



City of Fort Worth  
Development Services Department  
100 Fort Worth Trail | Fort Worth, Texas 76102  
Phone: (817) 392-2222

### **Submittal Requirements for New Residential Accessories**

1. **PLAT.** A copy of the property's legally registered & recorded plat from the Tarrant County Court House Plats can be located via online plat directories:  
Tarrant County: <https://tarrant.tx.publicsearch.us>  
City of Fort Worth: [Fort Worth Plat Directory](#)
2. **SURVEY OR SITE PLAN.** Must show the following:
  - a. Front, side, & rear yard setbacks along w/ neighboring front yard setbacks with dimensions.
  - b. Lot lines and easements with dimensions.
  - c. Directional north arrow and a scale.
3. **FLOOR PLAN (If Necessary)**
  - a. All rooms must be labeled. Any room labeled as a bonus rooms will be inspected as a bedroom.
  - b. Window and door sizes need to be marked or provide a schedule.
  - c. Note the square footage of each floor.
4. **CONSTRUCTION PLANS.**
  - a. Drawing showing the size of the structure.
  - b. Drawing showing how the structure will be anchored.
  - c. Engineering is required for the following:
    - i. Structures built of metal
    - ii. Structures built over existing foundations
    - iii. Garages greater than 499 sq ft when tied into an existing foundation of a residential component
5. **MECHANICAL / ELECTRICAL / PLUMBING (MEP) PLANS (Accessories with Habitable Space) Mechanical Plans** should include unit location, duct/vent sizes, and all exhaust vents **Electrical Plans** should include location of all outlets and switches, GFI outlets identified, location of all smoke and carbon monoxide detectors. **Plumbing Plans** should include supply line size from water meter, sizes to all fixtures, drain line sizes at all fixtures throughout the house, sewer and vent sizes, gas line sizes if applicable

#### **POOLS ONLY**

All pools shall comply with the 2018 International Swimming Pool and Spa Code along with various sections of the 2021 International Plumbing Code, 2023 National Electrical Code, and City of Fort Worth Amendments to each.

**Note:** For Apartment or Commercial pools plans must show fence or barrier, location of pool equipment, and parking spaces.

Private Residential Pools, Spas, and Hot Tubs are required to submit an Entrapment Form

**PLANS MUST BE STAMPED AND SIGNED OFF BY ONCOR ELECTRIC BEFORE SUBMITTAL.**

For review and additional information, please contact:

Heather Johnson @ 817-470-8344 | [MET.WEST@oncor.com](mailto:MET.WEST@oncor.com)

***It is the responsibility of the pool contractor/homeowner to call Texas Excavation Safety System (TESS) and request a locate before pool plans are submitted. Contact: 811 by phone or 800-DIG-TESS Online: Texas811.org***



City of Fort Worth  
Development Services Department  
Building Permit Application

**Project Address:** \_\_\_\_\_ Bldg/Suite/Unit#: \_\_\_\_\_

Legal Description: Addition \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Scope of Work (Please Be Specific):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \*New Construction-brand new primary structure on lot
- \*Addition-adding square footage to existing primary structure
- \*New Accessory- brand new secondary structure on lot
- \*Accessory Addition-adding square footage to existing secondary structure
- \*Remodel- interior or exterior modification to existing primary or secondary structure
- \*Finish-out- remodel for a first generation occupant of a shell or white box space

**\*A Separate Application is Required for Each Structure**

**Commercial (Please Check One):** (Please Note: Apartments (3 or more units on a lot) are Considered Commercial Construction)

\*New Construction: \_\_\_ \*Addition: \_\_\_ \*New Accessory: \_\_\_ \*Accessory Addition: \_\_\_ \*Remodel: \_\_\_ \*Finish-out: \_\_\_

Total Square Footage Associated with Project: \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_

Total Cost of Construction without Mechanical/Electrical/Plumbing: \_\_\_\_\_

TDLR # (required if Cost of Construction is Over \$49,999): \_\_\_\_\_

**Intended Use:** \_\_\_\_\_ **Previous Use:** \_\_\_\_\_

**Residential (Please Check One):** \*New: \_\_\_ (Single Family)or(Duplex) \*Addition \_\_\_ \*Accessory: \_\_\_ \*Remodel: \_\_\_

For New Construction/Addition/Accessory Please Provide Applicable Square Footage:

(For Duplexes please provide totals for both sides)

Living Area \_\_\_\_\_ Garage \_\_\_\_\_ Porches/Patios \_\_\_\_\_ Storage Shed \_\_\_\_\_ Carport \_\_\_\_\_

Shade Structure \_\_\_\_\_

Other (Please Specify in addition to providing Square Footage): \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_

For Remodels: Electrical Work: Yes \_\_\_ No \_\_\_ Mechanical Work: Yes \_\_\_ No \_\_\_ Plumbing Work: Yes \_\_\_ No \_\_\_

