps, overall city maps and district maps). Others must be ordered from the county or state. Fees for maps vary.

Planning and Development Department  
City Hall – Northeast Lower Level  
1000 Throckmorton St.  
Fort Worth, TX 76102  
(817) 392-8028

**What is a subdivision plat and why would I need one?**

It is a map of land within a subdivision that describes the easements, dimensions and location of lot lines. It also establishes the blocks, lots and subdivision name used in real estate transactions.

A plat is required:

- If your property is or has never been platted and you want to obtain a building permit for a new structure on the property
- If you are selling a portion of your property, you will need a plat showing all the parcels of land under your ownership and how you intend to divide it

A plat is not required:

- If you are adding to or altering an existing home or adding a storage shed

**How do I get a plat?**

Hire a registered surveyor or civil engineer who will act on your behalf during a plat meeting and predevelopment conferences. Questions can be directed to the Planning and Development Department at (817) 392-8027.

**What is the fee for filing a zoning change request?**

Call (817) 392-8028 for more information

**What is the process for requesting a zoning change?**

- Fill out a written application, attach the appropriate fee and submit the packet to the Planning and Development Department located on the lower level of City Hall, 1000 Throckmorton St., Fort Worth, TX 76102.
- The staff analyzes the application and prepares a report, which is presented to the Zoning Commission.
- The Zoning Commission studies maps, plans and photos furnished by city staff and occasionally tours the area.
- Ten days before the Zoning Commission public hearing on the proposed zoning change, a notice is sent to property owners within 300 feet and to registered neighborhood organizations within ¼ mile of the disputed property. Also, a sign is erected on the property. Public hearing information on each case is posted on the City Hall Notice Board approximately 15 days prior to the scheduled public hearing. You can also obtain a copy of the Public Hearing information from the Planning and Development Department.
- The Zoning Commission holds a public hearing on the proposed rezoning. Meetings are held on the second Wednesday of each month at 10 a.m. in City Council Chamber. In the public hearing, proponents and opponents are allowed five minutes each to testify and two minutes for rebuttal. After each hearing, commission members vote.
- Zoning Commission recommendations are presented to City Council.
- A public hearing before City Council is held at the regular night council meeting on the second Tuesday of the month following the Zoning Commission hearing. Council rules apply for addressing the City Council on a zoning case. Following the public comments and discussion by the Council, they vote on the case.

**What is petition-based rezoning?**

At the request of property owners, city staff may submit a zoning application on the owners' behalf at no cost to the owners. The following conditions must be met:

- Property owners must submit a petition signed by owners of at least 50 percent of the proposed district's land area and of at least 50 percent of the parcels to be rezoned.
- The proposed district boundary is legally defensible. Individual parcels are not eligible.
- The proposed zoning district is consistent with the City's Comprehensive Plan.

For more information, contact (817) 392-2495.

**What if the Zoning Commission denies a zoning change?**

The City Council will receive the Zoning Commission's recommendation and will decide whether to approve or deny the request.

## **Zoning Changes in My Neighborhood**

### **A sign on property in my neighborhood says it will be rezoned. How can I find out what is planned for the property?**

Call the Planning and Development Department at (817) 392-8028. Please provide the exact address of the property and/or the zone case number.

### **Can residents who oppose a rezoning in their area file an appeal when the Zoning Commission has granted the owner's request?**

It is not necessary to file an appeal with the Commission because a second public hearing will be held with City Council. At that time, residents have another opportunity to present objections to the rezoning.

### **What type of presentation should residents make at public hearings?**

Present your case factually and unemotionally. Use slides, photographs and documentation of your findings on concerns such as accident reports, approved plans, traffic counts, flood insurance claims or school enrollment.

## **Gas Well Drilling**

### **DISCLAIMER:**

The city does not lease nor provide advice about leasing private property for gas exploration and drilling. Information provided by the city addresses general issues related to gas drilling and mineral leases and is not intended to provide advice on any specific legal matter or factual situation. This information is not intended to create and its receipt does not constitute a lawyer-client relationship. Readers should not act upon this information without seeking professional legal counsel. Gas companies offering leases for gas exploration and drilling for privately owned minerals, including those with the words "Fort Worth" as part of their name or logo, are not associated with or endorsed by the City of Fort Worth.

