

City of Fort Worth

Commercial Development Guide

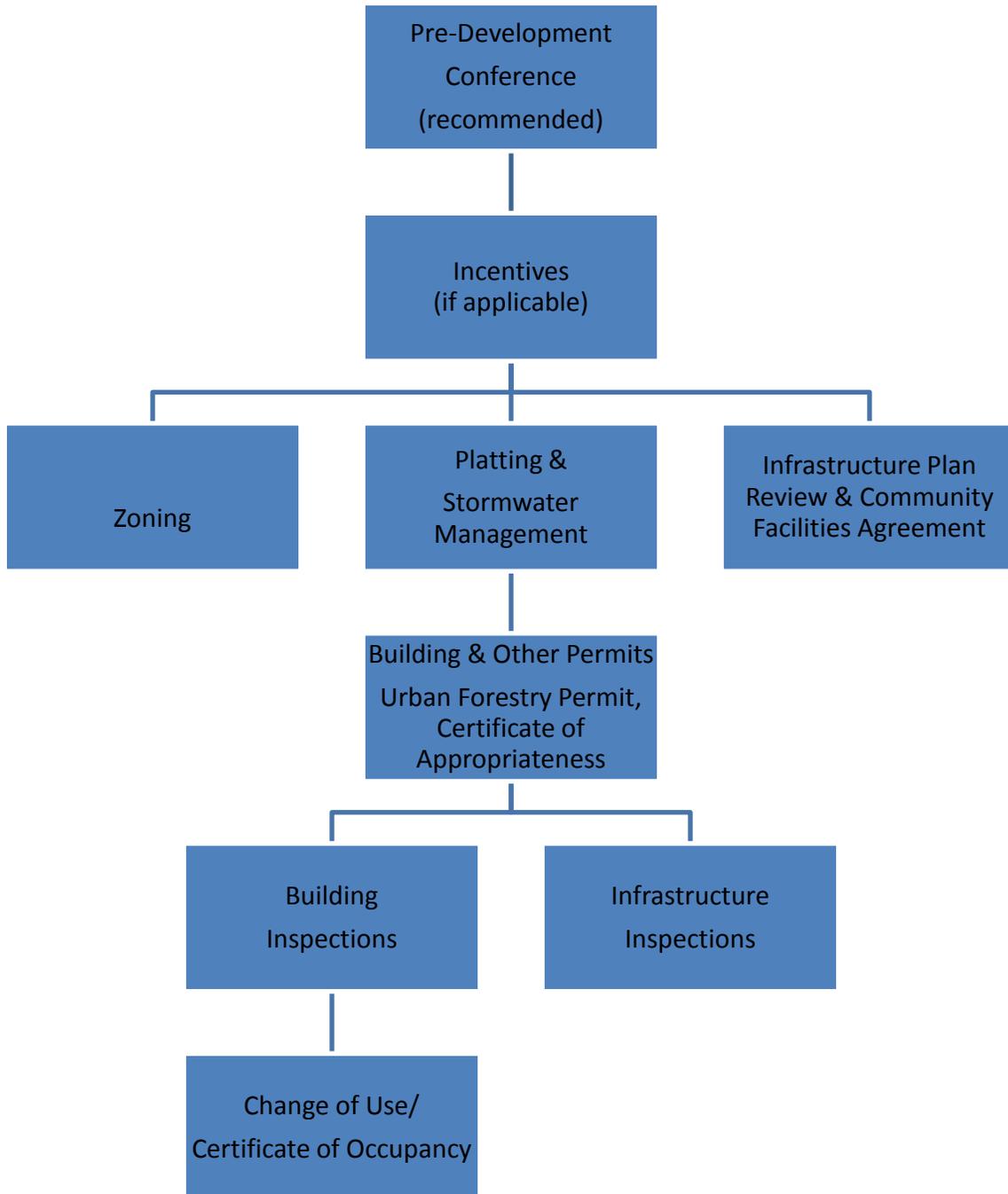
2013



Table of Contents

Development Process Overview	Page 3
Development Timeframes	Page 4
Pre-Development – Planning for your development	Page 6
Economic Development Incentives	Page 8
Land Use and Zoning	Page 10
Platting – Subdividing Land	Page 14
Stormwater Management	Page 15
• Stormwater Management Design and Plans	
• Grading Permits	
Infrastructure Plan Review	Page 18
Community Facilities Agreement (CFA)	Page 19
Water and Sewer	Page 20
Building Permits: Plan Review, Permit Types, Third-Party	Page 22
Fire Code	Page 23
Urban Forestry	Page 25
Street and Right-of-Way Permits	Page 26
• Parkway and Street Use Permits	
• Encroachment Agreements	
Transportation Impact Fees	Page 27
Consumer Health Permits	Page 28
Certificate of Appropriateness	Page 29
• Historic Districts	
• Design Districts	
Change of Use Permit	Page 30
Building Inspections and Certificate of Occupancy	Page 31
People Who Can Help	Page 32
• City Contacts	
• County and State Contacts	
• Utilities	

Development Process Overview



www.fortworthtexas.gov/planninganddevelopment

Development Timeframes

Upon submittal of a complete application, the following [timeframe review standards](#) apply for first review comments, or for process completion where noted.

Zoning Change: 8 weeks from monthly application deadline for process completion

Zoning Variance: 4 weeks from monthly application deadline for process completion

Platting

- **Concept Plan:** 3 weeks from monthly application deadline for first comments. Development Review Committee recommendation based on how applicant addresses comments. City Plan Commission consideration occurs 30 days after application deadline unless applicant delays to address comments.
- **Preliminary Plat:** 3 weeks from monthly application deadline for first comments. Development Review Committee recommendation based on how applicant addresses comments. City Plan Commission consideration occurs 30 days after application deadline unless applicant delays to address comments.
- **Final Plat:** 3 weeks from application for first comments. Depending on scope of revisions made by applicant, 2-3 weeks from revised submittal for second review comments or approval.
- **Minor Plat:** 3 weeks from application for first comments. Depending on scope of revisions made by applicant, 2-3 weeks from revised submittal for second review comments or approval.

