

City of Fort Worth
Planning & Development Department
Residential New Construction and Addition Requirements

Please Note: Two complete sets of plans are required for submittal unless otherwise specified below. All plans below must be drawn to scale, have a labeled “North Arrow,” and contain the Legal Description of the property i.e. Lot, Block, Addition/Subdivision name and correct street address. Applicants must also prove that they have paid their water and sewer impact fees with a receipt from the Fort Worth Water Department or provide a letter from them stating that there is existing water and sewer taps at the proposed location you are submitting application for.

Please separate plans into two sets: one for Zoning Review, one for Plan Review.

A. PLAT. Three (3) certified copies of the properties’ legally registered & recorded plat from the Tarrant County Court House located at 100 W. Weatherford St. -Basement level. **(One (1) to be a max size of 8.5 X 14 for scanning)**

B. PLOT PLAN OR SITE PLAN. Three (3) copies plot or site plan **(One (1) to be a max size of 8.5 X 14 for scanning)** Site plan(s) must show:

1. Front, Side, and Rear yard setbacks with dimensions.
2. Easements with dimensions.
3. Minimum elevation marked if one is required.

**One (1) Additional site will be required for New homes in established neighborhood s(more than 90% built out) New homes with side entry/entries, New home with rear entry/entries, New duplexes and New townhomes

C. FOUNDATION PLAN.

1. Foundations over 500 square feet, special designs, and post-tensions plans require plans sealed by an engineer.

D. FLOOR PLAN.

1. All rooms must be labeled. (Any rooms labeled as bonus rooms will be inspected as a bedroom.)
2. Window and door sizes need to be marked or provide a schedule.
3. Note the square footage of each floor.

E. MECHANICAL, ELECTRICAL AND PLUMBING PLANS (MEP PLANS).

1. **Plumbing plans** - should include:
Supply line size from water meter, Supply line sizes at all fixtures, Drain line sizes at all fixtures through house sewer and Vent sizes (**Gas line sizes if applicable must comply with 2009 IRC Table G2413.4 as applicable)
2. **Mechanical Plans** - should include:
Unit location, Duct / vent sizes and all exhaust vents
3. **Electrical Plans** - should include:
Location of all outlets and switches, GFI outlets identified, Location of all smoke and carbon monoxide detectors

F. ELEVATION PLANS.

1. Brick veneer locations need to be marked.
2. Brick lintels need to be marked even if using lintels from the approved City of Fort Worth tables.
*Lintels not from the City of Fort Worth tables and self-spanning veneer require engineering seals.
*If brick eyebrow arches are present, Engineered structural details are required

G. BRACED WALL PLANS.

1. 2009 IRC R602.10 (See table 602.10.2)

H. RETAINING WALLS. (If Required)

1. Permitted separately.
2. Walls over 4’ high require an engineer’s seal.

I. ENERGY CODE CHECKSHEET.

1. Computer software generated REM/Rate (www.archenergy.com/products/remrate) Energy Gauge USA (<http://energygauge.com/search.htm>) or IC3 (<http://IC3.tamu.edu>) used in conjunction with the Energy Star (www.energystar.gov) program are acceptable.

All habitable buildings shall comply with the 2009 IRC Chapter 11 Energy Code Requirements

HVAC system – Minimum 14 SEER
Roof insulation – R-30 Wall Insulation – R-13
WINDOWS – U factor 0.50 SGHC 0.35

Effective March 16, 2009, Plans Exam will begin performing Mechanical, Electrical and Plumbing (MEP) review on all plans for one- and two-family Construction and commercial new construction and additions. The goal is to

Provide preliminary review to eliminate as many deficiencies as possible
Prior to incorrect installation in the field.

Complete Mechanical, Electrical and Plumbing plans will be required with all permit applications for new one- and two-family, new commercial and commercial additions. MEP review will be performed on other permit applications that include MEP plans. Previously, third party has not been required to do MEP plan review, but have been advised to do so to protect their liability. MEP review will now become mandatory for third party as well.

Our processing turnaround times are not changing. It is our goal to perform this review within the same time goals.

TYPE OF PERMIT	MEP PLANS REQUIRED
New commercial	Yes
Commercial addition	Yes
Commercial remodel or change of use	Optional
New one and two-family	Yes
One and two family additions	Yes
Detached garages and storage buildings	Optional
Walk in permits	Optional