### **What is the Barnett Shale?**

The Barnett Shale is a large natural gas reserve that stretches underground across a 15 county area. It contains an estimated 55 trillion cubic feet of natural gas and is located approximately 1.5 miles below the surface. In recent years, advances in drilling technology have made it possible for energy companies to extract large amounts of natural gas from the Barnett Shale.

### **How can I find out if a natural gas well permit has been obtained near my property or additional information about gas well drilling within our city limits?**

If a gas drilling operator has requested a drilling permit within 1000 feet from your residence, you will receive a notification concerning the request. Residents with any questions or concerns regarding gas drilling are encouraged to call the Gas Division at 817-392-2851 or refer to the city's Web site at [www.fortworthgov.org](http://www.fortworthgov.org) for gas drilling information.

### **How far must a well be from my property or public structures/areas?**

The distance requirement is regulated by the city's gas ordinance. No well may be drilled closer than 600 feet from any protected use such as a residence, religious institution, hospital, school or public park without a waiver from the protected use owners or City Council approval.

### **What other gas drilling requirements are set by the city's gas drilling ordinance?**

In addition to the required 600-foot setback – which can be closer with the council's pre-approval or property owner waivers – the revised gas drilling ordinance requires:

- Drillers to measure ambient noise levels before drilling and then install controls that prevent noise from rising above these levels by more than five decibels during the day and three decibels at night.
- Closed-loop mud systems, which eliminate open mud pits, on wells that are within 1,000 feet of a home or other protected use.
- Fencing and landscaping that provide security and blend with surrounding uses.
- Adjustments to bonding and insurance requirements.

The purpose of these requirements is to further protect the surface owner's property rights while providing for the orderly exploration, development and production of gas.

### **Does the drilling harm the environment?**

Drilling for natural gas is more environmentally friendly than drilling for oil. Drilling and extracting natural gas is cleaner. With the advent of directional and horizontal drilling technology, natural gas wells have a much smaller impact on land than oil wells and new drilling techniques are more energy efficient and quieter.

### **Can someone else own the minerals underneath my property? How can I tell if I own my minerals?**

Yes – It is possible that the mineral ownership may be different than surface ownership. A deed/title search may be necessary for one to determine who actually owns the minerals under a piece of property. For information on deeds, contact the County Clerk for the county in which the property in question exists.

### **Will drilling affect the foundation of my house?**

There is no documented evidence of drilling affecting foundations. Most foundation problems occurring in the North Texas area are a result of ground swell and contraction during alternating periods of wet and dry weather.

### **What emergency plans are in place in case of an accident?**

In the case of gas wells, it has been determined that one plan is not a viable alternative and that if a situation should arise, it should be handled based on the type of incident and the information available.

### **Does the city profit when drilling takes place on private property?**

No—the city only profits from natural gas drilling on city-owned property. Only the mineral owner and the mineral lessee profit from the operations. The city does receive ad valorem taxes, which are assessed and collected by the Tarrant County Appraisal District.

### **How do I obtain a permit?**

For all permits *except* driveway, sidewalk, curbs and gutters, you may get a permit in three ways:

- In person from the Planning and Development Department - 1000 Throckmorton St. (lower level).
- In some cases, you may get a permit by phone by calling Planning and Development Department Residential Inspections at (817) 392-2222.
- By fax - (817) 871-8116 using the appropriate form.
- Forms may be obtained online at [www.fortworthgov.org/planninganddevelopment](http://www.fortworthgov.org/planninganddevelopment).
- For **driveway, sidewalk, curb** and **gutter** permits, call Transportation and Public Works at (817) 392-6594.
- **Electrical, Mechanical, Plumbing** and **Garage Sale** permits can be obtained by e-mail at [devcustomerservice@fortworthgov.org](mailto:devcustomerservice@fortworthgov.org).

Fees are determined by the value of the project; therefore, they vary from project to project.

### **Can a gas well be placed on my property without my permission?**

As a general rule, an operator would rather have the surface owner's permission before putting a well site on a particular property and will pay appropriate damage fees to the surface owners. Any other actions would be preceded by legal action involving the operator and the property owner.