Plat-Related Reviews

- **Stormwater Management Plan:** 10–15 business days
- **Water and/or Sewer Study:** 3–5 business days
- **Traffic Assessment Study:** 7 days
- **Traffic Impact Study:** 10 days
- **Flood Plain Study:** 30 days
- **Park Plan/Fee In-Lieu:** 45–90 (or more) days after ordering a Fair Market Appraisal through Housing and Economic Development Department's Real Property Division

Flood Plain Development

- **Flood Plain Development Permit:** 30 days review/approval
- **FEMA Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR):** Average is 270 days; City review is 30 days
- **Corridor Development Certificate:** 6-8 weeks including 4-6 week technical review by U.S. Army Corps of Engineers

Infrastructure Plan Review: 2 weeks for first comments from start of weekly cycle.

Community Facility Agreements

- **Administrative:** 5 days for first review comments; 2 to 4 weeks for processing agreement to completion
- **City Council Approval:** 45–60 days
City Council approval is required when there is City participation (funds) involved in the construction. Otherwise Council approval is not required.

Building Permits

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

Urban Forestry: 7 business days

Grading Permits: 7 business days after receipt of approved Stormwater Management Plan, Floodplain Permit, Urban Forestry Permit, and Stormwater Pollution Prevent Plan (SWPPP), as applicable

Sign Permits

- **Sign:** 3 business days
- **Unified Sign Agreement:** 3 weeks

Street-Use/Parkway Permit

- **Plan Review:** 7 business days
- **Inspections:** Inspection requests received by 5 a.m. will be placed on that day's inspection list. Those received after 5 a.m. will be placed on the next day's list.

Permanent Encroachment Agreement

- **Administrative:** comments within 5 working days/entire contract done within 2–3 weeks
- **Council Approval:** 6-8 week process. Comments within 5 working days/M&C drafted and routed once approved by City Council, contracts are executed.

Temporary Encroachment Permits (roadway and street closures)

- 2-3 days from receipt of application

Pre-Development Conferences

Overview

The Pre-Development Conference (PDC) is designed to bring representatives from various City departments and the developer and/or their consultants together in order to discuss possible issues and ask questions in regard to a new development project. The PDC is a discovery meeting designed to discuss with the developer his/her general plans, needs, constraints, and goals. **Staff contacts** for all elements of the development process are listed on page 33.

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 1pm to 3pm and Thursday from 9am to 12pm. A PDC request form must be completed by the developer/consultants and be received by staff at least one week before the desired conference date. Conferences are scheduled on a first come, first scheduled basis.

The PDC [request form](#) can be found on our website

The PDC request can be emailed or faxed and must be accompanied by any associated drawings, maps, site plans, etc. Staff will notify the various City departments and the applicant with the PDC date and time.

For more information, please **contact**:

Ana.Alvarez@fortworthtexas.gov

Office: 817-392-2328

Fax: 817-392-7985



Pre-Development Conference FAQ's

What City departments will be represented in the PDC?

Staff attending PDC meetings includes those from Transportation and Public Works (TPW), TPW Stormwater, Planning and Development (Zoning, Platting, Building Code, Urban Forestry and Inspections), Fire Department, Water Department, and other departments depending upon the proposed development.

What is the cost to schedule a Pre-development conference with the City of Fort Worth?

PDC meetings are free of charge to developers. We just ask that you submit a complete pre-development conference request form and allow adequate time for scheduling.

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?

At the very least, please submit a conceptual site plan or schematic. The more detailed the information you provide the City with the better we are able to prepare for your PDC. Many developers will also bring to the meeting large detailed prints for everyone to view.

Who should attend the meeting?

The PDC meetings are an informal "fact finding" meeting 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.

Economic Development Incentives



[Chapter 380 Economic Development Program Grants](#)

The purpose of these local grants is to reimburse private developers for the range of expenses that may contribute to a financing gap yielding projects financially infeasible. To this end, the City will also be sensitive to the taxable implications these grants may have for the developer and where possible, use transfer mechanisms (i.e., soft loans, accrual notes, etc.) which result in a favorable financial impact.



[Enterprise Zone Program](#)

Enterprise Zones offer local and state tax benefits for new and expanding businesses in economically distressed areas. Benefits include State Sales and Use Tax refunds and Franchise Tax reductions or credits.



[Tax Abatement Program](#)

A tax abatement is the full or partial exemption from ad valorem taxes on eligible properties for a period of up to ten years and an amount of up to 100 percent of the increase in appraised value (as reflected on the certified tax roll of the appropriate county appraisal district) resulting from improvements begun after the execution of the tax abatement agreement. Eligible properties must be located in a reinvestment zone.



[Tax Increment Financing Districts](#)

Tax increment financing is a tool authorized by Chapter 311 of the Texas Tax Code by which local governments can publicly finance needed structural improvements and enhanced infrastructure within a defined area called a reinvestment zone. For more information about this tool, view the City of Fort Worth's adopted [TIF Policy](#) 



[Neighborhood Empowerment Zones](#)

The Neighborhood Empowerment Zone is a segment of a neighborhood, designated as such by the City of Fort Worth eligibility criteria that can receive incentives to promote affordable housing and economic development, and improve the quality of social services, education, or public safety to residents of the NEZ.



[Brownfield Development](#)

Fort Worth's Brownfields Economic Redevelopment Program encourages the redevelopment of economically distressed areas in Fort Worth through the integration of environmental assessment, remediation and education.

Learn more about federal government programs for Brownfields and land revitalization at [EPA](#) and [HUD](#). Visit [TCEQ](#) for information about state programs.