**3<sup>rd</sup> Party Company:** \_\_\_\_\_

Inspections: Yes \_\_\_\_\_ No \_\_\_\_\_ Plan Review: Yes \_\_\_\_\_ No \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**City of Fort Worth Contractor Registration #:** \_\_\_\_\_

**Contractor's Business Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Site Contact Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Plans Exam Contact Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Applicant Name(Printed):** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Residential Accessory Buildings

**Accessory building non-habitable:** A subordinate building on the same premises with a principal building for exclusive use for accessory uses as defined in "Accessory Uses," including, but not limited to, private workshops and storage sheds located on residential lots. **Section 9-101 Definitions on the Zoning Ordinance.**

### General Provisions

Accessory structures are not permitted in front yards **5.300.B of the Zoning Ordinance**

Non-habitable accessory buildings or structures shall be limited to one story, but may have an attic or loft, provided the attic or loft does not contain heated or air conditioned floor space.

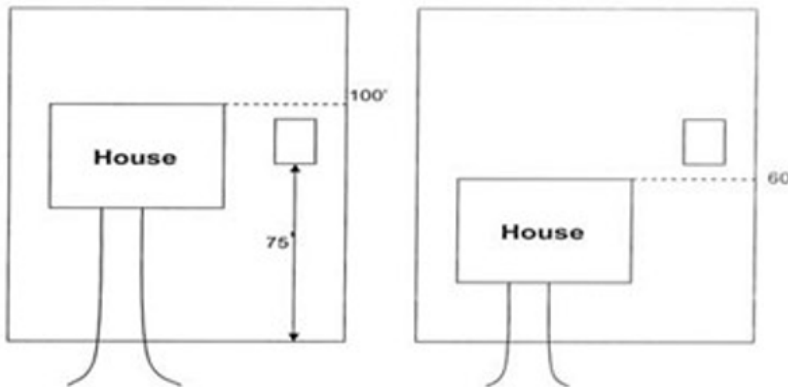
Lot coverage maximum is 50%.

Lot Size	Maximum allowable sq ft for accessory building
≤ 5,000 sq ft	120 sq ft
5,001 - 9,999	200 sq ft
10,000 - 21,779	400 sq ft
21,780 - 43,559	400 sq ft
43,560 and up	2 % of the total area of the lot

All non-habitable accessory buildings, except private garages, private carports, and private portes cocheres, must be located behind the rear wall of the primary residential structure that is furthest from the street or at least 75 feet from the front property line, whichever is the least restrictive **5.301.B.3 of the Zoning Ordinance.**

### Diagram A

The accessory structure must be ≥ 75 feet from the front property line (left) or behind the rear wall line (right) of the primary residential structure that is furthest from the street – whichever is the least restrictive and cannot be in any easement(s). 5.301 B.3.



The height of accessory buildings shall be measured from the ground to the highest point of the building **5.301.B.4 of the Zoning Ordinance.**

**Setback requirements:**

The distance required from the property line.

<b>Height</b>	<b>Maximum allowable distance from property lines</b>
Up to 10'	5' from rear and side yard
11'	7' from rear and side yard
12' (maximum height without a variance)	9' from rear and side yard

**Corner lots have varying setbacks. Refer to Chapter 4 in the Zoning Ordinance for district regulations on individual zoning.**

Accessory buildings must be anchored or placed on a foundation that meets City of Fort Worth minimum standards and require skirting of the structural elements do not come in contact with the ground.

**Exception:**

**The resident has the option of applying for a variance from the Board of Adjustments for any Zoning requirements if they cannot comply 3.300 & 3.400 Zoning Ordinance. Application must be made in person with the Planning and Development Applications Division.**

A permit must be applied for in person and approved before construction begins. Failure to do so could result in your permit(s) being assessed a double fee in accordance to the 2015 International Building Code.

**Standard Permit Submittal Requirements:**

(Please note that depending on your location and scope, additional documents may be required.)

1. Completed building permit application
2. Two (2) copies of a site plan showing the location of proposed structure(s) and all existing structures on the lot
3. Two (2) copies of the floorplan
4. Two (2) copies of the legally recorded plat to accompany any hand-drawn construction plans
5. **\*If encroaching on any utility easements:** Two (2) copies of statements from each utility company on their letterhead stating that they approve the specific encroachment. Contact Customer Service at 817-392-2222 for a list of companies.