### **What can I expect when a company is going to drill in my area?**

A sign will be placed near the proposed well site advising that a permit application has been submitted. Notices will be sent to residents/property owners within 1,000 feet of the well site. A pad generally 300' X 300' will be prepared and a drilling rig will move onto the location. The drilling rig will be on site for approximately 20 to 30 days actually "drilling" the well and running pipe into the open hole. After the well is drilled the drilling rig will move off. The rig move and drilling is a 24 hour operation and is probably the noisiest part of the operation. Shortly thereafter, well "completion" will begin and a smaller portable rig will move onto the location. After completion operations, surface equipment will be installed along with appropriate fencing and gates. From this point there will be minimal activity on the location. Occasionally a small rig will be brought to the location for remedial work.

### **Is the city monitoring our water supply due to water usage by the drillers?**

The City of Fort Worth Water Department monitors all usage of water in the city. The last report presented by the Water Department at a recent Public Gas Well Information meeting indicated that drilling activity in the city accounts for only 1 percent of the water used in the city.

### **Who can I call if I have a question or a complaint about gas drilling?**

Questions regarding drilling and operation of gas wells may be directed to the Gas Well Drilling Inspection Section at 817-392-2851 or 817-392-2339.

### **Will someone be on the drilling site at all times?**

During drilling operations there are personnel on-site 24 hours. Completion operations are usually conducted during the day, but personnel may be on-site 24 hours during a short flow-back period. If there are not personnel on-site (Operations or Private Security), then the site/equipment must be secured.

For a full handout packet of detailed information regarding all aspects of gas well drilling in Fort Worth city limits, please call 817-392-2851.

## **Permits**

### **I'm planning to build a new structure on my property. What should I do first?**

A property owner who is developing plans for a new structure or modifying an existing one can save time and avoid delays later by checking with the Planning and Development Department. A staff of experienced plans examiners and inspectors can discuss the plans and assist in correcting possible problem areas. Building codes and ordinances have been enacted and amended by City Council to ensure good and safe building practices.

### **What is a permit?**

Permits are the vehicles through which the city uses the Planning and Development Department to inspect building or structure construction work as it progresses.

### **Why are permits required?**

To ensure the quality of work and materials and to make sure that work conforms to city codes.

### **Who is responsible for obtaining permits?**

The property owner and the contractor are jointly responsible for obtaining all of the proper permits, although the action of permit application can be delegated to the contractor.

## **Which division of the Planning and Development Department should I contact with different permit issues?**

The city's Planning and Development Department through its many sections is responsible for many different permits for construction issued by the city.

- Customer Service and Permitting – Permits for all building construction and trade permits
- Plan Review – Reviews and approves all building permit construction plans and ensures the contractor meets all applicable codes and ordinances
- Inspections – Conducts inspection of the work being done

## **What are the different types of permits I might need?**

- **Residential and Commercial Building** – Building permits are required before erecting, altering or enlarging any structure on residential or commercial property. Examples include new construction, remodeling, repair, additions, new roofs, swimming pools, retaining walls and some type of signs. Whether building a new facility or adding on, a request for a permit must be accompanied by a site plan that shows the proposed work and its location relative to property lines and existing buildings. Plan diagrams and specifications assist in determining if the project conforms to building and zoning regulations.
- **Electrical** – Electrical permits are required to add to existing wiring or to install new main service (wiring from the meter base to the top of the mast) or electrical work that increases the power to a home and business. The contractor and property owner are responsible for ensuring that a proper permit is obtained.

## **When am I allowed to do my own electrical work without a contractor or a permit?**

In some cases, minor electrical work (involving wiring from the panel box to the outlet) can be done on residential properties by the property owner, if the owner is the occupant.

- **Mechanical** – All heating and air conditioning work, from replacing existing units to installing new systems, require obtaining a Mechanical Permit prior to work being done. This includes duct work and installation of all types of furnaces, space heaters, condensers and evaporators. All heating and air conditioning installers must be licensed by the state and registered. All systems must have final approval after installation and access to the system is required at all times.