[Incentive Map](#)

Land Use and Zoning

Comprehensive Plan

The Comprehensive Plan is the City of Fort Worth's official guide for making decisions about growth and development. The Plan is a summary of the goals, objectives, policies, strategies, programs, and projects that will enable the City to achieve its mission of *focusing on the future, working together to build strong neighborhoods, develop a sound economy, foster a healthy environment and provide a safe community.*

The Texas Local Government Code establishes the legal basis for the comprehensive plan. The Code states that a municipality may adopt a comprehensive plan for long-range development. If a city adopts a comprehensive plan, it must be used as the basis of subsequent zoning amendments.

Land Use Policies and Maps

The Comprehensive Plan provides land use policies and future land use designations for all property within Fort Worth and its extraterritorial jurisdiction. Please see Chapter 4: Land Use and Appendix C: Future Land Use Policies by Sector in [this link](#).

To determine future land use for property, visit the [interactive map site](#). Select Future Land Use Categories in the left menu.



Zoning Districts

Zoning Ordinance

Zoning helps to implement the Comprehensive Plan by regulating land use, promoting orderly and sustainable growth, and protecting property owners from incompatible development. The City Council has the authority to zone property within the city limits. Zoning regulates land uses and development standards. In order to obtain a building permit, the proposed use and structures must conform to the zoning.

All property in the city limits is subject to zoning district regulations. Certain properties are also subject to overlay zoning, such as historic districts, design districts, and airport overlay districts. More information on **overlay zoning** can be found in the section below.

To **determine zoning** on property, visit the [interactive map site](#). Select Zoning Outline in the left menu. Also select Overlay Districts and Historic Districts to see if overlay zoning applies to the property.

Review a summary of [zoning categories](#).

To learn about zoning requirements, review the [Zoning Ordinance](#).

Some zoning districts have additional [design requirements](#) referenced in the Zoning Ordinance.

Overlay Zoning Districts

Historic District

A historic district is a type of overlay zoning. It is typically a defined area or neighborhood with a common theme based on architectural style, historical development patterns, cultural identity, or social and economic historical patterns. The purpose of a historic district is to preserve the character and identity of an area for the future. Historic designation can also apply to individual structures. Design guidelines apply to property with historic designation.

Determine if property has a [historic designation](#). Select Historic Districts in the left menu.

Learn about applicable [design guidelines](#).

Properties with “HC” historic designation are eligible for a [10-year tax freeze](#) on City property tax when the renovation \geq 30% of the assessed improvement value.

Design District

A design district is a type of overlay zoning, and design standards and guidelines apply.

Determine if property is in a [design district](#). Select Overlay Districts in the left menu.

Learn about applicable [design guidelines](#).



Airport Overlay District

Fort Worth is creating airport overlay districts around the Naval Air Station Fort Worth Joint Reserve Base, the municipal airports (Alliance, Meacham and Spinks), and the southern portion of DFW International Airport. Within some airport overlay districts, compatible use zones will restrict land uses for properties located beyond the ends of the runways.

Determine if property is in an [airport overlay](#).

View the regulations in Section 4.405 of the [Zoning Ordinance](#).

Zoning Changes

If zoning does not allow a proposed use, or if it is inconsistent with the future land use designation in the Comprehensive Plan, then a zoning change may be appropriate. Zoning changes may be initiated by the property owner or authorized agent, by a valid petition of property owners, or by the City Council. Every proposal to change the regulations of the zoning ordinance or the boundaries of a zoning district must be presented to the Zoning Commission. The Zoning Commission makes a recommendation to the City Council, which is then considered by the City Council at a public hearing. The City Council is the final approval authority for zoning. To initiate the zoning change process, an application is filed with the Planning and Development Department with the appropriate filing fee.

Obtain a [zoning change application](#) and determine the fee.

When an application is submitted, the City notifies property owners within 300 feet of the property and notifies registered community organizations within ¼ mile of the property.

View [registered organization boundaries](#). Select Neighborhood Alliance, Redevelopment Organization, and Organization in the left menu.

The **Zoning Commission** meets the second Wednesday of each month at 10:00 a.m. in the Council Chamber. A prior work session is held at 9:00 a.m. in the Pre-Council Chamber.

View the Zoning Commission [docket](#).

Zoning Variances and Special Exceptions

If a proposed structure does not comply with zoning development standards, such as height or setback, then a zoning variance may be requested from the Board of Adjustment. If a proposed use is allowed only by special exception within certain zoning districts, then a special exception may be requested from the Board of Adjustment. All decisions by the Board of Adjustment are final, subject only to review by the county or district courts.

The **Commercial Board of Adjustment** meets the first Wednesday of each month at 10:00 a.m. in the Council Chamber. This board typically hears non-single-family property cases. View information about the [application process](#).

The **Residential Board of Adjustment** meets the third Wednesday of each month at 1:30 p.m. in the Council Chamber. This board typically hears single-family property cases. View information about the [application process](#).

View either Board of Adjustment [docket](#).

Platting – Subdividing Land

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.

A **recorded plat** is **required** in order to get a **building permit** for land within the City. Plats are recorded and maintained at the pertinent county courthouse.

[Platting types and requirements](#)

This page also explains how to **locate plats** on Tarrant County's website.

[Subdivision Ordinance](#)

Plat-Related Requirements

- **Stormwater Management Plan** – see next section.
- New residential projects may need to **dedicate park land** with the plat or pay fees in-lieu of dedication. [Park Dedication Policy](#)
- A [Traffic Impact Study \(TIS\)](#) may be required to approve a plat. The analysis includes information on off-site access, on-site circulation, existing and projected traffic volumes, and traffic control devices. Towards the bottom of the web page, click on MTP Street Development Standards. See Appendix A, page 33 for the Traffic Impact Study Guidelines.

Many plat application types are reviewed administratively. The City's goal is to provide all comments within three weeks of receiving a completed plat application. Certain plats -- including concept plans, preliminary plats, and ordinance waivers -- require approval by the City Plan Commission. The commission has the final approval authority for subdivision plats. **The City Plan Commission meets the fourth Wednesday each month at 1:30 p.m. in the Council Chamber.** A work session is typically held at 12:00 noon in the Pre-Council Chamber.

View City Plan Commission [docket](#). Scroll down to City Plan Commission.

