



## City of Fort Worth

### New Commercial Construction/Addition

#### Fees Due at time of application

Plan Review Deposit	\$220.00
Application Fee	\$ 25.00
Technology Fee	\$ 5.00
Paper Application Submittal Fee	<u>\$ 25.00</u>
Total Due	\$275.00

Online submittals are not assessed the paper application fee.

Remaining [permit fees](#) are calculated after Plan Review.

Additional permits and fee requirements may be associated with new commercial construction including additions. Listed below are the most common associated departments:

<a href="#">Water/Sewer Impact Fees</a>	817-392-8350
<a href="#">Urban Forestry Fees</a>	817-392-7931
<a href="#">Parkway Permits and Fees</a>	817-392-2222
<a href="#">Transportation Impact Fees</a>	817-392-2677
<a href="#">Grease Trap/Backflow</a>	817-392-8305/8375
<a href="#">Fire Department</a>	817-392-6800
<a href="#">Parks and Community Services</a>	817-392-5738
<a href="#">Grading</a>	<a href="mailto:SDS@fortworthtexas.gov">SDS@fortworthtexas.gov</a>

**For online submission requirements please visit:**

<http://fortworthtexas.gov/uploadedFiles/EDR-submittal-guide.pdf>

## **Document Requirements for Paper Submission:**

1. Building permit application (filled out).
2. 2 complete sets of constructions plans, with engineer or architects seals. Please separate plans into two sets.
3. 10 additional copies of the site plans (for a total of 12 site plans, one must be a maximum size of 11 X 17, or a minimum size of 8 ½ X 11).
4. 1 additional floor plan (maximum size of 11"x17").
5. 2 additional Utility Site Plan for Water/Sewer and Backflow review. (Utility site plan requirements, refer to <http://fortworthtexas.gov/water/developers/>)
6. 1 additional Plumbing Plan for Backflow review.
7. 4 copies of the property's legally registered, recorded plat, (one must be reduced to a maximum size of 11 X 17, or a minimum size of 8 ½ X 11). This may be obtained at the County Court House Deeds & Records Departments, 100 W Weatherford St., (817)-884-1069.
8. A City of Fort Worth approved Energy Code Check sheet (A Comcheck EZ report, found at website [www.EnergyCodes.Gov](http://www.EnergyCodes.Gov) or ASHRAE 2013).
9. Projects with construction costs equal to or greater than \$50,000 must register with the Texas Department of Licensing and Regulation for Architectural Barriers and provide registration number at time of application.  
<https://www.tdlr.texas.gov/ABProjectRegistrationOnline/>

**Site plans must be in their entirety on one page for each lot. All lot boundary lines MUST be clearly marked & shown. Plans with unclear lot boundary lines or lot boundary lines that are cut off will not be accepted. The site plan MUST also clearly delineate impervious areas. This is required by the City of Fort Worth for the purpose of calculating storm water fees. Cluttered site plans that interfere with the legibility of impervious surface will not be accepted.**

**Important: Failure to meet any criteria on this requirement sheet will be grounds for HOLDS on permits, and/or DENIAL of submittal acceptance.**