### **Do any other systems require Mechanical Permits?**

All commercial cooking hoods and automatic fire suppression systems must be permitted by a contractor registered with the City of Fort Worth and inspected to ensure safe and proper operation.

- **Plumbing** – Water, gas and sewer plumbing systems must be properly installed to safeguard residents' health. Therefore, all new or replacement water, gas or sewer service, as well as additions, require a permit. Only persons licensed by the State Board of Plumbing Examiners and registered with the city are permitted to design and install plumbing. The contractor and property owner are responsible for ensuring the permit is obtained and that the system is accessible at all times.
- \* **Demolition**– Permits to demolish a structure are required before work begins. Unless the person doing the work also owns the property, a registered and insured demolition contractor is required in order to obtain the permit.

## **When is demolition considered complete?**

Demolition is not complete until the foundation is removed and a final inspection has ensured that the area has been cleaned up and hazards have been removed. The final inspection also serves as an official notification to remove the demolished structure from the city's tax rolls so that no additional property tax will be levied.

- **Driveway, Sidewalk, Curbs, Gutters** – Permits for work done in the city’s right of ways and street lane closures for utility and street construction are issued by the Transportation/Street Management Division of the Department of Transportation and Public Works.

**How much does a Street Use Permit cost?**

The fee is \$50 per permit. There is also a separate \$25 fee for re-inspections of parkway construction, such as driveways and sidewalks. For more information, call the Transportation and Public Works Street Permit Center at (817) 392-6594.

**How do I apply for a Street Use Permit?**

A Temporary Street Closure Form must be filled out and returned to the Street Permit Center for all construction related street and sidewalk closures. A certificate of insurance must accompany the form. This form may be printed, filled out, signed and faxed to (817) 392-8941 or mailed to:

Street Permit Center  
 Transportation and Public Works Department  
 City of Fort Worth  
 311 W. 10th St.  
 Fort Worth, TX 76102

**What about inspections?**

Permits are the first step in the city’s building approval process. Inspections are the second step. Inspections are required throughout the course of the project to ensure that materials used and the quality of the work meet city standards. A final inspection is required before the city will release the contractor from liability. Property owners should not release a contractor from their contract until a final inspection has been conducted and all work has been approved.

**What other permits, not related to building, might I need?**

PERMITS	CONTACT
<b>ALARM UNIT</b>	
<p><b>Security Alarms</b> -- The annual permit fee for both commercial and residential permits is \$50. If you already have a current permit, you will be sent a renewal notice before it is due to expire. No additional fees are required until your renewal date. Permits cannot be renewed prior to the current expiration date.</p>	<p>Alarm Unit            City Hall, Lower Level            1000 Throckmorton St.            Fort Worth, TX 76102            (817) 392-1300</p>

PERMITS	CONTACT
<b>GAS WELL DRILLING</b>	
<p><b>Gas Well Permit</b> -- An operator interested in drilling for natural gas within the Fort Worth city limits must:</p> <ul style="list-style-type: none"> <li>• First obtain a gas permit application from the Planning and Development Department.</li> <li>• Complete the gas permit application and ensure that all items in the application checklist are included.</li> </ul>	<p>Planning and Development Gas Well Inspections (817) 392-2851</p>
<p><b>(Oil*)/ Gas Drilling</b> -- Any operator who wants to drill a natural gas well in the City of Fort Worth must first obtain a permit. (*There are no oil wells within the city)</p>	<p>(817) 392-2851</p>
<b>PLANNING AND DEVELOPMENT DEPARTMENT</b>	
<p><b>Burglar Bars, Grills, Grates</b> -- If you live in, own or lease a home with burglar bars, grills or grates or if you are planning to install them, a permit is required before installation to ensure they are installed in a manner that will not create a life safety hazard.</p>	<p>(817) 392-2222</p>
<p><b>Door-To-Door Vendors</b> -- A person traveling by foot or vehicle door-to-door, house-to-house, business-to-business, or place-to-place, within the city, for the purpose of offering for sale, or soliciting orders for future delivery, of food, goods, services, or merchandise is required to process a valid Door-to-Door Vendor Permit.</p>	<p>(817) 392-7820 or by e-mail at devcustomerservice@fortworthgov.org</p>
<p><b>Garage Sales</b> -- A garage sale permit must be obtained 72 hours before the event and the actual event cannot last more than three consecutive calendar days. You can only hold two garage sales annually for the sole purpose of resale. You may not sell any new merchandise. A garage sale can be only be held in your garage and not extend on to your yard. You may have only one sign. It should be no bigger than 2 square feet, and should be displayed on the property when and where the sale is taking place. Other signs are violations of the garage sale sign ordinance.</p> <p>If a neighbor is violating one or more of the garage sale rules, contact Code Compliance.</p>	<ul style="list-style-type: none"> <li>• Online: <a href="http://www.fortworthgov.org/planninganddevelopment">www.fortworthgov.org/planninganddevelopment</a></li> <li>• By phone: (817) 392-2222</li> <li>• By e-mail: devcustomerservice@fortworthgov.org</li> <li>• In person: Customer Service and Permit Operations in the Planning and Development Department.</li> </ul> <p style="text-align: center;">Code Compliance (817) 392-1234 or <a href="http://www.fortworthgov.org/codecompliance">www.fortworthgov.org/codecompliance</a></p>
<p><b>Lawn Sprinkler</b> -- A permit is required before installing any sprinkler system.</p>	<p>(817) 392-2222</p>