If streets, water and sewer, or stormwater systems need to be constructed, then a **Community Facilities Agreement** (CFA) is required. A final plat can be approved after the CFA is executed. Please see the CFA section for more information.

A **tax certificate** showing that all property taxes have been paid must be submitted before a final plat can be filed. Once the final plat is approved, the plat is recorded in the pertinent county courthouse.

Stormwater Management

Development increases impervious areas within a watershed which can lead to increased stormwater runoff, contaminants within waterways, erosion and sedimentation and heightened flood risks. The City of Fort Worth has drainage policies to help ensure that new development and re-development does not increase flooding problems, cause erosion or pollute downstream water bodies.

2012 Integrated Stormwater Management (iSWM) Criteria Manual

The City of Fort Worth iSWM Criteria Manual for Site Development and Construction was adopted on August 1, 2012, and provides criteria and guidance so that new development does not contribute to flooding, erosion and water pollution problems. Use the following links to access the manual and related documents:

- [2012 City of Fort Worth iSWM Criteria Manual](#)
- [iSWM Technical Manuals](#)
- [Conceptual iSWM Checklist](#)
- [Preliminary iSWM Checklist](#)
- [Final iSWM Checklist](#)

Development in Floodplains

Under the City's Floodplain Provisions Ordinance, Stormwater staff manages the floodplains and appropriate FEMA regulations. An approved Floodplain Development Permit is required prior to any development activity in the City's regulatory floodplains. Development means any man-made change in improved and unimproved real estate, including but not limited to the construction or alteration of buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations. The minimum supporting documentation for a Floodplain Development Permit includes:

- Two (2) sets scale drawings showing location, dimensions, elevations of existing and proposed topographic alterations, existing and proposed structures, location relative to floodplain area.
- Extent to which watercourse or natural drainage will be altered or relocated.
- Supporting hydraulic calculations, reports, etc., used as a basis for proposed improvements.
- Lowest floor elevation (including basement) of all proposed structures.
- Elevation to which any non-residential structure shall be flood proofed.
- Certification by registered professional engineer or architect that flood proofing criteria are met

Development activities within the Trinity River floodplains also require approval of a Corridor Development Certificate prior to construction. The Corridor Development Certificate program is a multi-jurisdictional program that regulates water surface elevations and loss of valley storage within the Trinity River basin in order to reduce the impacts of development in the basin. The specific CDC Common Regional Criteria include the following:

- No increase in the 100-year flood water surface elevation (within 0.04 feet) and no significant increase in the Standard Project Flood water surface elevation
- A maximum allowable decrease of valley storage in the 100-year flood and Standard Project Flood discharges of 0.0% and 5.0%, respectively
- No creation, or significant increase, in erosive water velocity on-site or off-site.

The most current version of the CDC manual, including the application forms, can be found at the [North Central Texas Council of Governments](#).

Erosion and Pollution Control

- A Storm Water Permit issued by TCEQ is required when a construction site is > one acre.
- 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.
- A Notice of Intent (NOI) form must be sent to the EPA prior to the commencement of earth disturbing activities. A copy of the NOI must be forwarded to Environmental Management at 5000 MLK Freeway, Fort Worth, Texas, 76119 or fax the form to (817) 392-5464.
- Environmental Management will perform periodic inspections of the construction site for compliance with the SWPPP, per EPA and City ordinance requirements.

Summary of Stormwater Requirements - by Study Type

A. Conceptual iSWM Plan must be submitted:

1. At the time of submission of a Concept Plan.
2. A minimum of two weeks prior to Preliminary Plat submission deadline, and must be reviewed and accepted by TPW prior to Preliminary Plat submittal.

B. Preliminary iSWM Plan: must be submitted at the time of Preliminary Plat submittal.

C. Final iSWM Plan: must be approved prior to filing of final plat and will be cleared through the Permits Plus system.

Summary of Stormwater Requirements - by Plat Type

A. Concept Plan: Must be accompanied by a Conceptual iSWM plan.

B. Preliminary Plat: Must submit a Conceptual iSWM Plan a minimum of two weeks prior to plat submission deadline, and it must be reviewed and accepted by TPW. Preliminary Plat must then be accompanied by a Preliminary iSWM Plan. If the Conceptual iSWM Plan is not accepted, then preliminary plat cannot be submitted until deficiencies are corrected.

C. Final Plat: Final iSWM Plan must be approved prior to filing of final plat and will be cleared through the Permits Plus system.

D. Short Form Plat, etc.: An iSWM Plan is not required for submission of a short form plat, MTP change, vacation or plat abandonment. If normal review of short form plat indicates a change of land use or identifies a known flooding situation, a Drainage Study and/or iSWM Plan may be required prior to filing of final plat and will be cleared through the Permits Plus system.

Grading Permits

The City Council adopted a Grading Ordinance on June 5, 2012 (effective August 1, 2012) after a series of reviews with stakeholders. Prior to the establishment of the grading permit there were no controls over mass grading unless a plat or re-plat application was involved. Major features of the grading permit include:

- Land disturbance of 0.5 acres or more will require an approved Integrated Stormwater Management (iSWM) Plan and/or approved Grading Permit. This review and approval is similar to what was previously only required for new plats. A \$50 administrative fee will be charged for processing the Grading Permit application.
- A final grading certificate, certifying that all grading and related stormwater infrastructure construction was completed in substantial compliance with the approved plans must be submitted to TPW/Stormwater prior to issuance of a certificate of occupancy (CO).
- Single family residential building permit applicants will be required to provide lot grading patterns. Non-standard (other than HUD) patterns will be subject to review. No fee will be charged for this requirement.

The grading permit is typically reviewed and approved by three departments:

- A. TPW/Stormwater – requires submittal of an acceptable Grading Plan and iSWM Plan.
- B. TPW/Environmental Management – requires submittal of a complete SWPPP document for land disturbance of 1 acre or more.
- C. Planning & Development/Urban Forestry – removal of trees will require an urban forestry permit and grading with trees on site will require a tree protection/preservation plan to be submitted to P&D/Urban Forestry.

