



# Commercial Building Permit Application

City of Dalworthington Gardens  
2600 Roosevelt Drive  
Dalworthington Gardens, TX 76016  
Phone: 817-274-7368  
Fax: 817-265-4401

Building Permit Number: \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_  
(must provide supporting documentation)

Applicant Name: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Project Address: \_\_\_\_\_

Area Sq. Ft.: \_\_\_\_\_

Email: \_\_\_\_\_

Project Description:

New	<input type="checkbox"/>	Remodel/Addition	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Roof*	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Finish out	<input type="checkbox"/>	Sign*	<input type="checkbox"/>
Grading*	<input type="checkbox"/>	Other	<input type="checkbox"/>	* Requires supplemental project information sheet			

Does Building have:  Fire Alarm System  Fire Suppression System \*Requires Separate Fire Alarm/Fire Sprinkler Application

Description of Work: \_\_\_\_\_

Does this project contain Food Services: Yes  No  Type: \_\_\_\_\_

### General Contractor Information

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

<i>All contractors are required to be registered and submit permit application to the City before beginning work.</i>	Contact Name	Address	Email	Phone	Contractor License Number	City Registration Date
Engineer						
Architect						
Mechanical Contractor						
Electrical Contractor						
Plumbing Contractor						

\*All Permit Applications must include supporting documentation (see Building Permit Checklist for more specific information)

**For building inspections contact City of DWG:**

**Phone: 817-274-7368**

**24 hour advance notice is required for  
Tuesday / Thursday inspections**

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of laws and ordinance governing this type of work will be complied with whether specified or not. I certify that construction material, methods, and practices shall conform to the applicable Ordinances and Coded adopted by the City of Dalworthington Gardens. The granting of a permit does not presume to give authority to violator cancel the provision of any other state or local law regulating construction or the performance of construction.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Plan Review Fee: \$	<b>Approved by:</b>	<b>DWG Receipt Number:</b>
Building Permit Fee: \$	<b>Date Approved:</b>	<b>Bureau Veritas Project Number:</b>
Tap & Access Fee: \$	<b>Issue Date:</b>	
<b>Total Due: \$</b>	<b>Issued by:</b>	



# Supplemental Project Information Sheet

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### Accessory Building

Total Square Feet: \_\_\_\_\_ Building Material: \_\_\_\_\_  
Building will have:  Plumbing  Electrical  HVAC  Fire Sprinkler  Alarm

**Each Accessory Building Request must show**

**-Plot plan showing location of building and proximately to adjacent property lines**

### Fence

*May not exceed 4ft in front yard, and 6ft in side and rear yards including gates and posts.*

New  Replacement  Proposed Height: \_\_\_\_\_  
Current Material: \_\_\_\_\_ Replacement Material: \_\_\_\_\_

### Roof

New Deck Needed? \_\_\_\_\_ Type of Shingles: \_\_\_\_\_ Class "C" Fire Rate or Better? \_\_\_\_\_

### Sign

Type of Installation (Permanent/Temporary): \_\_\_\_\_ Number of Sq. Ft. on Face: \_\_\_\_\_  
Distance to nearest sign on same street: \_\_\_\_\_ Height of sign from street to curb top: \_\_\_\_\_

Overhand on easement or R.O.W: Yes  No

Type of Sign: Pole  Wall  Marquee  Ground   
Shingle  Billboard  Projection

Will sign have any of the following features: Flashing  Illuminated  Motion

Description of feature: \_\_\_\_\_

**Each sign request must have the following:**

- 1) **Drawing or picture showing dimensions and exact wording to scale**
- 2) **Plot plan showing location from property line and building to scale**

### Swimming Pool/Spa

\*Separate permits are required for the electrical & plumbing related to pool/spa.

Pool Only  Pool with Spa  Natural Gas Heater? Yes  No   
Diatomite Filter  Cartridge Filter  Other \_\_\_\_\_

All Pool Permits require the following information:

- 1) Plot Plan-Showing existing property lines, easements and structures
- 2) Fence Location -A four (4) foot fence with self-closing and self-latching gates must surround the pool area.