PERMITS	CONTACT
<p><b>Mobile Vendor</b> -- Permits are issued to vending units that are set up at any one given location for more than a 60-minute time frame for the purpose of selling goods, merchandise, food, etc. to the public. The city's zoning ordinance regulates the areas in which mobile vendors are allowed to operate. Vendor permits are issued with the approval of various other departments, the property owner at the chosen location and various state and local entities. Also, mobile food vendors are required to register with the Code Compliance Department prior to obtaining a vendor Certificate of Occupancy.</p>	<p>(817) 392-2222 or by e-mail at devcustomerservice@fortworthgov.org</p> <hr/> <p>Mobile Food Vendor Health Permits (817) 392-7255</p>
<p><b>Moving</b> -- In order to move structures into, within, through or from the city, a permit must be obtained by a licensed and insured moving contractor who is registered with the city. The permit application also serves as an official notification to remove or transfer the structure from the city's tax roll so that no additional property taxes can be levied. A specific process of permitting is involved when moving structures from one place to another.</p>	<p>Consult your contractor of choice for more information.</p>
<p><b>Remodeling</b> -- Remodeling or rebuilding done to the structure of a building requires a permit.</p>	<p>(817) 392-2222</p>
<p><b>Sign</b> -- A permit is required to erect any sign. The City of Fort Worth has a comprehensive zoning ordinance and sign code that addresses specific rules for many types of signs. For information concerning a particular location or site, you will need to contact a licensed and registered sign erector and discuss these requirements. To find out if a sign erector is licensed and registered, call the Planning and Development Department at (817) 392-7830. Until the sign erector has submitted an application for a permit and a city sign inspector has made a field survey of the location, all information is only speculation.</p> <p>These kinds of signs are prohibited:</p> <ul style="list-style-type: none"> <li>• New billboards</li> <li>• Signs that violate city codes or federal/state laws</li> <li>• Many portable signs</li> <li>• Many flashing or rotating signs</li> <li>• Many signs that project into the public right of way</li> </ul>	<p>Sign Questions and Information (817) 392-7830 or <a href="http://www.fortworthgov.org/planninganddevelopment">www.fortworthgov.org/planninganddevelopment</a></p> <p>Report a possible problem or violation (817) 392-2222 or <a href="http://www.fortworthgov.org/planninganddevelopment">www.fortworthgov.org/planninganddevelopment</a></p>
<b>ENVIRONMENTAL MANAGEMENT DEPARTMENT</b>	
<p><b>"Power Washers" (Mobile Commercial Cosmetic Cleaning)</b> -- Issued by the Environmental Management Department, Water Quality Section. Details can be found online at: <a href="http://www.fortworthgov.org/dem">www.fortworthgov.org/dem</a>. The permit is renewable yearly for a \$25 permit fee plus \$25 registration for each wash unit.</p>	<p>Applications are handled downtown (817) 392-6088</p>
<p><b>Storm Water Quality</b> -- All cities in the United States over 100,000 in population must now have a TPDES Stormwater Permit from the EPA to operate their municipal storm drain systems. One of the key elements of this permit requires the cities to create and enforce an ordinance, which bans pollutant discharges to the storm drain.</p>	<p>(817) 392-6088</p>