Use the following links to access to access Grading Permit forms:

- [Grading Permit Application](#)
- [Early Grading Permit Application](#)
- [Final Grading Certificate](#)

Infrastructure Plan Review

During the plat review process, the City's infrastructure departments 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.

The Infrastructure Plan Review Center provides an interdepartmental and utility coordination function allowing a single point of contact to minimize and coordinate conflicts during plan review and construction. The Center is responsible for the project management of all new public infrastructure improvements associated with residential, commercial, industrial and institutional development. This role includes: preliminary and final plan review, contract specification review, easement document review, acceptance of plans for construction, and coordination with the developer's engineer during the construction phase of the project.

[Forms, procedures, and more](#)



Community Facilities Agreements (CFA)

CFAs are required when community facilities are needed for development including: streets and street improvements, traffic signals, street lights, street name signs, storm drains, water lines, sewer lines and park facilities. Once the engineering plans for public improvements have been reviewed and approved through the City's Infrastructure Review Center, a CFA contract must be executed to guarantee their construction.

CFAs are contracts between the property owner and the City and are usually executed following preliminary plat approval and prior to final plat approval. CFAs may require City Council approval. The CFA office is located on the lower level of City hall in the southeast corner of the building.

View program and [process overview](#), pertinent **documents**, and answers to frequently asked **questions**.

View [CFA Policy and Ordinance](#).

View CFA [process details](#).

Water and Sewer

www.fortworthtexas.gov/water

The basic procedures for requesting water and sewer service are listed below. Usually the developer will have an engineer or architect prepare a site plan and evaluate existing utility availability. The evaluation will determine whether extensions will be required from the existing system.

Find information for [new development](#) that requires a water and/or sewer extension.

The construction of public water and sewer facilities to serve the property could be subject to the previously described Infrastructure Plan Review and CFA processes.

Tap and Service Fees

Tap fees are associated with connections to existing public water or sewer lines that do not exceed 54' from the property line. All **new** connections incur both a tap *and* [impact fee](#). 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 (CFA) project or City's Miscellaneous Project, then there is no separate tap fee.

Any connection in excess of 54' is considered an extension project. Please use Miscellaneous Project for minor water and/or sewer extensions or the CFA project steps to ensure the extension is installed.

Impact Fees

Impact fees are charged to new development to offset its impact on existing water and sewer facilities. Impact fees help pay the cost of building or expanding facilities in order to provide the adequate service that a new development requires. These fees are updated every three years.

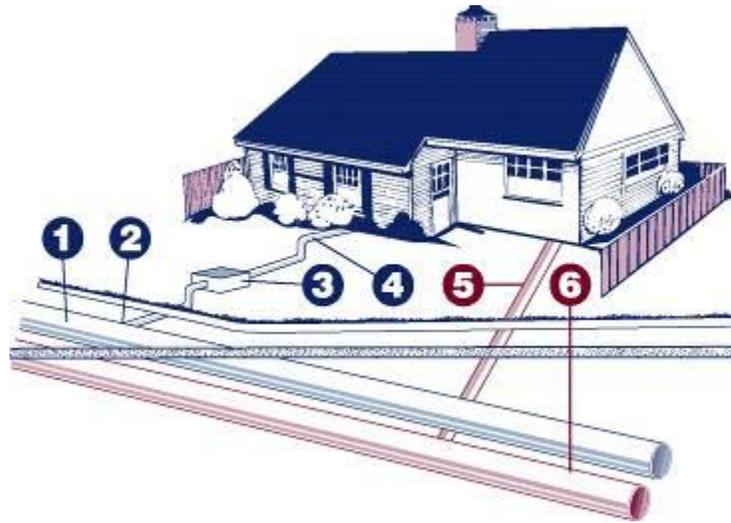
New residential, commercial or industrial development can increase water consumption and sewer volume significantly. The increased demand may require the creation of greater fire protection requirement, greater storage capacity, additional pumping capability or expanded treatment facilities.

[Impact Fee Schedule](#)

The chart lists the most commonly used meter sizes. Water and sewer impact fees are determined by the size of the domestic water meter installed. There is no impact fee charge for irrigation meters. The size of the water tap and service line supplying the meter does not affect the amount of the impact fee charged.

A **tap fee** is a service fee that is charged for connecting the public water or sewer main to the private plumbing.

1. Water Main
2. Water Tap (Tap fee applies here)
3. Water Meter
4. Private Plumbing (water line)
5. Private Plumbing (sewer line)
6. Sewer Main



Extension along Frontage

Water and sewer extensions along street frontage are required for commercial and industrial properties.

Backflow Prevention

Find information for new development's [backflow prevention](#).

Grease Traps

Find information for new development that requires a [grease trap](#).

Building Permits

A building permit is required to build a new structure, add an addition, or undertake a remodeling project. The building site must have the appropriate zoning to allow the proposed use and site layout, and the property must be platted in order to apply for a building permit.

A **separate building permit** is required for **each structure**, including retaining walls, dumpster enclosures and certain fences. Other permits such as **urban forestry and grading** are typically needed in addition to building permits. Please see Building Permit Types below.

PLAN REVIEW SUBMITTAL REQUIREMENTS

Please note that the submittal requirements are different for new construction and additions compared to remodels.

BUILDING PERMIT TYPES

Please see **Urban Forestry** on page 26. Please see **Grading Permits** on page 18. Urban forestry and grading permits are submitted **separately** from building permits.

THIRD-PARTY PLAN REVIEW AND INSPECTION

Property owners may choose to use a third-party company approved by the City to perform plan review and/or inspection services.

Fire Code

www.fortworthtexas.gov/fire

General

The Bureau of Fire Prevention (BFP) is located in the lower level of City Hall across from Planning and Development and works in conjunction with other departments with regards to plat and site plan approval, addressing, fire suppression and detection systems and change of occupancy. Depending on the stage of your project, you may be required to permit work through the Fire Department and/or provide documents with your Building Permit for Fire Department Review. The basic procedures for common situations are outlined below.