### Grading

SWPPP



# Contractor Registration Application

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### Contractor Classification

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Electrical      | <input type="checkbox"/> Plumbing*           | <input type="checkbox"/> Mechanical    |
| <input type="checkbox"/> Fire Sprinkler  | <input type="checkbox"/> General Contractor  | <input type="checkbox"/> Fence         |
| <input type="checkbox"/> Irrigation      | <input type="checkbox"/> Roofing             | <input type="checkbox"/> Pool/Spa      |
| <input type="checkbox"/> Sign Contractor | <input type="checkbox"/> Backflow Prevention | <input type="checkbox"/> Miscellaneous |

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Licensee Name: \_\_\_\_\_ Licensee Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Company Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

All applicants must provide the following documents:

- 1) Driver's License.
- 2) Liability Insurance with the City of Dalworthington Gardens as the certificate holder.
- 3) State License / State Certification

\*Plumbing & Electrical Contractors – Provide Driver's License, application amount is \$0.00, City Staff will validate license and insurance.

<https://vo.licensing.hpc.texas.gov/datamart/selSearchType.do>

It is a violation of city ordinance to conduct business in Dalworthington Gardens without being registered. I hereby acknowledge that I have read and examined this application and know the same to be true and correct.

\_\_\_\_\_  
Application Name (Printed)

\_\_\_\_\_  
Tax ID# / Social Security Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_(Initial) I acknowledge that I have received and understand the brochure regarding regulations affecting construction activity and erosion and pollution controls.

# Building Permit Checklist

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## THE FOLLOWING MUST BE INCLUDED TO BE CONSIDERED FOR A BUILDING PERMIT:

Submittal shall be 1 electronic, 1 full size sheet drawing, and USB flash drive. At time of submittal a complete set of plans shall be submitted for approval. \*Contractor shall pay all fees and permits at the time of application. Sub-Contractors are required to register individually.

\*To include site, architectural, electrical, mechanical, plumbing, irrigation, and fence. All drawings shall contain appropriate engineer or architect seal.

<b>Site Plans Must Indicate:</b>	
	<input type="checkbox"/> Location of all Buildings <input type="checkbox"/> Flood Plain Elevation <input type="checkbox"/> Setbacks* <input type="checkbox"/> Any individual Lot Requirements <input type="checkbox"/> Easements <input type="checkbox"/> Called for in the Plat <input type="checkbox"/> Legal Description <input type="checkbox"/> All Drawings must be to Scale
<b>Building Plans Must Include:</b>	
	<input type="checkbox"/> Truss Roof Details <input type="checkbox"/> Window <input type="checkbox"/> Irrigation <input type="checkbox"/> Roof Framing Detail <input type="checkbox"/> Fire <input type="checkbox"/> Wall and Braced Panels Detail <input type="checkbox"/> Alarm <input type="checkbox"/> Mechanical <input type="checkbox"/> Height <input type="checkbox"/> Electrical <input type="checkbox"/> Setbacks* <input type="checkbox"/> Plumbing <input type="checkbox"/> Minimum Finished Floor if Required by the Plat <input type="checkbox"/> All Drawings must be to Scale
<b>Geotech Survey</b>	
	<input type="checkbox"/> Must be done for each Lot <input type="checkbox"/> A Certified Copy must be Provided
<b>Foundation Plans</b>	
	<input type="checkbox"/> Must be Certified by a Structural Engineer <input type="checkbox"/> Must be inspected by S.E. <input type="checkbox"/> Must Reflect Information Provided on Geotech Survey <input type="checkbox"/> All Drawings must be to Scale
<b>Energy Compliance Certificate</b>	
	<input type="checkbox"/> Fill out a Residential Energy Code Worksheet <input type="checkbox"/> A Copy of MEScheck or a REScheck report must accompany this document.
<b>Drainage Plans/SWPPP</b>	
	<input type="checkbox"/> Must be done for individual Lots <input type="checkbox"/> All Drawings must be to Scale <input type="checkbox"/> Must meet Subdivision Requirements as laid out in the Final Plat <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Must include Topography map <input type="checkbox"/> Grading Plans <input type="checkbox"/> Must show Drainage Easements
<b>Commercial Plans Must Include:</b>	
	<input type="checkbox"/> Fire Alarm Plans - Sprinkler Plans may be required <input type="checkbox"/> Tree Survey <input type="checkbox"/> Landscape Plans w/ associated irrigation plans <input type="checkbox"/> Other Documentation as Required by City Staff

\*If the building is within 2 feet of the setback line a form board survey is required.

**An incomplete application will delay the review process or cause denial of the application.**



# Building Permit Fee Cost Summary

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Fax: 817-265-4401

## OFFICE USE ONLY

Please see Appendix A of City of Dalworthington Gardens Code of Ordinances, Fee Schedule Section A3.000 Construction Services for details.