PERMITS	CONTACT
<b>FIRE DEPARTMENT</b>	
<b>Aerosol Products</b>	(817) 392-6840
<b>Candles and Open Flame in Assembly Area</b>	(817) 392-6840
<b>Battery Systems</b> -- Any commercial storage of batteries with a liquid capacity of more than 50 gallons requires a permit.	(817) 392-6840
<b>Cellulose Nitrate Film</b> -- Cellulose Nitrate is a material used to produce movies which is highly flammable. In order to handle or store this material, a permit must be obtained.	(817) 392-6840
<b>Combustible Fiber Storage</b>	(817) 392-6840
<b>Compressed Gases</b>	(817) 392-6840
<b>Cryogenic Fluids</b>	(817) 392-6840
<b>Explosives</b>	(817) 392-6840
<b>Fire Works</b>	(817) 392-6850
<b>Fire Alarm Systems</b> -- This permit is required in conjunction with all commercial building permits.	(817) 392-6840
<b>Fire Sprinkler Systems</b> -- This permit is required in conjunction with all commercial building permits.	(817) 392-6840
<b>Flammable or Combustible Liquids</b> (including the installation of tanks)	(817) 392-6840
<b>Fumigation or Fogging</b> -- A permit is required to fumigate or fog for hire.	(817) 392-6840
<b>Gaseous Suppression System</b> -- A permit is required to fumigate or fog for hire.	(817) 392-6840
<b>Hazardous Materials</b> -- A list of hazardous materials requiring a permit are listed in the Fire Code Table 105.6.21	(817) 392-6840
<b>High Piled Combustible Storage</b> -- Any combustible material stacked higher than 12 feet requires a permit.	(817) 392-6840
<b>Hot-Work Operations</b>	(817) 392-6840
<b>Industrial Ovens</b>	(817) 392-6840
<b>Liquefied Petroleum Gases</b>	(817) 392-6840
<b>Liquid or Gas Fuel Vehicles in Assembly Area</b>	(817) 392-6840
<b>Lumber Yards</b>	(817) 392-6840
<b>Magnesium Working</b>	(817) 392-6840
<b>Motor Vehicle Fuel Dispensing Stations</b>	(817) 392-6840
<b>Open Burning</b>	(817) 392-6840

PERMITS	CONTACT
<b>Organic Coating</b> -- Any organic coating operation producing more than one-gallon of organic coating material in a day must obtain a permit.	(817) 392-6840
<b>Places of Assembly</b> -- Any place of assembly (i.e. restaurants, bar, but excluding churches) must obtain a permit.	(817) 392-6840
<b>Pyroxylin Plastics</b> -- Permit compliance is handle by the Fire Investigation Unit, but an application can be obtained from the Fire Department.	(817) 392-6840
<b>Pyrotechnical Special Effects Materials</b>	(817) 392-6850
<b>Repair Garage and Service Stations</b>	(817) 392-6840
<b>Spraying and Dipping</b> -- A permit is needed for coating with any flammable or combustible material.	(817) 392-6840
<b>Standpipe Systems</b>	(817) 392-6840
<b>Storage of Scrap Tires and Tire Byproducts</b>	(817) 392-6840
<b>Temporary Membrane Structures</b> (tents & canopies)	(817) 392-6840
<b>Trench Burning</b>	(817) 392-6840
<b>Underground Fire Lines</b> -- Any construction work to easements that would affect the main water line or the fire lines must have a permit.	(817) 392-6840