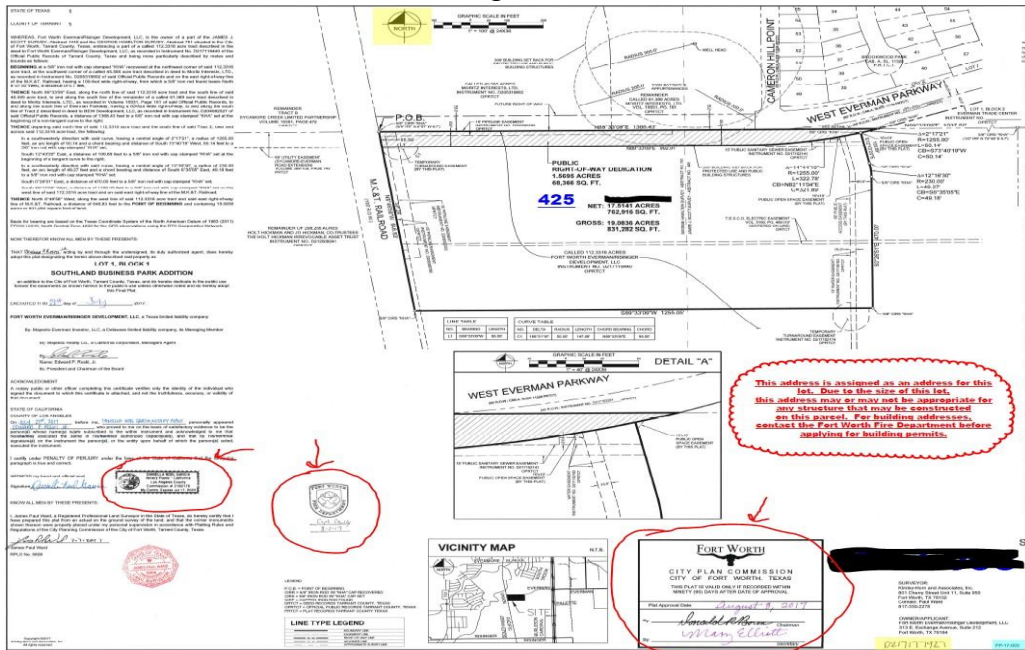
## What is a plat?

**Plat.** A plat is a map of a piece of land identifying the location and boundaries of street rights-of-way, individual lots or parcels, and other site information. The plat shows features such as lot lines, utility easements, setback lines, land dedicated for public use (e.g. streets and parks), ownership, and metes and bounds (boundary dimensions). Texas Local Government Code, Chapter 212, contains the state law governing the approval of plats.

**Where can I request a copy of a recorded plat?** Most plats (1970 – present) are available online at <https://tarrant.tx.publicsearch.us/>. You may also request a copy from the Tarrant County Courthouse located at 100 W Weatherford St., Basement Floor, B-30. Or by phone at (817) 884-1195

**What is a “legally recorded” plat?** A legally recorded plat has been reviewed and approved by the City of Fort Worth Platting section, Plan Commission, Fire Department and Tarrant County. You can identify a recorded plat by verifying the approval stamps from the departments listed above. If the stamps are not on the plat, it has not been recorded and not accepted for permit submittal. See Diagram A.

Diagram A



For additional information regarding platting in the City of Fort Worth please contact the platting team at 817-392-8027 or [platbox@fortworthtexas.gov](mailto:platbox@fortworthtexas.gov).



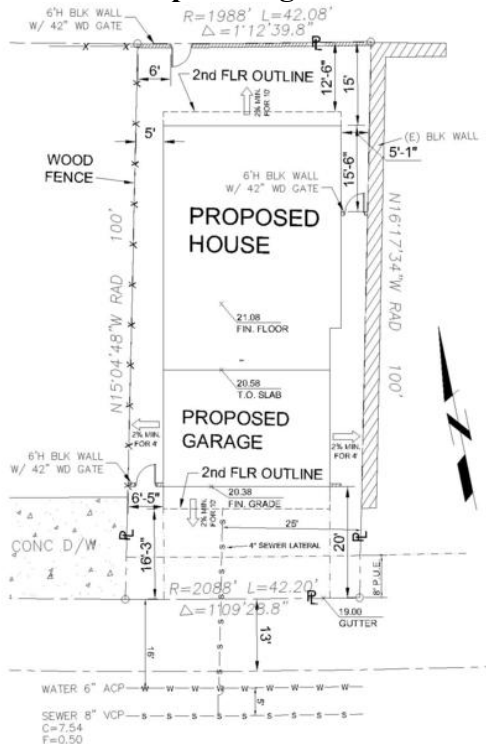
## Plan Examples

**Construction Documents.** Information on construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. (Ref: Section 107.2.1 of 2015 IBC)

**Site Plan.** (Outside the building) A site plan depicts the location of the building on the lot, the size of the lot, the distance from the property lines to the building and the outline of the building. (Ref: Unit 1 of Basic Code Enforcement – Pg. 142) See diagram A.

**Floor Plan.** (Inside the building) A floor plan shows the layout and dimensions of the rooms in the proposed construction. Type and thickness of wall partitions can also be determined. Additionally, the location of sinks, toilets, bathtubs and appliances is shown. (Ref: Unit 1 of Basic Code Enforcement – Page 142) Floorplans will also provide the location of rooms labeled as to their use, doors, windows as well as mechanical and electrical fixtures. See Diagram B.

**Site Plan Example: Diagram A**



**Floor Plan Example: Diagram B**