Code

International Fire Code with [Local Amendments](#)

[Summary of Fire Lane and Hydrant Requirements](#)

Plats

The Fire Department works closely with Planning and reviews plats with regard to access, distance to gas wells and street naming. Fire Code Amendments regarding new construction to existing wells (3406.3.1.3) may require coordination with the mineral developer to ensure proper setback.

Addressing

Official addresses for buildings and utilities are assigned by the Fire Department only after the plat is approved by the City and filed with the appropriate County. After it is filed, please make a request for addressing so it can be prioritized accordingly. Plats and site plans with completed addressing assignments are [available online](#).

If your project does not involve the filing of a plat, but your address is not available for permits, you may contact the Fire Marshal's office for address assignment assistance at 817-392-6830.

Building Permits

Building permits will be shared with the Fire Department to determine the need for fire protection systems, fuel tank permits and hazardous materials permits. A set of site plans indicating the location of fire hydrants and fire lanes (existing or planned) should be provided with your building permit if your site plan has not been previously approved. Find information regarding [water and fire lane requirements](#).

Fire Protection System Permits

The plan review process will determine what fire protection system(s) are required. If a fire sprinkler or alarm system is required:

- Fire protection system permits will only be issued to contractors who are licensed by the State of Texas in accordance with Fort Worth Fire Code Appendix VII-B (Ordinance Amendment 13636), and registered with the Bureau of Fire Prevention.
- If required, fire protection system plans must be submitted the permit holder and be signed by a licensed professional.
- Fire protection plans include, fire sprinkler system plans, fire alarm plans, standpipe system plans, plans for underground water lines supplying fire protection systems, and other documents are required by Fort Worth Fire Code. **The Fire Department does not**

approve the fire line tap that is in between the public water main and the property line. Please coordinate with the Water Department to install the fire line tap and backflow devices.

- Fire protection [permits and submittal checklists](#).

Note: The fire protection system plans are generally submitted to the Fire Department directly from the fire protection system contractor later in the project schedule.

Key Boxes

The Fire Code (506.1) requires a Knox key box if the building has an elevator or alarm. Key boxes may be ordered from [The Knox Company](#) website by entering the zip code of the project and selecting the Fort Worth Fire Department jurisdiction.

After Hours Inspection

Our goal is to provide system inspections within 72 hours of a request and will work to adapt to your time constraints. An after-hours option is generally available at an increased fee. If the work is complete, the sprinkler or alarm contractor can call 817 392 6830 to schedule an after-hours inspection. The State-licensed fire protection contractor is the only party authorized to request an inspection because the permit is issued under their license.

Variances

The Construction and Fire Prevention Board of Appeals considers variance requests of the City's Fire Code.

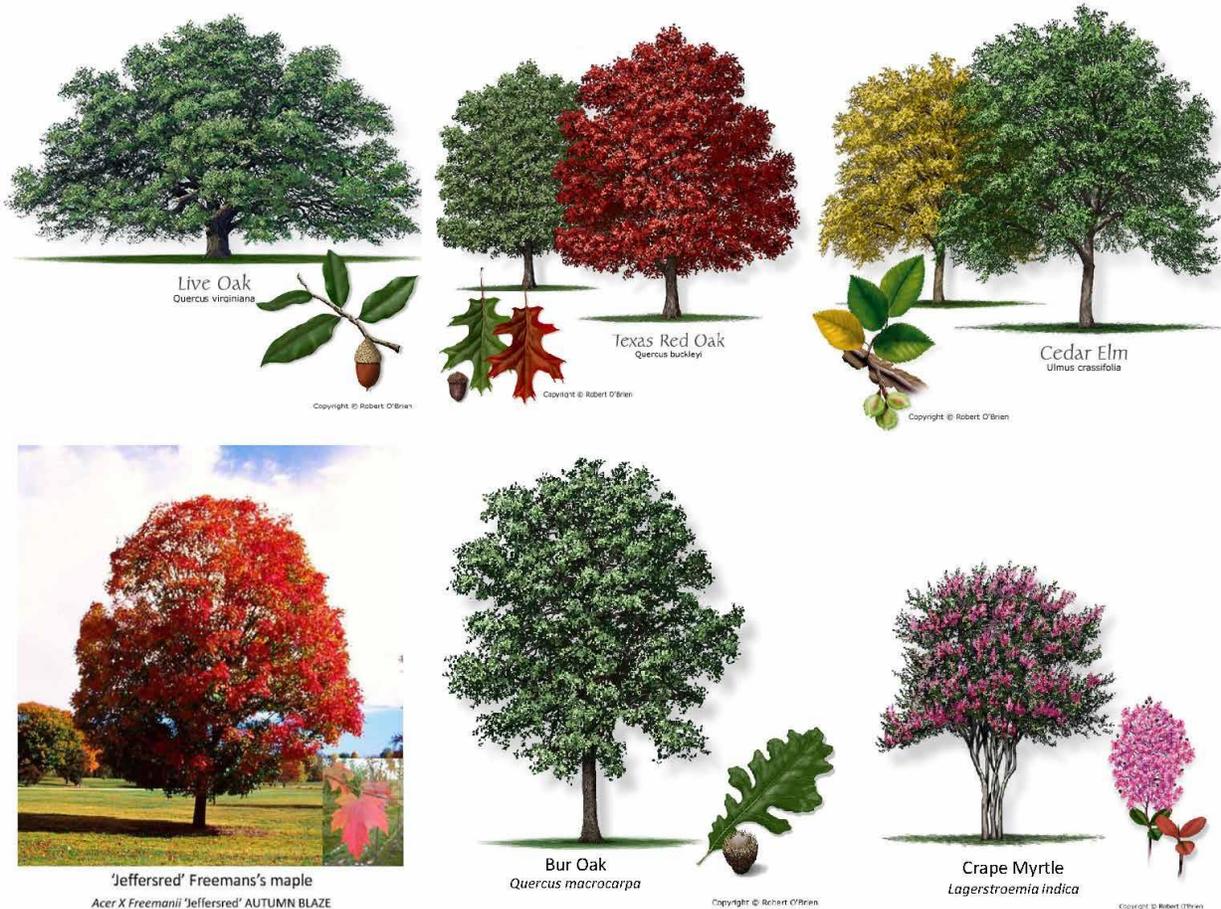
Urban Forestry

The urban forestry ordinance encourages the maintenance of tree canopy and protected trees. The ordinance addresses the protection of healthy and significant trees and to provide for the replacement and replanting of trees that are necessarily removed during construction, development or redevelopment.