### CODE COMPLIANCE DEPARTMENT

<b>Bed and Breakfast</b> -- A Bed and Breakfast constitutes any commercial lodging within a residence and requires a permit.	(817) 392-7255
<b>Child Care Center</b> -- Any commercial day care must have a permit.	(817) 392-7255
<b>Food Facility</b> -- This permit is required for all restaurants, lounges, grocery stores, bakeries, delis, meat, fish and produce markets and snack bars.	(817) 392-7255
<b>Hotel and Motels</b>	(817) 392-7255
<b>Pool</b> -- In the interest of public health, all public and semi-public pools, including apartments, homeowner associations and public pools, must be permitted.	(817) 392-7255
<b>Temporary Events</b> -- This permit is needed for any event lasting for 14 consecutive days or less where food will be served.	(817) 392-7255

PERMITS	CONTACT
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT</b>	
<b>Urban Forestry Permit</b> -- A Forester can issue a permit to a property owner to plant, trim or remove a tree in the parkway at their own expense. There is no charge for the permit. While most permits are issued upon request, the Forestry Section reserves the right to deny permission to remove a mature, healthy tree.	(817) 392-7933
<b>REVENUE COLLECTION OFFICE</b>	
<b>Amusement Machines</b> -- Paid gaming machines (i.e. arcade games) need permits. Amusement machine licenses are sold for \$15 per machine in the Revenue Collections Office located on the Lower Level of City Hall.	(817) 392-6692
<b>Beer, Wine, Mixed Beverage and Late Night Licenses</b> -- The fee is one half the amount paid to Texas Alcohol Beverage Commission. First applications must be made with the Texas Alcohol Beverage Commission (TABC) at 6800 Manhattan Blvd., Fort Worth, TX 76120. Processed applications are then taken to the Planning and Development Department to check boundary restrictions. Finally, Revenue Collection approves the application for compliance with city ordinances.	(817) 451-9466
<b>TRANSPORTATION AND PUBLIC WORKS DEPARTMENT</b>	
<b>Banners</b> -- Any commercial banner within the public right of way requires a permit. Only not-for-profit organizations can request permission to place banners in the right of way.	<b>Street Permit Center</b> (817) 392-1273
<b>Carnivals</b> -- Require approval from Ed Adcock in Police Vice Squad.	(817) 378-1547
<b>Driveway, Sidewalk, Curbs, Gutters</b> -- The Transportation/ Street Management Division of the Department of Transportation and Public Works issues permits for work done in the city's right of way and street lane closures for utility and street construction; a Temporary Street Closure Form must be filled out and returned to the office for all construction related street and sidewalk closures. A certificate of insurance must accompany the form.	This form may be printed, filled out, signed and faxed to: (817) 392-8941 or mailed to: <b>Street Permit Center</b> Transportation and Public Works Department City of Fort Worth 311 W. 10 <sup>th</sup> St. Fort Worth, TX 76102
<b>Handicap Walkway Construction</b>	(817) 392-6594 or (817) 392-6672
<b>Moving Company Moving</b> (from Downtown)	(817) 392-7894 or (817) 392-6594
<b>Parades</b>	(817) 871-7141

PERMITS	CONTACT
<p><b>Soliciting Charitable Donations</b> -- It is legal to solicit charitable contributions on city streets, but only with a permit.</p>	<p><b>Street Permit Center</b> (817) 392-7894</p> <p>If you suspect that someone is soliciting charitable contributions without a permit call the Police Department (817) 335-4222</p>
<p><b>Temporary Street Closures</b> -- All requests for street closures must be made in writing.</p> <ul style="list-style-type: none"> <li>• Block Parties</li> <li>• Events</li> <li>• Filming</li> </ul>	<p><b>Street Permit Center</b> (817) 392-7894 or (817) 392-1273 or</p> <p>Obtain an application online at <a href="http://www.fortworthgov.org/TPW">www.fortworthgov.org/TPW</a></p>
<p><b>Utility Construction</b></p>	<p>(817) 392-6594</p>
<p><b>Valet Parking</b></p>	<p>(817) 392-7894 or (817) 392-1273</p>
VICE POLICE	
<p><b>Adult Arcades</b></p>	<p>(817) 378-1543</p>
<p><b>Adult Video Store</b></p>	<p>(817) 378-1543</p>
<p><b>Background Checks for Liquor</b></p>	<p>(817) 378-1543</p>
<p><b>Bikini Contest</b></p>	<p>(817) 378-1543</p>
<p><b>Carnival/Circus</b></p>	<p>(817) 378-1543</p>
<p><b>Dance Hall</b></p>	<p>(817) 378-1543</p>
<p><b>Escort Services</b></p>	<p>(817) 378-1543</p>
<p><b>Gambling</b></p>	<p>(817) 378-1543</p>
<p><b>Massage Parlors</b></p>	<p>(817) 378-1543</p>
<p><b>Pawn Shops</b></p>	<p>(817) 392-4426</p>
<p><b>Police Alarms</b></p>	<p>(817) 392-1300</p>
<p><b>Sexually Oriented Businesses</b></p>	<p>(817) 378-1543</p>
<p><b>Topless Clubs/Gentlemen's Clubs</b></p>	<p>(817) 378-1543</p>