**All Construction Service related permits are based on valuation**

New Residential & New Commercial Construction	
Building Plan Review and Permit Fees	
Plan Review Fee	
Building Permit Fee	
<b>Total Plan Review &amp; Permit</b>	

Water & Sewer Tap Fees	
Size of Water Tap	
Water Tap Fee	
Sewer Tap Fee	
<b>Total Tap Fees</b>	

Water Impact System Access Fee	
Fort Worth System Access Fee	

<b>Total Amount Due</b>	
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Mechanical/Electrical/Plumbing/Misc. Construction	
<u>Circle One</u>	
Residential	Commercial
Permit Type	
Plan Review Fee	
Permit Fee	
<b>Total Amount Due</b>	

All Other Permits	
Permit Type	
Permit Amount	

# Fee Schedule Summary

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Below is only summary of the fees associated with the most common types of permits, Please see City Code of Ordinances for full fee schedule and details.

## Building Permits and inspections:

Single-family residential application fee (plan review): \$100 nonrefundable; applied to permit fee  
Single-family residential inspections: Based on valuation

Square Footage	Fee
0 – 1500 S.F.	\$942.00
1501 – 10,000 S.F.	\$942.00 for the first 1,500 S.F. plus \$0.45 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$4,800 for the first 10,000 S.F. plus \$.20 for each additional S.F. over 10,000 S.F.

Commercial and multifamily plan review Based on valuation

Valuation	Fee
\$1.00 to \$10,000.00	\$100.00
\$10,001.00 to \$25,000.00	\$125.00 for the first \$10,000.00 plus \$ 7 additional \$1000.00
\$25,001.00 to \$50,000.00	\$191.00 for the first \$25,000.00 plus \$ 6 additional \$1000.00
\$50,001.00 to \$100,000.00	\$314.00 for the first \$50,000.00 plus \$ 5 additional \$1000.00
\$100,001.00 to \$500,000.00	\$485.00 for the first \$100,000.00 plus \$ 4 additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$1580.00 for the first \$1,000,000.00 plus \$ 3 additional \$1000.00
\$1,000,001.00 and up	\$2736.00 for the first \$1,000,000.00 plus \$ 2 additional \$1000.00

Commercial and multifamily inspections Based on valuation

Valuation	Fee
\$1.00 to \$10,000.00	\$100.00
\$10,001.00 to \$25,000.00	\$135.00 for the first \$10,000.00 plus \$11 additional \$1000.00
\$25,001.00 to \$50,000.00	\$294.00 for the first \$25,000.00 plus \$ 8 additional \$1000.00
\$50,001.00 to \$100,000.00	\$483.00 for the first \$50,000.00 plus \$ 6 additional \$1000.00
\$100,001.00 to \$500,000.00	\$746.00 for the first \$100,000.00 plus \$ 5 additional \$1000.00
\$500,001.00 to \$1,000,000.00	\$2426.00 for the first \$1,000,000.00 plus \$ 4 additional \$1000.00
\$1,000,001.00 and up	\$4207.00 for the first \$1,000,000.00 plus \$ 3 additional \$1000.00

Reinspection \$100.00

## Sign Permits and Inspections:

Real estate signs less than 20 sq. ft. do not require permit  
Advertising (billboards): \$500.00  
All other signs Based on valuation

## Certificate of Occupancy:

New/Change/Temporary \$100.00

## Erosion & Pollution Controls

(Continuation)

- You are required to minimize offsite vehicle tracking of sediments and the generation of dust, including those caused by your contractors and suppliers.
- You (or other qualified personnel) are required to inspect the site and erosion and sediment controls at a frequency specified by the TCEQ permit. The SWP3 must be modified based on the results of inspections.

The SWP3 is a **LIVING DOCUMENT** and it must reflect the changes in the site. Any modifications in the site must be documented in the SWP3.

Help us to protect the water quality of our streams and lakes and

**KEEP  
DALWORTHINGTON  
GARDENS BEAUTIFUL**

Thanks to Tarrant County for information contained in this brochure.