The ordinance requires a certain level of tree canopy coverage for each development based on the land use. New and existing trees are given **canopy credit** based on their mature size if they are on the approved list of trees. Existing trees not on the list are given credit at their current size. Depending on the size of the property and the zoning district, a certain percentage of the existing tree canopy must be preserved to provide interim canopy cover and associated benefits while the new trees mature.

New construction or expansion of a structure, **tree removal**, and **site grading** with trees on site typically require an **urban forestry permit**. An urban forestry permit is **submitted separately** from a building permit or a grading permit.

[Learn more](#)



Street and Right-of-Way Permits

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, 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.

There are several types of [street use permits](#).

Encroachment License Agreements

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. Find the document and [more information](#) about the process.

Transportation Impact Fees

www.fortworthtexas.gov/impactfees/

Transportation impact fees are charges assessed by local governments on new development projects and help fund transportation capacity improvements that will be needed as development occurs in Fort Worth. The fee is paid at the time of building permit. Fort Worth is divided into 27 service areas, and the fees vary across the service areas. Much of the central city within Loop 820 is in no-fee service areas.

Determine your [fee area](#).

View the transportation impact fee [ordinance](#).

[Estimate](#) the impact fee.



Consumer Health Permits

Consumer Health protects the public from food-borne, waterborne and other communicable diseases. The division performs health inspections and provides health education programs.

The Consumer Health Division of the Code Compliance Department reviews all permits that pertain to the following types of establishments:

- **Food Establishments** including restaurants, grocery and convenience stores, bars/lounges, catering kitchens and any food operations that serve the general public.
- **Retirement Centers** that provide food service to residents
- **Child Care Centers**
- **Hotels and Motels**
- **Public Swimming Pools and Spas**
NOTE: Public swimming pool and spa plans must first be submitted for Consumer Health approval. The Planning and Development Department will not accept any plans that have not been approved and stamped by the Consumer Health Division.

Plan reviews conducted by the Consumer Health Division will be **separate** from any Planning and Development reviews. Upon submission of plans to Planning and Development Department, a Consumer Health Specialist (Health inspector) will contact the applicant to arrange for a **fee-based plan review** to ensure all plans meet health and safety requirements.

[Additional City information](#)

[TX Food Establishment Rules](#)

[TX Child Care Licensing](#)

[TX Public Pool and Spa Rules](#)

Certificate of Appropriateness For Overlay Districts

A certificate of appropriateness (COA) is required to obtain a building permit or other type of permit for construction, demolition, or other modifications that affect the exterior of a property. A COA is not needed for painting, landscape plantings, ordinary maintenance or for repairs that are 'in-kind' and do not change the material or design.

Depending on the nature of the work and the pertinent overlay district, a COA may be issued administratively or may require approval by the Historic and Cultural Landmarks Commission, the Downtown Design Review Board or the Urban Design Commission. The proposed work is reviewed based on the standards and guidelines for the property or district.

Please review the **Overlay Zoning Districts** section on page 11 for more information.

The **Historic and Cultural Landmarks Commission** (HCLC) meets the second Monday of each month at 2:00 p.m. in the Council Chamber.

[Obtain an application and view the HCLC schedule](#)

The **Downtown Design Review Board** (DDRB) meets the first Thursday of each month at 2:00 p.m., if needed, in the Council Chamber.

[Obtain an application and view the DDRB schedule](#)

The **Urban Design Commission** (UDC) meets the third Thursday of each month at 10:00 a.m., if needed, in the Pre-Council Chamber.

[Obtain an application and view the UDC schedule](#)

View any board or commission [docket](#).

Change of Use Permit

A change of use occurs when an existing building is to switch to a different use, e.g. a house to an office, a house to a church, an office to a retail store, a retail store to a restaurant, etc. Making a major switch requires a complete evaluation of the building and the property including the number of parking spaces. This will require a **Change of Use Building Permit** and four **trade ordinance inspections** (building, electrical, mechanical and plumbing) to determine requirements for the new use. Many of changes of use require certain items to be corrected or upgraded, e.g. more parking, installing handicap access and restrooms, exit signs, ventilation, etc. If any electrical, mechanical or plumbing adjustments are necessary, those **trade permits** need to be obtained.

View the [requirements](#).

Building Inspections and Certificate of Occupancy

Building Inspections

An inspection is required for all construction or 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 approval of fire protection system plans. The Fire Protection System Contractor must schedule inspections.
- A final inspection is required.

Code Inspections for Multifamily

After building inspections are completed for multifamily development, the applicant or contractor must contact Code Compliance for approval and register the property.

Certificate of Occupancy

When all inspections have been made, a final inspection has been completed, and a grading certificate has been provided for new construction or site work, then 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
- Apartments are required to obtain a new C.O. with each new owner.