## ☐ Real Property

### MANAGEMENT OF REAL PROPERTY

#### How does the city buy and sell real property?

The Real Property Services Division of the Housing and Economic Development Department is responsible for the purchase and sale of real property on behalf of all departments of the city government, and for the lease of real property owned by the city with the following exceptions:

- a. The leasing of facilities at the Will Rogers Complex, Fort Worth Convention Center and North Side Coliseum are administered by the Director of Public Events;
- b. The leasing of facilities and land making up the Fort Worth Airport System is administered by the Director of Aviation;
- c. The leasing of facilities for Parks and Community Services.

All proposed agreements for purchase of land and easements by the city or for sale or lease of city-owned land are submitted to the City Council for consideration and approval.

Real Property also processes applications for restricting public drainage and utility easements on a property. The results of these final actions are recorded in the deed records of the county.

### PURCHASE OF REAL PROPERTY

The Real Property Services Division conducts negotiations for the purchase of all lands and properties that may be required for public purposes, subsequent to written requests by various departments of the city.

### SALE OF CITY OWNED PROPERTY

The Real Property Services Division maintains a complete and current list of all property that has been determined to be surplus and not required by the city for public purposes. This property is disposed of by sealed bid and other methods as provided by state law.

The city also utilizes the following sale methods:

- **Sales to Non-Profits for Low/Moderate Income Housing Initiatives**

City Ordinance Number 13533 (G-12284) approved by City Council on July 28, 1998, provides that the City of Fort Worth may sell properties to qualified nonprofit organizations without competitive bids for less than the judgment amount or for the fair market value as specified in the tax foreclosure lawsuit judgment. This ordinance has encouraged the development of affordable housing by non-profit agencies and facilitated the movement of vacant properties back onto the tax rolls with the addition of new improvements.

- **Sales to Religious Organizations**

Section 253.010 of the Texas Property Tax Code stipulates that the city may sell land directly to a religious organization that (a) owns other property located in the municipality that is exempt from taxation and (b) has entered into a written agreement with the municipality regarding the revitalization of the property.

- **Sales to Further Urban/Economic Development Initiatives**

Section 34.051 of the Texas Property Tax Code allows the resale of tax-foreclosed property for the purposes of Urban Development. If the property is sold for the lesser of: (1) the market value specified in the judgment of foreclosure; or (2) the total amount of the judgments against the property. The consent of each affected taxing entity is not required. However, if the fair market value is less than either of the amounts outlined above, then the city can sell the property for fair market value with the consent of the other taxing entities.

- **Sales to Abutting Property Owners**

Direct sales to abutting property owners are allowed under Texas Local Government Code 272.001. The code provides that fair market value is determined by an appraisal obtained by the city. The direct sale of property to abutting property owners is appropriate when:

- There are narrow strips of land, or land that because of its shape, lack of access to public roads, or small area cannot be developed independently under its current zoning or under applicable subdivision or other development control ordinances
- Streets or alleys, owned in fee or used as easements
- Land, which was originally acquired for streets, rights of way, or easements, has been vacated

- **Sales to Foundations or Governmental Entities**

In addition, Texas Local Government Code, Section 272(b) allows for direct sales for fair market value for the following situations in which fair market value been established by an independent appraisal:

- The property involves land that the city wants to have developed by contract with an independent foundation
- The property is being conveyed to another governmental entity that has the power of eminent domain

For additional information call (817) 392-8362.