## Additional Resources for Developing a SWP3

- TCEQ Construction Storm Water Permit Home Page:  
[www.tceq.state.tx.us/hav/permits/wq\\_construction.html](http://www.tceq.state.tx.us/hav/permits/wq_construction.html)
- Construction Industry Compliance Assistance Center:  
[www.cicacenter.org](http://www.cicacenter.org)
- North Central Texas Council of Government is™ Design Manual for Construction:  
[www.iswm.nctcog.org/archives-resources.asp](http://www.iswm.nctcog.org/archives-resources.asp)

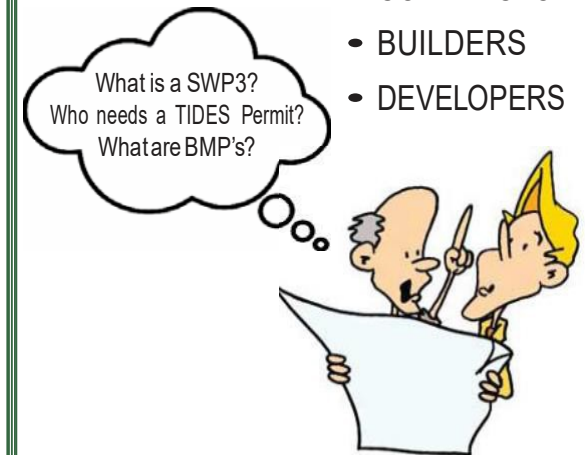


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76016  
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817-265-4401 Fax



# ATTENTION!

- CONTRACTORS
- BUILDERS
- DEVELOPERS



### Construction Activities could be:

- Grading
- Excavation
- Paving
- Utility Installation
- Site Development
- Building Construction

For Questions call: 817-275-1234

## Regulations Affecting Construction Activity



On March 5, 2008, the Texas Commission on Environmental Quality (TCEQ) renewed the General Permit to Discharge Waste from construction sites, under the Texas Pollutant Discharge Elimination System (TPDES). This permit applies to storm water and other discharges from construction sites. Under the Phase II storm water Regulations affecting small municipalities, Dalworthington Gardens is required to develop and implement a program to reduce pollutants in storm water from construction activities disturbing one or more acres of land. The following is a brief list of the requirements.

- ☒ The TPDES permit separates construction sites into two categories: large construction sites that will disturb (by itself or as part of a common plan of development) 5 or more acres of land; and small construction sites that will disturb (alone or as part of a common plan of development) between 1 and 5 acres of land. Land disturbing construction is defined as the exposure of soil resulting from activities such as clearing, grading, and excavating.
- ☒ To apply for the permit, large construction sites;
  - ⇒ Must submit to the TCEQ a Notice of Intent (NOI), together with an application fee prior to commencing construction activities;
  - ⇒ Must develop and implement a Storm Water Pollution Prevention Plan (SWP3);
  - ⇒ Must post a copy of the NOI at the construction site for public viewing and;

- ⇒ Must provide a copy of the NOI to the City of Dalworthington Gardens, at least 2 days prior to commencing construction activities.
- ☒ To obtain permit coverage, small construction sites;
  - ⇒ Must submit a TCEQ Construction Site Notice to the City at least 2 days prior to commencing construction activities.
  - ⇒ Must develop and implement a Storm Water Pollution Prevention Plan (SWP3) and;
  - ⇒ Must post a signed copy of the TCEQ Construction Site Notice at the construction site for public viewing;
  - ⇒ Small construction sites are not required to submit a NOI or pay a fee.
- ☒ The SWP3 must identify and address all potential sources of pollution at the site, and describe and ensure control measures called Best Management Practices (BMP's) will be used to reduce pollutants in storm water discharges from the site. It is recommended that you prepare your SWP3 following the guidelines found in the iSWM™ Design Manual for Construction.



## Erosion & Pollution Controls



BMP's such as silt fences and inlet protection must be working properly. Not all devices will work everywhere; you are responsible for cleaning and replacing any device as necessary. Inlet protection must be inspected regularly and cleaned when sediment has covered the fabric. Silt fences that have fallen or are damaged in any other way must be replaced immediately. Using only qualified personnel to install your BMP's will save you troubles in the long run.

- ☒ You are responsible for all the waste generated at your construction site. All waste must be placed in a trash container at all times. If your waste is deposited or blown into a creek or any other area outside your site, you are responsible for cleaning it immediately. Both onsite and offsite material storage areas and appropriate housekeeping practices must be included in your SWP3. If you are using a nearby lot for storage of materials, you are responsible for maintaining the sediment controls in that lot, even if the lot is not your own.
- ☒ You should preserve existing vegetation when possible, and must stabilize any disturbed area where construction activity has temporarily or permanently ceased. The stabilization must take place within 14 days of the end of activities unless construction will resume within 21 days. You have several options to accomplish temporary stabilization including revegetation, sod stabilization, mulching, geotextile fabric and others. You must make sure that the method you are using is effective; stabilization is not the mere application of grass seed!

(Continued...)