People Who Can Help

City of Fort Worth

Customer Service: 817-392-2222

Phone Number Format: 817-392-Ext#

Email Format: firstname.lastname@fortworthtexas.gov

<u>Development Process</u>	Ext.		
David Schroeder, Development Administrator	2239		
Ana Alvarez, Pre-Development Conferences	2328		
Alarm Permits	1300		
<u>Annexation & Special Utility Districts</u>			
Allison Gray, Planning Manager	8030		
<u>Building Plan Review & Inspections</u>			
Evan Roberts, Acting Building Official	7843		
Cody Hughes, Plans Exam Supervisor	2867		
Kevin Yarbrough, Asst. Bldg. Official, Inspections	8793		
Thomas Cooper, Sr. Residential Inspector	8052		
Ken McGowen, Chief Commercial Bldg Inspector	7834		
Dennis McKinzie, Chief Plumbing & Mechanical	7980		
Ronnie Roberts, Chief Electrical Inspector	7830		
Certificate of Occupancy	2222		
Change of Use	2222		
<u>Community Facility Agreements</u>			
Jana Knight, CFA/Pre-Development	2025		
Cassandra Foreman, CFA	8188		
<u>Consumer Health</u>	7255		
Robert Lotman, Consumer Health Specialist	6988		
<u>Design and Form-Based Districts</u>			
Vida Hariri, Downtown Design Review Board	8045		
Laura Voltmann, Urban Design Commission	8015		
Randy Hutcheson, Preservation & Design Mgr.	8008		
<u>Economic Development/Incentives</u>			
Marguerite Allen, Business Devel. Coordinator	2235		
Ana Alvarado, Business Devel. Coordinator	2661		
Encroachments - Cassandra Foreman	8188		
Environmental Mgmt. - Derek Senter	5454		
<u>Fire Prevention & Addressing</u>			
Addressing Assignment	6830		
Chip Paiboon, Fire Protection (Sprinklers)	6848		
Greg Nelson, Fire Protection (Alarms)	6845		
Bob Morgan, Hazardous Materials	2838		
Landon Stallings, Fire Marshal	6808		
Gas Well Drilling - Cecilia Leyba	2851		
<u>Historic Preservation</u>			
Liz Casso, Historic Preservation Officer	8037		
Sevanne Steiner, Historic Preservation Planner	8012		
Lake Worth Property - Lester England	8366		
<u>Neighborhood Empowerment Zone - NEZ</u>			
Jennifer Ramon, Sr. Customer Service Rep.	2283		
Sarah Odle, Tax Abatement Admin Asst.	7316		
Neighborhood Office - Madelyn Gibbs	8890		
<u>Park Dedication & City Forester</u>			
Joe Janucik, Senior Planner	5706		
Germaine Joseph, Senior Planner	5710		
Nikki Sopchak, Planner	5723		
Melinda Adams, City Forester	5705		
<u>Parkway & Street Use (Temporary)</u>			
Monica Salinas, Sr. Customer Service Rep.	6594		
Ricky Harding, Parkway	6526		
Chuck McLure, Temporary Traffic Control	7219		
<u>Platting, MTP, Street Vacations</u>			
Angela Ramirez, Planning Assistant	8027		
Alex Parks, Platting & Street Vacations	2638		
Teresa Burk, Platting	2412		
Allison Gray, Planning Manager	8030		
Signs - Chris Valtierra	7848		
<u>Stormwater and Floodplain</u>			
Veronica Carneal, Customer Service	6261		
Clair Davis, Floodplain	5981		
James Gossie, Stormwater	2252		
Stephen Nichols, Stormwater	8731		
<u>Transportation & Traffic Studies</u>			
Jim Walker, Assistant Director	8009		
Pirouz Allivand, Development Review	6597		
<u>Transportation Impact Fees</u>			
Julie Westerman, Acting Development Manager	2677		
<u>Urban Forestry</u>			
Caleb Tandy, Urban Forestry	7931		
Lucretia Summers, Urban Forestry	7933		
<u>Water & Sewer</u>			
Water Development	8250		
Backflow	8375		
Alphonse Newton, Grease Traps	8305		
Adolfo Lopez, Miscellaneous Projects	7829		
Viesha Kaminska, Water/Sewer Engineering	8428		
Esteban Perez, Water/Sewer Engineering	6430		
Soon Wong, Water/Sewer Engineering	8369		
<u>Zoning & Land Use</u>			
Crystal Castoreno, Planning Assistant	8028		
Lynn Jordan, Planner	2495		
Stephen Murray, Planner	8043		
Roy Salinas, Zoning Plan Review	2397		
<u>Zoning Board of Adjustment</u>			
Emilio Sanchez, Senior Planner	2561		
Susan Tedder, Planning Assistant	8826		

People Who Can Help (cont.) Counties

Denton County

County Planning Department

Desk: 940-565-8624, Fax: 940-565-5657

Environmental Health Department

Desk: 940-565-8685, Office Hours: 8-9 am & 1-2 pm

Johnson County

Health Department

Desk: 817-556-6380, Fax: 817-556-6391

Parker County

Desk: 817-598-6175, Fax: 817-598-6177

Tarrant County

Health Department

Desk: 817-871-7511, Fax: 817-871-7283

Recorded Deeds and Plats

Desk: 817-884-1195

Transportation Services Department

Desk: 817-844-1250, Fax: 817-884-1178

State

Alcoholic Beverage Commission - Applications for Sale of Alcohol

Desk: 817-451-9466

Department of Transportation (TxDOT)

Fort Worth District (Tarrant & Other Adjacent Counties)

Desk: 817-370-6532

Department of Transportation (TxDOT)

Desk: 817-370-6551

People Who Can Help (cont.)

Utilities

Electricity & Natural Gas

CoServ Electric (Formerly Denton County Electrical Co-Op)

Desk: 940-321-6644, Fax: 940-321-6640

Johnson County Electric Co-Op (JCEC)

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

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

Desk: 817-215-6688, Fax: 817-215-6184

Desk: 817-215-6254, Fax: 817-215-6316

Desk: 817-215-6218, Fax: 817-215-6660

Tri-County Electric Cooperative, Inc.

Desk: 817-431-1541, Metro: 817-379-4703, Fax: 817-431-9680

Telephone Service

AT&T

Desk: 404-810-4556, Fax: 404-810-4404

GTE

Desk: 972-717-5828, Fax: 972-717-5834

Millennium Telecom

Desk: 817-379-3007

Desk: 817-379-3007

Southwestern Bell Telephone, Inc.

Desk: 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