



CITY OF HALTOM CITY, TEXAS
5024 Broadway Ave., Box 14246 Haltom City, TX 76117
PH: 817-222-7730 FX: 817-222-7739

BUILDING PERMIT APPLICATION & SCOPE OF WORK

PROPERTY ADDRESS: _____
Current Zoning: _____

Property Owner	Address	City/State/Zip	Telephone
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Contractor	Address	City/State/Zip	Telephone
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E-mail: _____ **@** _____ **FAX** _____ **Cell** _____

- Type of Work:** **General Repair** **Addition** **New Detached Garage**
 Carport **Garage Enclosure** **Patio** **Porch** **Fence**
 Accessory Building-Temporary/Portable **Accessory Building/Permanent**
 Other: _____

Description of work: Three (3) complete sets of Engineer stamped drawings for construction framing/foundation plans and a property survey should be included. All work may include written quotes for electrical, mechanical and plumbing at the Building Official's discretion.

Square footage (total) of area involved: _____

Building Official Comments:

Work Includes:	Electrical	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plumbing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Mechanical (HVAC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

As of October 13, 2014, permit applications shall be submitted and reviewed in accordance with the 2012 International Code Series and the 2011 National Electrical Code.

VALUATION OF WORK

Work Item (add further items if needed)	Cost
<u>Bedroom(s) Remodeling</u>	
<u>Bathroom(s) Remodeling</u>	
<u>Kitchen Remodeling</u>	
<u>Interior Walls (drywall/sheetrock, paint, etc.)</u>	
<u>Added Room(s)</u>	
<u>Added Garage</u>	
<u>Accessory Building</u>	
<u>Patio</u>	
<u>Porch</u>	
<u>Foundation</u>	
<u>Exterior (paint, siding, brick, etc.)</u>	
<u>Roof Repair/Replacement</u>	
<u>Flooring Upgrade (carpet, tile, etc.)</u>	
<u>Heating/Air Conditioning</u>	
<u>Plumbing Repair/Upgrade</u>	
<u>Electrical Repair/Upgrade</u>	
<u>Fence Repair / Replacement</u>	
<u>Other:</u>	
<u>Other:</u>	
TOTAL ESTIMATED COST:	
PERMIT FEE:	
(65% OF PERMIT FEE DUE AT SUBMITTAL) PLAN REVIEW FEE:	
CONTRACTOR REGISTRATION FEE:	

The estimated cost should include all electric, mechanical and plumbing contractor work as part of construction or general repair. The contract labor costs are considered part of the overall Scope of Work. Each licensed contractor will then be required to pull their individual permits relative to the work performed on site. Example: Electrician pays for the count of plugs, switches and appliances. These fees cover the cost of city inspection following the on-site work.

SPECIAL INSTRUCTIONS

- Detailed plans for:** Additions, new detached garage, carport, porch, patio, accessory building, and foundation to include engineer stamped drawings/plans of the following:
*Foundation Plan * Floor Plan * Framing & Elevation Profiles
- Property Survey:** Must indicate location of new structure in relation to property lines, easements and existing structures. Survey must be current.
- Documents:** Engineered foundation plan – new or repairing of foundation may require engineered plan at the Building Officials discretion. M/E/P Quotes as needed.

**** Additional Permits that MAY BE Required ****

- Building Permit – General contractor to register with City of Haltom City, and
Provide certificate of insurance with Haltom City as certificate holder**
- Electrical Permit – Master electrician to obtain permit and register with City**
- Mechanical Permit – State licensed HVAC tech to obtain permit and register with City**
- Plumbing Permit – Master plumber to obtain permit and register with City**
- Floodplain Development Permit – Confirm property location is/is not within the Floodplain or Floodway**

Note: This permit becomes invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or, if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____ Date
Applicant's Signature

_____ Date
Accepted by City Staff

() **Approved By:** _____ **DATE:** _____

() **Denied By:** _____ **DATE:** _____

Reason:

RESIDENTIAL BUILDING PERMIT – DOCUMENT SUBMITTAL CHECKLIST

- ___ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ___ Copy of Recorded Plat or Proposed Plat.
- ___ Plot Plan indicating property boundaries, existing trees to remain and/or be removed, building foot print, paving, fencing.
- ___ Sidewalk details, residential driveway detail, pavement repair detail for street cuts, and fencing details as necessary.
- ___ Construction Elevation Plans indicating the height of building and type of exterior construction materials.
- ___ The type, location, height, and orientation of all external illumination facilities if proposed.
- ___ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer
- ___ Structural Framing and Roof Plans sealed by a professional engineer.
- ___ Floor Plans to scale, indicating the use of each room/area, and door/window schedule.
- ___ Flood proofing plans if located within FEMA designated floodplain.
- ___ Mechanical, Electrical, and Plumbing Plans.
- ___ Rescheck or otherwise approved energy calculations.
- ___ Provide three (3) copies of all development materials to staff for review. Copies should be at least 8.5" x 11" for readability.
- ___ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection and plumbing rough-in inspection.
- ___ Automatic Fire Suppression System Plans (ie. Sprinkler Plans).

RESIDENTIAL FENCE PERMIT – DOCUMENT SUBMITTAL CHECKLIST

- ___ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ___ Copy of Recorded Plat or Proposed Plat.
- ___ Plot Plan indicating property boundaries, curbs, edges of pavement if no curb, sidewalks, setbacks, easements, visibility triangles, existing trees to remain and/or be removed, building foot prints, paving, pools, pool barriers, fencing, vehicular gates, person gates, and pool barrier details, such as self-latching / self-closing gates.
- ___ Fencing Elevation Plan indicating fence height, fence materials, and fence details as necessary.
- ___ The type, location, height, and orientation of all external illumination facilities if proposed on fence.
- ___ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer for masonry walls
- ___ Floodplain Development Permit and associated details if located within FEMA designated floodplain.
- ___ Provide three (3) copies of all development materials to staff for review. Copies should be at least 8.5" x 11" for readability.
- ___ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection for masonry walls.

NONRESIDENTIAL BUILDING PERMIT – DOCUMENT SUBMITTAL CHECKLIST

- ___ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ___ Copy of Recorded Plat or Proposed Plat.
- ___ Dimensional Control Plan with fire lanes and fire lane details.
- ___ Drainage Plan consisting of Drainage Area Map, pre- & post-construction runoff calculations, curbs, gutter, inlet, storm pipes, etc.
- ___ Storm Water Management Plan with permanent best management practices treating water before entering storm sewer.
- ___ Storm Water Pollution Prevention Plan/Erosion Control Plan for sites greater than one acre.
- ___ Grading Plan.
- ___ Paving Plans with pavement materials, thicknesses, and specifications.
- ___ Sidewalk details, commercial driveway detail, pavement repair detail for street cuts, and TxDOT details as necessary.
- ___ Traffic Control Plan if any temporary closure of a street lane is necessary for construction.
- ___ A Water and Sanitary Sewer Plan indicating the location of nearest fire hydrants, utility connections, fire line connections, irrigation connections, etc.
- ___ Parking Plan and Landscape Plan.
- ___ The location of all outdoor facilities for waste disposal and required visual screening devices.
- ___ Construction Elevation Plans indicating the height of building and type of exterior construction materials.
- ___ The type, location, height, and orientation of all external illumination facilities if proposed.
- ___ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer
- ___ Structural Framing and Roof Plans sealed by a professional engineer. (Pre-fab metal buildings may submit after permit issuance)
- ___ Floor Plans to scale, indicating the use of each room/area, and door/window schedule.
- ___ Flood proofing plans if located within FEMA designated floodplain.
- ___ Asbestos survey or certification by an engineer, architect or licensed TDH inspector, and an "abatement certificate" if necessary for a renovation, remodel, demolition, or addition.
- ___ Mechanical, Electrical, and Plumbing Plans.
- ___ Comcheck or otherwise approved energy calculations.
- ___ TDLR registration if project is \$50,000.00 or more.
- ___ Provide three (3) copies of all development materials to staff for review. Copies should be at least 11" x 17" for readability.
- ___ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection and plumbing rough-in inspection.
- ___ Automatic Fire Suppression System Plans (ie. Sprinkler Plans).
- ___ Secondary containment Plans required for all flammable and combustible storage tanks, to include piping, above and below ground storage.
- ___ Verification of submittal to Tarrant County Health Department as required for food establishment, etc.

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